

FREDERICK COUNTY  
CAREER AND TECHNOLOGY CENTER  
[www.careertech.net](http://www.careertech.net)

## ***STUDENT HANDBOOK***

# ***2009-2010***



Career and Technology's Mission is to provide  
***MEANINGFUL EDUCATION FOR SUCCESSFUL  
CAREERS FOR ALL STUDENTS***

**2009-2010 STUDENT CALENDAR  
Frederick County Public Schools**

**August**

10-14,17 New Teachers Work Days  
18 Teachers Report:  
Professional Development  
24 First Day of School for Students

**September**

7 Labor Day: Schools Closed  
(BOE-Approved Holiday)  
24 Teacher Work Session:  
2-Hour Early Dismissal for Students  
25 Staff Development: Teachers Report  
Fair Day: Schools Closed  
(BOE-Approved Holiday)  
28 Yom Kippur: Schools Closed  
(BOE-Approved Holiday)  
29 Midterm

**October**

5-8 High School Assessments  
13 Parent-Teacher Conferences:  
Half Day PM for ALL Students;  
Open 4 Hours Late  
14 Parent-Teacher Conferences:  
Half Day PM for ES & MS;  
Open 4 Hours Late; Full Day for HS,  
PSAT Testing (HS)  
15 Parent-Teacher Conferences:  
Half Day AM for ALL Students;  
Close 3.5 Hours Early  
16 State/Regional Educational Training:  
Schools Closed  
30 End of Term. Teacher Work Session:  
2-Hour Early Dismissal for Students

**November**

2 Teacher Work Day:  
Schools Closed for Students  
25-27 Thanksgiving Break: Schools Closed  
(Nov 26-27: State-Mandated Holiday)  
30 Teacher Work Session:  
2-Hour Early Dismissal for Students

**December**

7 Teacher Work Session:  
2-Hour Early Dismissal for Students  
8 Midterm  
24-31 Winter Break: Schools Closed  
(State-Mandated Holiday)

**January**

1 New Year's Day: Schools Closed  
(State- Mandated Holiday)  
4 Schools Reopen  
11-14 High School Assessments  
15 First Semester Ends  
18 Dr. Martin Luther King, Jr. Day:  
Schools Closed (State-Mandated  
Holiday)  
19-20 End of Term. Teacher Work Day  
Professional Development:  
Schools Closed for Students  
21 Second Semester Begins

**February**

15\* Presidents' Day: Schools Closed  
(State-Mandated Holiday)  
23 Midterm. Teacher Work Session:  
2-Hour Early Dismissal for Students

**March**

1 Parent-Teacher Conferences:  
Half Day PM for ALL Students:  
Open 4 Hours Late  
2 Parent-Teacher Conferences:  
Half Day AM for ALL Students:  
Close 3.5 Hours Early  
9-18 Maryland School Assessments:  
Reading and Math  
30 End of Term  
31\* Spring Break: Schools Closed for  
Students; Teacher Work Day

**April**

1\*-2,5 Spring Break (April 2 & 5:  
State-Mandated Holidays)  
21-30 Maryland School Assessments: Science

**May**

3-11 Maryland School Assessments: Science  
7 Midterm  
12 Teacher Work Session:  
2-Hour Early Dismissal for Students  
17-18, High School Assessments  
20-21 High School Assessments  
24-28 High School Graduation Ceremonies  
31 Memorial Day: Schools Closed  
(State-Mandated Holiday)

**June**

10\* Last Day for Students: Teacher Work Session:  
2-Hour Early Dismissal for Students  
11\* Last Day for Teachers

\* Includes 5 days for snow or other emergency closings. If all days are not needed, the school year will be shortened by the number of unused days to provide 180 days for students. If more days are required, the days will be made up in this order: February 15, March 31, April 1, June 11 and 14.

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## Frederick County Career & Technology Center

7922 Opossumtown Pike  
Frederick, MD 21702  
240-236-8500  
240-236-8501 (fax)

August 24, 2009

Dear Students:

On behalf of the entire staff, I would like to welcome you to the Frederick County Career & Technology Center. We are glad that you have chosen to extend your high school experience to include the unique opportunities that the Career & Technology Center offers.

For over thirty years, the Career & Technology Center has been helping students jump start their future careers by providing intensive career specific education in programs tailored for both college bound and trades oriented students. Whether you plan to start your career immediately upon graduation or go on to post-secondary options, the CTC offers twenty-five career preparatory programs to suit career goals now and for the future.

Most programs here are two years in length and provide the opportunity for you to receive articulated college credits and/or certification in your field. Examples include: CNA/GNA, A+, Network+, ASE, CCNA, AWS. Several programs also include job shadowing experiences and formal paid internships as an extension of what you learn in our classrooms and labs.

An integral part of your CTC experience will be the SkillsUSA student organization and skills contests. This student organization provides invaluable experience in the development of teamwork and leadership skills, and we would encourage you to get involved. The skills contests provide students the opportunity to showcase their career skills in much the same way that sports allow students to showcase their athletic skills. This summer we took thirty students to the SkillsUSA national conference and competitions in Kansas City where they competed against 5,000 other students from high schools and post-secondary institutions across the nation. Three students received Gold Medals, two students received Silver Medals and one student received a Bronze Medal, 17 placed in the top 10 in the nation and all 25 competitors from CTC placed in the top 20 in the nation.

The experience of seeing thousands of young men and women competing in their respective skill areas is truly amazing. I would encourage each and every one of you to make it a personal goal to qualify for the SkillsUSA national conference.

We hope that your experience at the CTC will be enjoyable as you take these first steps towards your career goals.

Sincerely,

Greg Solberg  
Principal

## CAREER AND TECHNOLOGY FACULTY ROSTER

Greg Solberg  
Jeff Wood

Principal  
Assistant Principal

### Construction Technology Cluster

John Clark  
Rodney Foland  
Clyde LaBrush  
James Rollins  
Carroll Shry, Jr.  
Frank Taylor

Masonry, Carpentry  
Plumbing, HVAC  
Computer Aided Design and Drafting  
Construction Electricity  
Landscape Management/Work Study  
Carpentry Instructor & House Coordinator

### Technical Careers Cluster

Melvin Baker  
Frank Damazo  
James Dorsch  
Adam Frank  
Doug Hering  
Robert Jones  
Richard Smith  
Gary Wilfong

Advanced Web Site Development  
Auto Body/Collision Repair and Refinishing  
Computer Technician Analyst  
TV Multimedia Productions  
Agricultural and Commercial Metals Technology  
CISCO Networking Academy  
Automotive Technology  
Automotive Technology

### Service Industries Cluster

John Augustine  
Rita Crandall  
Tammy Eaves  
Bridgette Hopkins  
Jeffery Keilholtz  
Kathy Koops  
Jackie Libeau  
Margie Liddick  
Jo McGovern  
Jenny Maher  
Janet Reeder  
Brenda Triantis  
University of MD Fire Institute Staff  
Candy Zentz

Graphic Communications and Printing Technology  
Academy of Finance  
Fundamentals of Nursing  
Culinary Arts  
Criminal Justice  
Biomedical Science  
Nursing  
Culinary Arts  
Professional Health Careers  
Nursing  
Cosmetology  
Cosmetology  
Fire and Rescue Cadet Program  
Marketing Education

### Student Support and Related Academics

Kristen Daly  
Karin Johns  
Martha Lowry  
Lorraine Marshall  
Dave Snyder  
Lucinda Weimer  
Bill W. Abbs  
Thomas Delaney

Guidance Counselor/School Support  
ELL Instructor  
Special Education  
Math Instructor  
Special Education/School Support  
English & Reading Instruction Specialist  
Transition Skills  
Computer Network Coordinator

### Support Staff

#### Secretarial

Karla Eshelman  
Pam McCabe  
Gail Mahlandt

Principal's Secretary  
Assistant Principal's Secretary  
Guidance Secretary

#### CTESST Instructional Assistants

Ruth Cramer  
Dawn Franzese  
Charlene Gomez  
Deborah Parsons  
Katherine Peltzer  
Ritchie Veverka

#### Instructional Assistants

Kristal Hood  
Denise Opishinski  
Peggy Warfield  
  
Lee Banks  
Megan Dewese

Choices & Changes  
Media Center (.5)  
Media Center (.5)  
  
Transition Assistant  
Transition Assistant

#### Custodial Services

Kevin Grossnickle, Lead Custodian  
Alida Fink  
Delmira Guzman  
Roland Weller

Health Nurse  
Diane Fina, RN, BSN

## STUDENT SERVICES

### GUIDANCE

Guidance services are available for every student in the school. These services include assistance with education and career planning, occupational and employment information, opportunities in the military service, apprentice and technical school training, college admission and school, home and/or social concerns. Students wishing to visit the Guidance counselor should contact the secretary in the Guidance office to arrange an appointment. The counselor will give a pass slip to the student so that he/she may return to class at the end of the appointment. The Guidance Counselor is Mrs. Kristen Daly.

### ACADEMIC SUPPORT SERVICES TEAM

The Academic Support Services Team is available to offer special assistance to students who have difficulty succeeding in their technical programs. Students who have difficulties with reading, writing and mathematics may get remedial assistance from the Support Team.

### CRISIS TEAM

The Center has established a school crisis plan to be used in the event of a life threatening accident or death of a student or staff member. Students or staff requesting information may contact any member of the Crisis Team. The members are: Mr. Greg Solberg, Mr. Jeff Wood, Mrs. Kristen Daly, Mr. Dave Snyder, and Mrs. Martha Lowry.

### SCHOOL EMERGENCY PROCEDURES

The Career and Technology Center staff is committed to maintaining the safety of its students. The school Crisis Team has developed a comprehensive emergency plan to provide for the safety of the students and staff. Personnel from the Frederick County Sheriff's Department, Frederick Community College, and Fort Detrick were consulted. The faculty and staff have been thoroughly trained to initiate the appropriate action quickly and effectively in response to an emergency situation.

In the event of an emergency, it is imperative that students follow the instructions of the instructors or staff persons in charge without hesitation. Following instructions in a quick and precise manner will help ensure personal safety along with the safety of all students and staff.

The school's staff will notify parents and or guardians of any emergency situations and will ask that they follow our instructions along with those from any city, county, or state emergency personnel assisting.

### SCHOOL SUPPORT

The School Support Program is designated to enable students to be successful in a technical school setting rather than attend a more restrictive environment. The program focuses on family involvement and utilizes crisis intervention, developmental counseling, and cognitive behavioral intervention methods. When a student returns from a more restrictive environment, the School Support Program helps the family and student to adapt and cope in the technical school environment. The School Support teacher is Mr. Dave Snyder.

## HEALTH CARE-STUDENT ILLNESS

A student becoming ill in school must notify his/her classroom teacher and then report immediately, with a pass, to the Front Office. If it is necessary for the student to go home, the health technician will contact the parent who will then assume responsibility for transporting the student.

## CONCERNS AND PROBLEMS

It is not unusual for students to need extra help with different kinds of problems. The staff of the Career and Technology Center welcomes the opportunity to help students experiencing difficulties.

Students having academic problems or concerns about instruction should seek help from the following staff members usually in this order: classroom instructor, counselor/school support, assistant principal, principal.

Problems of a more personal nature may be addressed with your counselor or school support teacher.

Do not hesitate to ask for help when you need it. The welfare of our students is our first priority.

On January 25, 1975, the Board of Education of Frederick County officially adopted the Student Responsibilities and Rights Document. Each student will receive a separate copy of this document in the FCPS Calendar Handbook. The student Responsibilities and Rights Document states in writing the rights and corresponding responsibilities of all students. Constitutional rights do not allow behavior which will create unhealthy, unsafe, and disruptive conditions within the school.

The Student Responsibilities and Rights Document also provides for a grievance procedure to be followed when a student feels his rights have been violated.

The procedure for filing a Grievance is as follows:

1. The grievance should be solved at the lowest level if possible. (Between student and instructor)
2. If the grievance is not solved at level I, the student or instructor must write the complaint on a Grievance form, which may be obtained in the Guidance Office or the Front Office.
  - a. The complaint must be a specific violation of the Responsibilities and Rights Document.
  - b. All information must be provided on the form. (Requested redress should be included)
3. The Student/Faculty Grievance Committee will meet to hear pertinent witnesses as necessary.
  - a. Written records of the grievance hearings will be maintained.
  - b. The decision of the committee should be made to the principal.
  - c. The decision of the committee should be made no later than 10 days after receipt of the complaint.
4. The maximum time between an alleged violation and the filing of a written grievance will be one(1) week.
5. The student or teacher filing a complaint will be notified of the committee actions in all cases. All the committee actions will be posted in the proper manner in order that all students may be informed. Anonymity in the parties will be maintained.

The faculty chairperson of the Student Grievance Committee is Mr. Rodney Foland.

## ADMISSION TO EXTENDED TECHNICAL STUDIES CLASSES

The student and instructor must develop a plan of study for their extended studies which must then be approved by the CTC Principal. Only those students who have demonstrated that they are exceptionally motivated and focused upon a specific career field will be admitted, providing space is available.

## WITHDRAWAL/TRANSFER FROM TECHNICAL PROGRAMS

1. A student wishing to withdraw from his technical program prior to completion of the two year sequence must submit a written request signed by a parent/guardian to the Career and Technology Center counselor, stating reason for the request.
2. A Teaming conference with parents, the Career and Technology Center instructor, the home school counselor, the Career and Technology Center coordinator and the student may be required.
3. The student needs the signed permission of both the home school and the Career and Technology counselor to withdraw.
4. The deadline for students entering or withdrawing from a technical program with credit is ten days from the first day of school.
5. Parents of students requesting to withdraw or enter during the school year will be encouraged to visit the Center.

## BELL AND CLASS TIME SCHEDULE

	7:00 A.M.	Teacher Duty Day Begins
*	7:15 A.M.	7:15 English 12 Class Begins
	8:00 A.M.	A.M. Classes and 7:15 English 12 Dismissals
	8:15 A.M.	Cosmetology English Begin
*	9:00 A.M.	Cosmetology English Dismissal
	10:10 A.M.	Brunswick, Catoclin, Heather Ridge, Linganore, Middletown, Tuscarora, Urbana, Frederick, and Walkersville students depart
*	10:15 A.M.	English 12 Class Begins
	10:22 A.M.	Thomas Johnson students depart
*	11:00 A.M.	English 12 Dismissal
	11:30 A.M.	P.M. Classes Begin
	1:45 P.M.	Brunswick, Catoclin, Linganore, Middletown, and Urbana students depart
	1:55 P.M.	Frederick, Thomas Johnson, Tuscarora and Walkersville students depart
	2:30 P.M.	Teacher Duty Day Ends

\* No bell will be rung

## TRANSPORTATION

Generally students are transported between the home high school and the Career and Technology Center by Frederick County Public Schools' buses. A student missing the bus connection at the home school is to report immediately to the office at the home school for further direction. Likewise, a student missing the bus at the Technology Center is to report immediately to the CTC office for direction. Under NO circumstances are students to drive to or from the Career and Technology Center without prior approval from the home school administration, CTC administration and parent. In addition, Frederick County Public Schools' Regulation 400-46 prohibits students riding with another student. The Career and Technology Center has a zero tolerance policy in effect and both passengers and drivers violating this rule will be suspended from school.

## ATTENDANCE

Regular school attendance is the single biggest predictor of student success in high school. It is viewed as an important commitment that a student makes when applying for admission to the Career and Technology Center. The quality of the student's educational experience is diminished with each absence from school. An absent student misses the subtle meanings and explanations which are obtained through the classroom experience.

Student absences from the Career and Technology Center represent approximately 2 1/2 hours of lost instruction each day. The instruction at the Center is presented in a practical manner with emphasis upon hands-on laboratory or practice time which is designed to simulate expected employment standards. Employers indicate that they will not tolerate poor work attendance among their employees. Experience has shown that students with attendance problems are not successful in career and technology programs. Our students are expected to adhere to the following attendance policy:

1. Students begin their day at the Career and Technology Center upon arrival on the campus. Upon arrival students are expected to report directly to their classes.  
  
Student enrolling in the early English 12 class are to report to class by 7:15 a.m. and will be excused at 8:00 a.m. for their next class. **THESE STUDENTS MUST FURNISH THEIR OWN TRANSPORTATION.**
2. All student absences shall be classified as either excused or unexcused in accordance with Frederick County Public Schools Regulation 400-7 and summarized in the County Calendar Handbook. Generally the acceptance of parent absence notes and coding of students absence will be handled in the home high school. Time missed due to student unexcused lateness and early dismissals add cumulatively and count toward unexcused absence totals.
3. When returning to the Career and Technology Center following an absence, each student must present a coded home school admit slip to the Attendance Clerk, Mrs. McCabe, located in the Front Office. Students attending the Center for a full day will present a note explaining the absence from the parent/guardian. Students returning to the Career and Technology Center without a home school admit slip must first report to the Attendance Clerk, Mrs. McCabe, for a temporary admit slip.
4. Temporary home school admit slips are valid for only one day and all absences must be verified within two school days with a regular admit slip or will automatically be recorded as unexcused.
5. The school attendance office phone number is (240) 236-8472.

## LATENESS TO SCHOOL/CLASS

Students should make every effort to arrive to school and class on time. Lateness is not acceptable because the late student distracts and interrupts the concentration of other student learners and the instruction of the teacher.

1. Students who arrive late, except for bus problems or home school schedules, must immediately report to the Front Office/Attendance Office with written verification of their lateness by either an Admit Slip from their home school or a "lateness" note from their parent/guardian. Students who arrive late by driving must have the required written driving permission (see the Student Driving Policy.)
2. The following disciplinary procedure will be followed in dealing with students who are unexcused tardy to school and/or classes:

1 <sup>st</sup>	UNEXCUSED TARDY/TERM . . . . .	Discussion with student by teacher
2 <sup>nd</sup>	UNEXCUSED TARDY/TERM . . . . .	Discussion with student by teacher
3 <sup>rd</sup>	UNEXCUSED TARDY/TERM . . . . .	Phone call by teacher to parent explaining problem and school policy and Choices and Changes assigned by the Teacher
4 <sup>th</sup>	and SUBSEQUENT UNEXCUSED TARDIES . . .	Referral to administration

## REQUEST FOR EARLY DISMISSAL

On occasion students have a need to leave the Career and Technology Center prior to scheduled dismissal time. In these rare circumstances, a written request from the parent/guardian, on an Early Dismissal Pass from the home school must be presented to the Attendance secretary prior to the beginning of class. Written requests from parents/guardians must include the following: date, time requested to leave school, reason for request, student name, phone number where parent may be contacted to confirm, and parental signature. Students who will be leaving by driving themselves must also follow the rules of the Student Driving Policy. If returning the same day the student must report to the Front/Attendance Office for readmittance to school.

## DELAYED SCHOOL OPENING

If weather conditions require that school be delayed one hour or more, the FCPS Transportation Department will notify the local broadcast media of the decision. Inclement weather delays will affect the Career and Technology Center in the following manner:

- 1. School opening delayed one hour**  
A.M. Career and Technology Center programs begin one hour later than usual.  
7:15 a.m. English class will begin at 8:15 A.M.  
Student dismissal times remain as usual.
- 2. School opening delayed two hours**  
A.M. Career and Technology Center programs will begin at 10:00 a.m.  
7:15 a.m. English class will begin at 9:15 a.m.  
10:15 English class will begin at 11:10 a.m.  
P.M. Career and Technology Center programs will begin at 12:10 p.m.  
All classes will meet on an abbreviated schedule.
- 3. Schools dismissed 2 hours early**  
A.M. classes started at regular time.  
A.M. dismissal at 9:00 and 9:10 a.m.  
10:15 a.m. English dismisses at 10:10 a.m.  
P.M. classes start at 10:10 a.m.  
P.M. classes dismiss at 11:45 and 11:55 A.M.

When the snow emergency plan is in effect in Frederick County, after-school, evening and weekend programs and activities will be cancelled.

## GRADING

Students receive the best instruction the Career and Technology Center is capable of providing. The teaching-learning process requires the active cooperation between student and teacher to produce positive results. Learning is an active process and unless students work at gaining knowledge and skill "...no genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."

The instructional staff will maintain a record of each student's work and progress on a regular basis. It is recommended that the record contain an average of one grade per week. Grading will be done in a professional and equitable manner and will accurately reflect the student's achievement. Grading is guided by a specific and precise written plan prepared by the instructor and shared with the student which reflects Frederick County Public Schools' regulations and industry standards.

Grading in each academic course will adhere to Frederick County Public School's Regulation 500-5.

Grading in technical courses will be based upon demonstrated student mastery of specific proficiency skills as indicated on the skills certificate of each program. Student mastery level is determined through a sense of performance based assessments after the necessary skills are taught as classroom theory and practical theory through a number of practical applications. In addition, the Professional Skills of task preparation, use of time/task completion, human relations, accepting supervision, and safety practice are rated daily. These measures contribute between 10% to 25% of the student's grades each term.

The principal is the final authority in all appeals and disputes concerning grades for all students at the Career and Technology Center.

## GUIDELINES FOR SCORING PROFESSIONAL SKILLS

Indicators and Values	Points Per Day
1. Task Preparation	2
a. Has all materials needed for the task	
b. Dresses according to safety requirements of the task	
c. Follows instruction as given and asks for clarification as necessary	
2. Use of Time/Task Completion	2
a. Work productively during assigned time	
b. Demonstrates pride in quality of work produced	
c. Demonstrates initiative and responsibility on the job	
3. Human Relations	2
a. Demonstrates respect for property	
b. Demonstrates ability to work effectively in a team	
c. Works cooperatively with supervisor	
d. Presents point of view in an appropriate manner	
e. Seeks mutually acceptable resolutions to conflicts and disputes with fellow workers	
f. Maintains self-control verbally and physically	
4. Accepts Supervision	2
a. Communicates with supervisor in an appropriate manner	
b. Accepts direction from supervisors and makes effort to alter behavior when needed	
c. Demonstrates ability to accept and give feedback in a constructive manner	
5. Safety	2
a. Follows all program and school safety rules	
b. Understands and demonstrates proper use of worksite equipment and materials	

## PROFESSIONAL SKILLS POINTS AND ATTENDANCE

1. Students who are present in class will be scored in each of the 5 professional skills daily.
2. Students who are tardy to class will be docked 2 points (unless an excused pass is provided by the student.)
3. Students who are absent will receive no professional points.
  - Unexcused absences will be given a 0 or Z grade.
  - The first 3 excused absences in each term will not count against a student – they will receive an X or excused grade
  - Any subsequent absences in a term will receive a 0 or Z grade
4. Professional Skills points for excused absences may be made up by mutual agreement with the instructor.

## COMPUTERS: ACCEPTABLE USE

Student access to the school's computer network conforms to Frederick County Public School's Regulation 400-73 and independent usage requires the completion of the appropriate parent permission form (sample page 15.)

Students are responsible for their behavior while using school computer networks. Digital networks will only be used for authorized instructional activities. Unauthorized activities include knowingly spreading viruses, violating copyright laws, installing or using unauthorized software, accessing the network via another user's account, hacking, and/or the destruction of computer systems and files. Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any school computer or network is prohibited. Students will access only those network resources for which they have obtained permission, using the account assigned to them.

**Students may not use the computer resources of the school to check their private home e-mail.**

## PARKING AGREEMENT CAREER AND TECHNOLOGY CENTER

Driving to the Career and Technology Center is a privilege. Students who must drive to and from the Center must apply for a driving/parking permit. The privilege to drive is subject to the following conditions:

1. Students must complete a new parking/driving application each school year. All information must be complete before request will be approved. Required information about your vehicle includes: make and model of car, color and year of car, and license plate number.
2. There is a \$10.00 charge for a parking permit. The parking tag must be displayed on the rear view mirror when your vehicle is parked on school property.
3. Only the registered vehicle may be parked on school property during school hours. Alternate vehicles must be registered in the office.
4. Students may only park in the designated student parking area (the lower parking lot parallel to Opossumtown Pike.) Parking in other areas on school property will result in disciplinary action and may result in loss of driving privilege.
5. Students may not transport other students to or from the Career and Technology Center. Violation of this rule, established by Frederick County Public Schools, will result in suspension from school and loss of driving privileges.
6. The speed limit on school property is not to exceed 15MPH. (FCPS POLICY.)
7. Cars are to be locked at ALL times. (FCPS POLICY.)
8. Parking lots are off limits except when students are arriving and departing from CTC. Students may not loiter on the parking lot or sit in cars at any time during the school day.
9. The school administration has the right to reasonable search of all vehicles.
10. The school is not responsible for damage to vehicles or loss of contents while on school property.
11. Students must enter and leave the Career and Technology Center by the FRONT (MAIN) Entrance ONLY.
12. **The dismissal time for students driving will be the same as their home school dismissal from CTC.**
13. Driving privileges may be revoked for any of the following reasons:
  - a. Transporting other students.
  - b. Reckless driving and/or speeding on school property.
  - c. Class cutting or truancy from school.
  - d. Parking in unauthorized areas on school property.
  - e. Parental requests.
  - f. Loss of valid reason to driving to and from the Center.
14. Parking space is limited and the following students will be given priority status in granting driving privileges:
  1. Work Study Students
  2. Students enrolled in 7:15 a.m. classes at the Center
  3. Students enrolled in the Fire/Rescue class
  4. 12<sup>th</sup> and 11<sup>th</sup> grade students with after school jobs

## SINGLE DAY DRIVING POLICY

### Frederick County Career and Technology Center

The Single Day Driving Policy of the Frederick County Career and Technology Center is as follows:

1. Students who need to drive to the Center for medical appointments, to transport kits or tools for their respective program, to work on a vehicle and/or an object too large to transport on the county school bus should have a note outlining the reason for driving to the Center from their home school or home signed by their parents and an administrator from their home school **noting the make, model, color and tag number of the vehicle** they will be driving to the Center.
2. Upon arrival at the Career and Technology Center, student must check in at the front office and present their note (signed by a parent and home school administrator) to receive a one day parking pass.
3. The single day driving policy IS NOT to be confused with the Career and Technology Center Parking Agreement for students on Work Study and 7:15 a.m. English in which students obtain a parking tag for the entire year.
4. Board of Education Policy No. 400-46 which states **Principals shall neither authorize nor permit students to travel to activities in vehicles driven by other students. This includes students riding and driving from their home school to the Career and Technology Center.** Violation of this rule, established by Frederick County Public Schools, will result in suspension from school of all violating parties and loss of driving privileges.
5. Single day driving IS NOT TO BE ABUSED. Student notes will be reviewed carefully and filed for future reference of abuse of the policy.
6. All students must enter and leave the Career and Technology Center by the front (main) entrance ONLY.
7. **The dismissal time for students driving will be the same as their home school dismissal from CTC.**

### PROCEDURE RELATING TO STUDENT TRAFFIC IN HALLS

When buses arrive, all students will report directly to their respective classrooms and remain inside the room.

All students must enter and leave the Career and Technology Center by the front (main) entrance ONLY.

No students may be in the halls without a written pass from their instructor.

### HOME SCHOOL ACTIVITIES

The Career and Technology Center will cooperate with reasonable requests made by telephone or in writing from the home school to release students to participate in activities occurring during Career and Technology Center time. CTC asks that this request be made 5 school days in advance of the event. Students are expected to make up work missed due to these activities.

## SAFETY

Safety is a major priority at the Career and Technology Center. Due to the presence of much power equipment in all technical areas, students must strictly follow the safety standards established by instructors. Most programs require the satisfactory passing of safety exams prior to working in the laboratories.

## DRESS

The Career and Technology Center takes pride in the appearance of its students. Student dress affects the public image of the school and has influence upon conduct and quality of school climate. All students have the responsibility to dress and groom themselves in a manner which is safe, healthy, and non-disruptive to classroom and school educational environment.

The wearing of clothing which features offensive and/or vulgar words, pictures, or drawings or contains derogatory language regarding a person's ethnic background, natural origin, religious belief, sexual orientation, or disability is unacceptable.

Each technical area may select a uniform of some type. A uniform is necessary in some labs to safeguard the individual, to keep regular clothes from becoming soiled, and to help create the professionalism necessary in each area. Work clothes allow students to travel to and from school in regular attire like all other Frederick County students and help keep buses clean. Proper work attire might include work books, coveralls, tool belt/tools, safety equipment, nursing uniforms, etc. Students who fail to be properly dressed for technical participation will lose work maturity points, may be assigned an alternative task(s) and may negatively impact overall grade.

- All uniforms within an area are the same style and color.
- Each lab may determine color and style, and all students will abide by this decision.
- Cost of uniforms will be kept as low as possible.
- Two sets of uniforms are recommended so that one may be worn while the other is being cleaned.
- In those labs that require uniforms, students must wear them after the first two weeks of school or students will not participate in class activities.
- Leather shoes are required by most Career and Technology Center areas.
- Safety glasses will be worn by students in all areas where there is special danger from chips and/or flying particles created through normal work. Proper safety equipment will be provided. The first pair of safety glasses will be furnished but additional pairs may be purchased from the front office or from any vendor as long as they are ANSI 2-87 compliant.
- Students who are financially unable to furnish necessary uniforms and equipment should see the Guidance Counselor. Provisions will be made in a confidential manner.
- Hard hats must be worn by ALL students when participating in the house project.

## LOCKS AND LOCKERS

Each student will be assigned an individual locker in the classroom/laboratory area and issued a school lock to secure his/her property. Students are not permitted to share lockers. Periodic inspection of lockers may be made by the administration to assure that lockers are neat, orderly and contain no materials which are in violation of school regulations. This inspection may include the use of police canines to detect the presence of illegal drugs. The outside of the student lockers is to be kept free of stickers, pictures and writing.

Students are to keep lockers locked at all times and to leave valuables at home. Although the school will assist in recovering articles lost from student lockers, the school will not assume responsibility for the loss.

Students are responsible for clearing their lockers of all personal possessions prior to leaving school on their last day of attendance. Any personal items left in the lockers will be held for one week and then given to a charitable organization.

## POSTERS

All posters advertising or announcing school events and activities and all posters displayed in the corridors must be approved by an administrator prior to displaying them. All posters are to be removed by the student group immediately after the completion of the activity.

Students are to use filament tape -- NOT SCOTCH TAPE to hang posters.

## PESTICIDE USE

FCPS utilizes the Integrated Pest Management program to identify and control pest problems in schools. Middle and high schools must notify only those parents, guardians, or staff who have filed a written request for notification; forms are available at each school and must be updated every school year. (See the FCPS Calendar Handbook for details.)

## DISCIPLINE

Discipline procedures at the Career and Technology Center are consistent with the guidelines set forth in Frederick County Public Schools Regulation 400-8 available at [www.fcps.org](http://www.fcps.org) and delineated in the FCPS Calendar Handbook. These documents outline categories of student misbehavior and the appropriate administrative action ranging in most cases from probation to expulsion. Please refer to these documents for specific conditions.

## SUSPENSION POLICY

There is a close working relationship with each home school; therefore, students who are suspended from either the Career and Technology Center or the home school are automatically suspended from both. When in the best interest of a student, an in-school suspension may be administered and served during the Center's hours.

## CHOICES & CHANGES POLICY

The Career and Technology Center uses the behavioral reflection process whenever it is in the best interest of the student and/or the instructional process. The Choices & Changes program is used to modify student behavior that is anti-social and/or influences peer group relationships in a negative manner. During a Choices & Changes assignment, the student works closely with the coordinator to complete a learning activity related to their disciplinary offense.

Students who do not follow the Choices & Changes rules or complete the assignment may have additional in-school or out-of-school suspensions.

## PROGRESSIVE DISCIPLINE PROCEDURE

The progressive discipline procedure is designed to add uniformity and consistency to discipline problems not specifically covered in the County Calendar Handbook.

Examples of these situations are:

1. Failing to follow teacher directions or classroom rules
2. Refusing to participate in class or shop activities
3. Reporting to class without necessary material, equipment, or clothing
4. Not in assigned area
5. Using improper language that is not vulgarity or profanity

The process operates as follows:

### 1st Incident

- a. Discussion with the student regarding the inappropriate behavior and future disciplinary steps
- b. Documentation of the incident by the teacher

### 2nd Incident

- a. Teacher assigns student to the Choices and Changes program for a period  
\*Request form filled out by the teacher and signed by student
- b. Parent/guardian contact by the teacher
- c. Documentation of the incident and parent contact by the teacher

### 3rd Incident

- a. Administrative Referral
- b. Appropriate disciplinary action determined by the Administration  
(Additional time in Choices and Changes/After-School Work  
Detention/Out-of-School Suspension)
- c. Parent/guardian contacted by the administration
- d. Documentation of the incident by the administrator

NOTE: Additional incidents will also result in administrative referrals.

## WEAPONS POLICY

All students need to be sensitive to the fact that many tools used in trades can also be used as weapons. For safety reasons students are expected to follow these guidelines.

1. No student should be allowed to carry a conventional knife of any manner regardless of the program in which he/she is enrolled.
2. Cosmetology students who leave the Center with kits should not be transporting razor blades in the straight razor.
3. Students enrolled in Carpentry and Construction Electricity who have utility knives in their pouches needed for work study should have the blades removed. These are not to be transported on the bus.
4. Hook knives, which may be needed for some of our programs, should be furnished by that program and students will not be permitted to carry them in their tool pouches off campus. These are not to be transported on the bus.

## FIREARM POSSESSION

### DEFINITION:

A firearm is any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Frederick County public schools. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

### DISCIPLINARY ACTION

High School

Minimum - Permanent removal from school  
Maximum - Permanent removal from school

### DISCIPLINE FOR OFF-CAMPUS ACTIVITIES

Students can be disciplined for off-campus activities where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted.

## BULLYING, INTIMIDATION, OR HARASSMENT

Students should feel respected and safe in Frederick County Public Schools.

Any student who feels that they are being bullied, intimidated or harassed should talk to a teacher, guidance counselor or school administrator as soon as possible. CTC Administration will follow up on the complaint upon notification.

Examples of conduct that may constitute discrimination/intimidation/harassment may include:

- Name-calling, jokes or rumors
- Threatening or intimidating conduct directed at another
- Notes, cartoons, or graffiti
- Specific slurs or negative stereotypes
- Written or graphic material containing comments or stereotypes, which is posted or circulated and which is aimed at degrading individuals or members of affected classes
- A physical act of aggression or assault upon another
- Other kinds of aggressive conduct such as theft or damage

Reporting forms are available in the front office, the guidance office, in a form holder outside the guidance office and at [www.fcps.org](http://www.fcps.org) by selecting forms and then Harassment and Bullying forms. Complete copies of FCPS policy # 480 which addresses bullying, intimidation and harassment are available on the FCPS web site ([www.FCPS.org](http://www.FCPS.org)).

## MP3 PLAYER/IPODS

Students are not allowed to use/wear ear buds/headphones in the hallways or classrooms/labs at the Career and Technology Center. The ONLY EXCEPTION is when instructors grant specific permission for student to use them.

## PORTABLE PAGERS AND CELLULAR TELEPHONES

Students are not permitted to use portable pagers or cellular telephones during the student day or during bus transportation to and from school, including the Career and Technology Center. It is the school system's expectation that students keep such items turned off. Students with disabilities who need the portable pagers or cellular telephones for medical reasons are exempt. Violations of this policy will be handled in accordance with Frederick County Public Schools Regulation 400-8 governing student discipline. This regulation provides for the pager and/or telephone to be confiscated and returned to the student at the end of the school day or to the parent.

## MEDICATION

The Frederick County Public School System encourages medication to be given outside the school day if possible; however, when it is necessary for a pupil to receive any medications (Prescription or Non Prescription) during the school day, the following procedure must be followed:

1. No medication will be administered in school without a completed "Physician's Medication Authorization for Prescription and Nonprescription Medication" form and the medication in a properly labeled prescription container from a licensed pharmacist. Parental consent and a physician's statement and medication prescription label are reported for each episode of illness or condition and for each medication order during the school year and any change in time or dosage of medication.
2. ALL MEDICATIONS ARE TO BE TAKEN UNDER THE SUPERVISION OF THE PRINCIPAL OR PRINCIPAL'S DESIGNEE, WHICH MAY INCLUDE HEALTH AIDES, SECRETARIES OR SCHOOL HEALTH SERVICE STAFF. (At the Frederick County Career and Technology Center all medications will be administered through the Health Technician.)
3. All medications must be labeled with the name of the medication, name of pupil, name of physician, date and directions, e.g. specific time and dose, for administration. Prescription medication must be labeled by a registered pharmacist unless ordered directly by a pharmaceutical company.
4. When a pupil requires medication by an inhaler or by a mechanical device, the physician must indicate on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form if the pupil may carry the device with him or her and whether the pupil can use the device with or without supervision.
5. When a pupil requires medication administration by mechanical device:
  - a. The order must be reviewed and approved by a School Community Health Nurse or Health Services supervisory staff.
  - b. Parent/guardian must demonstrate the use of the mechanical device to those school-based persons who facilitate or have volunteered to provide the medication by mechanical device in the school setting and state adverse effects.
6. Diabetes management is permitted in the school setting as follows:
  - a. Oral glucagon is permitted to be given during the school day when the physician provides specific written direction on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form to administer medication.
  - b. Dietary management, including dietary supplement, is the responsibility of the parent/guardian.
  - c. Glucometers are permitted when specific management information is provided by the pupil's physician.
7. All medication authorization forms must be renewed at the beginning of each school year.
8. Parents must arrange for collection of any unused portion of the medication within one week after the expiration of the physician's order or at the end of the school year. Medication not removed by the parent within one week will be destroyed.
9. The first full day's dosage of any new medication will not be given in school.

## STUDENT YOUTH ORGANIZATIONS & ACTIVITIES

All students are encouraged to join and become active in the various national student organizations available at the Career and Technology Center. They are:

### **SKILLSUSA**

Students in all of the school's programs are a member of SkillsUSA. This powerful national youth leadership organization is designed for all trade, industrial, technical, and health students. Through chapter activities planned, initiated, and conducted by student members, SkillsUSA develops the "whole" student. Our chapter also effectively serves as the school's student government organization.

SkillsUSA prepares students for successful adult life. It brings together young men and women who share common interests for an exchange of ideas, a discussion of problems, and the opportunity to work toward common purposes. SkillsUSA offers prestige and recognition through a national program of skill competitions and awards. It broadens students' perspectives through chapter and interstate activities. SkillsUSA offers co-curricular activities that make education and career building more meaningful.

SkillsUSA instills school spirit and career pride, a desire to learn and grow, and develops leadership skills. SkillsUSA has members in 51 states and territories including Puerto Rico and the Virgin Islands.

#### 2009-2010 Officers

President	Chloe Ayenu	Fundamentals of Nursing
Vice President	Reeaz Bassa	CISCO
Secretary	Ashley Burns	Culinary Arts
Treasurer	William Jones	Plumbing/HVAC
Reporter	Katelyn Keller	TV Multimedia
Historian	Diana Gouker	Graphic Communications
Parliamentarian	Anthony Stafford	Culinary Arts

The lead advisor is Martha Lowry.

### **DECA**

Students in the Marketing Education program are involved in the national youth leadership organization DECA. DECA gives marketing students many opportunities to demonstrate the proficiency of their specialized career skills in numerous state and national competitive events conferences. Marketing students have attended state and national conferences in Maryland, Missouri, Texas, Florida, and California, where they have received recognition for their unique achievements. The faculty advisor is Dr. Zentz.

### **FFA**

Students in Landscape Management and Agricultural and Commercial Metals Technology are involved in the national youth leadership organization FFA. First organized in 1928, FFA student leadership development activities are an integral part of the curriculum in these courses.

Through active participation in FFA, members develop leadership skills by taking part in and conducting formal democratic meetings, speaking in public, participating in contests based upon occupational skills, and becoming involved in cooperative efforts and community improvement. The FFA offers students the opportunities to achieve the personal goal of becoming productive citizens in our democracy.

FFA members believe in leadership, citizenship, and patriotism. They believe in free enterprise and freedom under the law as it pertains to developing homes, schools, and communities as better places in which to live and work. The faculty advisors are Mr. Shry and Mr. Hering.

NATIONAL TECHNICAL HONOR SOCIETY  
NATIONAL TECHNICAL HONOR SOCIETY- CELESTE HARPER CHAPTER

The National Technical Honor Society recognizes students for excellent achievement in career and technology education and creates significant occupational opportunities for America's top workforce education students. Students must meet and maintain the following criteria through high school graduation:

- Possess the desire to pursue a career in their chosen technical field
- Be currently enrolled in or successfully complete their career and technology program
- Be of commendable character including being dependable and honest
- An "A" average in your technical program
- A 3.5 overall GPA
- 95% attendance

Student members failing to maintain these standards each semester will be notified and placed on probation. If they fail to meet the standards for two consecutive semesters, membership will be terminated.

Students who maintain membership in the National Technical Honor Society through their senior year will be awarded a symbolic stole to be worn at graduation and a seal to be affixed to their diploma.

Applications for NTHS will be available on the school network February 1<sup>st</sup>. It is the student's responsibility to complete the application. Applications must be submitted by February 16<sup>th</sup>.

The faculty advisor is Mrs. Peggy Warfield.

#### INSURANCE

Although the Career and Technology Center continually stresses safety in all its programs, there is the possibility that accidents will occur. Students and parents are required to complete a health information form at the beginning of the year or term which includes insurance information, medical information and emergency telephone numbers.

We strongly encourage students to purchase the accident insurance offered through FCPS at their home schools unless parents are totally confident their personal insurance is adequate.

#### VISITORS AND TOURS

Since this is the only facility of this type in Frederick County, many persons from the community will be visiting the Career and Technology Center. Each one arrives with certain expectations and leaves with impressions we have helped to develop. Your courtesy, friendliness, and good behavior will help develop a positive impression about our school. Remember - one of these visitors may be your future employer!

#### STRANGERS ON SCHOOL PROPERTY

If students notice strangers on school property but not in the presence of Career and Technology Center staff, the student should immediately report the incident to the instructor.

All visitors are expected to register at the Front Office.

## FIRE DRILLS

### Exits To Be Used (See Map on Next Page)

Fire drills must be conducted at least 11 times during every school year and at least once every sixty (60) days. Students will evacuate the building, under the direction of their instructor to a safe distance of 100 feet. Instructors are responsible for accurate accounting of students and closing windows and doors.

Academy of Finance	- Use Exit 1
Agricultural & Commercial Metals Technology	- Exit through lab doors to the outside
Auto Body & Refinishing	- Exit through lab doors to the outside
Automotive Technology	- Exit through lab doors to the outside
Biomedical Science	- Use Exit 1
Carpentry	- Exit through lab doors to the outside
Choices and Changes	- Use Exit 1
CISCO Networking Academy	- Exit through lab doors to the outside
Computer Aided Design	- Exit through lab doors to the outside
Architectural and Engineering	
Computer Lab	- Exit through lab doors to the outside
Computer Tech Analyst	- Use Exit 3
Construction Electricity	- Exit through lab doors to the outside
Cosmetology Classroom	- Exit through outside doors of Classroom
Cosmetology - Clinic Area	- Exit through outside doors of Clinic
Criminal Justice	- Exit through doors to the outside
Culinary Arts	- Use Exit 2
Culinary Arts Classroom	- Use Exit 2
English	- Use Exit 1
Fire/Rescue Cadet Program	- Use Exit 6
Front Office Area	- Use Exit 1
Fundamentals of Nursing	- Use Exit 1
Fundamentals of Web Design	- Use Exit 3
Graphic Communication and Printing Technology	
Classroom and Lab	- Exit through lab doors to the outside
Landscaping	- Exit through lab doors to the outside
Main Office	- Use Exit 1
Marketing Education	- Use Exit 6
Masonry	- Exit through lab doors to the outside
Media Center	- Use Exit 1
Plumbing/HVAC	- Exit through lab doors to the outside
Professional Health Careers	- Use Exit 4
Student Service Area	- Use Exit 1
Spires Cafe	- Use Exit 2
TV Production/Multimedia Communications	- Exit through lab doors to the outside
Transition Skills	- Exit through doors to the outside

# Fire Drill Exit Locations

8/09

## THE FREDERICK COUNTY CAREER AND TECHNOLOGY CENTER

