# Carroll County Career & Technology Center

## Student - Parent Handbook

**CARROLL COUNTY CAREER AND TECHNOLOGY CENTER**  
1229 WASHINGTON ROAD  
WESTMINSTER, MARYLAND  21157  
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FAX:  410-751-3677  

CCCTC Internet address: [http://www.carrollk12.org/ctc/](http://www.carrollk12.org/ctc/)

William Eckles, Principal  
Valerie Bortz, Assistant Principal

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Welcome
Welcome to the Carroll County Career and Technology Center. You have elected to prepare for your future by enrolling at the Career & Technology Center. You will learn technical skills, apply academic concepts, and develop work habits necessary to prepare you for your career. By entering the world of the Career and Technology Education, you have put a PLUS in your high school education.

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

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

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

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

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

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

The following person has been designated to handle inquiries regarding the non-discrimination policies:
Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Multicultural Education
Carroll County Public Schools defines Multicultural Education as an approach to understanding and embracing the differences within the learning community. Individuals build supportive relationships that model respect, empathy and self-awareness. Instruction is flexible enough to allow for a diversity of learning styles and personal perspectives in order to empower students to negotiate a global society.

Carroll County Public Schools Policies and Regulations
As a part of the Carroll County Public Schools (CCPS) system, the Career and Technology Center implements and abides by all CCPS policies and regulations. The information listed in this handbook does not supersede or replace the official policies. Please read the CCPS Student/Parent Handbook, located at http://www.carrollk12.org/assets/File/CCPS%20News/studenthandbook.pdf, and the CCPS Informational Calendar to learn more.

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

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

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

## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Eckles</td>
<td><a href="mailto:wpeckle@carrollk12.org">wpeckle@carrollk12.org</a></td>
<td>Principal</td>
</tr>
<tr>
<td>Valerie Bortz</td>
<td><a href="mailto:vlbortz@carrollk12.org">vlbortz@carrollk12.org</a></td>
<td>Assistant Principal</td>
</tr>
</tbody>
</table>

## Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dixie Backhaus</td>
<td><a href="mailto:dlbackh@carrollk12.org">dlbackh@carrollk12.org</a></td>
<td>Receptionist</td>
</tr>
<tr>
<td>Robert Dean</td>
<td><a href="mailto:radean@carrollk12.org">radean@carrollk12.org</a></td>
<td>School Counselor</td>
</tr>
<tr>
<td>Melissa Doan</td>
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<td>Pupil Personnel Worker</td>
</tr>
<tr>
<td>William Hill</td>
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<td>Career Coordinator</td>
</tr>
<tr>
<td>Laurie Pfisterer</td>
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<td>Administrative Coordinator</td>
</tr>
<tr>
<td>Donna Reese</td>
<td><a href="mailto:dpreese@carrollk12.org">dpreese@carrollk12.org</a></td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Wanda Schaeffer</td>
<td><a href="mailto:wjschae@carrollk12.org">wjschae@carrollk12.org</a></td>
<td>Office Manager</td>
</tr>
<tr>
<td>Carrie Schmidtman-Potts</td>
<td><a href="mailto:caschm2@carrollk12.org">caschm2@carrollk12.org</a></td>
<td>School Counselor</td>
</tr>
<tr>
<td>Laura Shriver</td>
<td><a href="mailto:leshriv@carrollk12.org">leshriv@carrollk12.org</a></td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Karen Steinbach</td>
<td><a href="mailto:klstein@carrollk12.org">klstein@carrollk12.org</a></td>
<td>School Nurse</td>
</tr>
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</table>

## Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Alban</td>
<td><a href="mailto:mwalban@carrollk12.org">mwalban@carrollk12.org</a></td>
<td>Drafting</td>
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<tr>
<td>Joan Alder</td>
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</tr>
<tr>
<td>Denise Bitzer</td>
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</tr>
<tr>
<td>Tim Blizzard</td>
<td><a href="mailto:tdblizz@carrollk12.org">tdblizz@carrollk12.org</a></td>
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</tr>
<tr>
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</tr>
<tr>
<td>Charles Colson</td>
<td><a href="mailto:cacolso@carrollk12.org">cacolso@carrollk12.org</a></td>
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</tr>
<tr>
<td>Karen Dyas</td>
<td><a href="mailto:ksdyas@carrollk12.org">ksdyas@carrollk12.org</a></td>
<td>Academy of Health Professions</td>
</tr>
<tr>
<td>Brendan Gallagher</td>
<td><a href="mailto:bsgalla@carrollk12.org">bsgalla@carrollk12.org</a></td>
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</tr>
<tr>
<td>Matthew Gardner</td>
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<td>Collision Repair Technology</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Academy of Health Professions</td>
</tr>
<tr>
<td>Kathy Gruber</td>
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<tr>
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</tr>
<tr>
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<tr>
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<tr>
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<td>Criminal Justice</td>
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</tr>
<tr>
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<td>Cosmetology</td>
</tr>
<tr>
<td>Wendy Litchfield</td>
<td><a href="mailto:willitch@carrollk12.org">willitch@carrollk12.org</a></td>
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</tr>
</tbody>
</table>
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Leslie Zimmer  lazimme@carrollk12.org  Instructional Assistant

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Todd Dowell  tjdowel@carrollk12.org  Custodian
Ron Haines  rehaine@carrollk12.org  Maintenance
Donna Martin  djmarti@carrollk12.org  Custodian
Cliff Smith  clsmith@carrollk12.org  Custodian
## Carroll County Career & Technology Center Bell Schedule

**Effective August 25, 2014**

### Arrivals

<table>
<thead>
<tr>
<th>Mod 1</th>
<th>Century Westminster Winters Mill 7:35 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bus Riders 8:00 A.M.</td>
</tr>
<tr>
<td>Mod 2</td>
<td>Century Francis Scott Key Manchester Valley North Carroll South Carroll Winters Mill 9:40 A.M.</td>
</tr>
<tr>
<td></td>
<td>Liberty Westminster 9:50 A.M.</td>
</tr>
<tr>
<td>Mod 3*</td>
<td>Westminster 11:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Century Francis Scott Key Liberty Manchester Valley North Carroll South Carroll Winters Mill 11:30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Westminster 1:05 P.M.</td>
</tr>
<tr>
<td></td>
<td>Century Francis Scott Key Liberty Manchester Valley North Carroll South Carroll Winters Mill 1:30 P.M.</td>
</tr>
<tr>
<td>Mod 4</td>
<td>Bus Riders &amp; Drivers 3:45 P.M.</td>
</tr>
</tbody>
</table>

### Dismissals

<table>
<thead>
<tr>
<th>Mod 1</th>
<th>Century Westminster Winters Mill 8:55 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mod 2*</td>
<td>Century Francis Scott Key Liberty Manchester Valley North Carroll South Carroll 10:30 A.M.</td>
</tr>
<tr>
<td></td>
<td>Winters Mill Westminster 10:40 A.M.</td>
</tr>
<tr>
<td>Mod 3</td>
<td>Francis Scott Key Liberty Manchester Valley North Carroll South Carroll 12:15 P.M.</td>
</tr>
<tr>
<td></td>
<td>Century Westminster Winters Mill 12:30 P.M.</td>
</tr>
<tr>
<td>Mod 4</td>
<td>Bus Riders • Francis Scott Key • Liberty • Manchester Valley • North Carroll 1:50 P.M.</td>
</tr>
<tr>
<td></td>
<td>Bus Riders • Century • South Carroll 1:55 P.M.</td>
</tr>
<tr>
<td></td>
<td>Bus Riders • Winters Mill 2:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Drivers 2:05 P.M.</td>
</tr>
<tr>
<td></td>
<td>Westminster 2:10 P.M.</td>
</tr>
<tr>
<td>Mod 5</td>
<td>Bus Riders &amp; Drivers 3:45 P.M.</td>
</tr>
</tbody>
</table>

### Lunch Schedule

<table>
<thead>
<tr>
<th></th>
<th>11:05 A.M. – 11:35 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>11:40 A.M. – 12:10 P.M.</td>
</tr>
<tr>
<td>Third</td>
<td>12:15 P.M. – 12:45 P.M.</td>
</tr>
</tbody>
</table>

* No bus transportation is provided.
Academic Honesty

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

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

Assemblies / Class Meetings

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

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

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

Attendance Policy

Please reference the Carroll County Public Schools Student Handbook.

Students Scheduled For a Full Day

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours. This includes students who go home from the Health Suite, but does not apply to students on an approved release program. The school day for students will begin when they arrive on the property. Once students arrive on property, they must not leave campus without permission.

Students Scheduled For a Partial Day

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.

Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of
time, the student will be counted absent for a full day. A student scheduled for a two hour block of
time will be counted present for ½ day if the student is in attendance for one hour.

The Maryland State Board of Education has established attendance standards for schools and
expects a MINIMUM satisfactory standard of 94% daily average attendance. The excellence
standard is 96%

**CCCTC Attendance Procedures**

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

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

Parents are urged to keep medical and dental appointments during school hours to a minimum.
Students should bring these requests to the CCCTC Office before reporting to their program.
Excuses to leave school which are not considered lawful will be so identified on the daily excuse to
leave early list.

Students leaving school property during the day without official authorization from the school will be
considered truant from school. Students marked truant will be assigned to Saturday School.
Additional offenses may result in being placed on an attendance contract, referral to the Pupil
Personnel Worker, or other actions determined by the administration.

**Religious Observances**

Participation in religious holidays by students will be considered as a lawful absence upon written
request by parents. Moreover, those students who complete the school year with no other absences
shall not be denied school attendance certificates where such are regularly awarded.

**Making up Missed Work**

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

Arrangements for making up class/lab assignments missed due to an approved student activity must
be made by the student with the classroom teacher before the absence occurs. If these
arrangements are not taken care of prior to the class absence, the student may forfeit his/her
opportunity and/or receive full credit for missed work.
Students are reminded that long term assignments and projects are due the date announced regardless of the absences which may occur in between the time the announcement is made and the time the assignment or project is due. In the case of verified illness which extends over a period of time, arrangements should be made with the teacher involved to consider a revised due date. Parents should contact the school counselors to request missed assignments. Teachers will be notified of this absence and will have 24 hours to turn in materials to the office staff. Parents may pick up these materials at this time.

**Early Dismissal / Late Arrival**

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

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

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

**Lawful Tardies**

These tardies are not penalized. All missed work that is eligible to be “made-up” is to be arranged by the student with the teacher. It is appropriate to point out that not all kinds of missed work can be made up. Certain types of work that are missed (i.e., clinics, shop work, labs, etc.) may not be made up due to the nature of the assignment.

**Unlawful Tardies**

Students who are determined to be unlawfully late/tardy to school are subject to the following disciplinary actions:

<table>
<thead>
<tr>
<th>VIOLATION NUMBER</th>
<th>CONSEQUENCE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>One-Hour After School Detention</td>
</tr>
<tr>
<td></td>
<td>Parent/Guardian Contacted</td>
</tr>
<tr>
<td>4</td>
<td>One-Hour After School Detention</td>
</tr>
<tr>
<td></td>
<td>Parent/Guardian Contacted</td>
</tr>
<tr>
<td>5</td>
<td>One-Hour After School Detentions</td>
</tr>
<tr>
<td></td>
<td>Warning of Saturday School</td>
</tr>
<tr>
<td></td>
<td>Parent/Guardian Contacted</td>
</tr>
<tr>
<td>6</td>
<td>Saturday School</td>
</tr>
</tbody>
</table>

NOTE: Excessive tardies (lawful and/or unlawful) may result in a requirement of a physician’s certificate.
Approved High School Activities
In order to accommodate approved home high school activities for our mutual students during CCCTC time, we must to be notified by the home high school’s administration 24 hours in advance. If we are not notified or notified too late, students may not be authorized to leave. Students are to sign out in the CCCTC office to properly process their departure. Dismissal for Pep Rallies and special assemblies will be arranged by the home school administration.

Students participating in on-going activities, such as fall and spring sports, should obtain a schedule from the coach. The schedule should be signed by the coach and parents/guardian with the time of early dismissal indicated. This schedule will be the only note needed for the entire season.

Student Attendance Records
Students are responsible for verifying the accuracy of their attendance at the end of each marking period; after that time the attendance record becomes permanent and cannot be changed.

Extended Absences and Family Travel
Both students and parents need to understand that some loss of learning opportunity is likely. For example, some schoolwork, such as class participation/discussion or laboratory experiments, is difficult, if not impossible, to make up and, therefore, may have a negative impact on a student’s grade. Parents of students already having excessive absences and poor grades need to understand the implications of any extended absences. A maximum of five (5) days of family travel activity per school year will be coded lawful. Students absent due to approved family travel activities are still subject to the “Carroll County High School Attendance Statement” and denial of credit guidelines. Please reference the Carroll County Public Schools Student Handbook.

Procedure for the absence to be considered lawful:
A written request is made by the parent to the CCCTC administration explaining the circumstances and the dates of the absences. After approval of this request the student must make arrangements for the completion of missed work with their teacher.

College Visits and approved activities
Students may be absent up to two days per year for the purpose of visiting colleges. These absences will not count against their attendance record and they will be permitted to make up missed work, provided the following conditions are met:
- The parent makes a written request to the CCCTC administration prior to the absence.
- Following the absence proof of college visitation is submitted.

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

Leaving the School Grounds
The school day for students will begin when they arrive on school property. Students are not allowed to leave school or the school grounds during the school day without official authorization. Permission to leave the CCCTC school grounds during the school day will be granted only for medical or dental appointments or upon an approved request from parent/guardian.
The Carroll County Public Schools recognize that it may be necessary for a student to leave school during the school day for the purpose of attending county Student Government meetings, participating in approved Career Connections activities, or for similar school-related pursuits. For all such events, parental permission must first be obtained in writing BEFORE a student is authorized to leave school property. Furnishing transportation for such events shall, in all cases, be the responsibility of the parent/guardian. In no event shall the Board of Education of Carroll County, its agents, or its employees, be held responsible for any injury that may befall a student, or a third party, during a student’s participation in such events taking off of school property or in transportation to and from such events.

**Lawful Absences**

Lawful absences are those listed in the Attendance Policy and those that are due to authorized school activities.

**Truancy**

Truancy is defined as a student’s willful absence from school grounds without parent’s or guardian’s consent or awareness during the hours school is in session. Students who willfully stay out of school, or students who arrive on campus and then leave without following appropriate procedures will be considered truant and will be assigned to Saturday School for Attendance. Additional truancies may result in referral to the Pupil Personnel Worker or Principal as appropriate.

**Awards & Certificates**

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

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

Each student to be awarded a Certificate of Achievement from the Carroll County Career & Technology Center must achieve the following conditions:

- Earn a final grade of “C” or higher in each course completed at the Carroll County Career & Technology Center. This includes the Research & Development Course.
- Meet the requirements for a Career & Technology “Completer Program” as stated in the Program of Studies approved by the Carroll County Board of Education.
- Maintain 94% attendance* while attending the Career & Technology Center.
- Complete all components of the Professional Development Program including interview, portfolio, character education, etc.
- Achieve satisfactory rating on 75% of the competencies as indicated on the Skill Competency Profile.
Students will be awarded the Award of Excellence along with the CCCTC Certificate of Achievement if they meet the following conditions:

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

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

*The attendance percentage for each semester will be determined according to the following formula: 
\[ \frac{90-\text{(# of whole days absent + # of half days absent + (# of days tardy/3))}}{90} = \text{Attendance Percentage} \]

### Care of School Property

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

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

- Books/Equipment used one year - 1/5 off full price
- Books/Equipment used two years - 2/5 off full price
- Books/Equipment used three years - 3/5 off full price
- Books/Equipment used four years - 4/5 off full price

The minimum amount charged for any book will be one dollar. Seriously damaged books/equipment will be handled according to the above schedule.

### Obligations

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

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

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

Many Carroll County Career and Technology Center students will have the opportunity to participate in a variety of work-related activities.

The following Career Connections activities are available to Carroll County Career and Technology students who meet the qualifications. Qualifications vary based on the partnership agreements:

- Career Related Internships
- Academy of Health Professions Clinical Experience
- School Based Enterprise
- Concurrent Enrollment
- Informational Interviews

Students who participate in these activities are subject to the same conduct procedures and school regulations as on school property. Strict safety will be enforced at all times. Working away from school is voluntary; however, it is a worthwhile experience and is recommended. These activities are available to students through partnerships with businesses, schools and colleges. Students gain real world job skills and strong connections to careers. Businesses gain better employees and increased productivity.

Most of the career connecting activities are community-based experiences and are off the school property. The furnishing of transportation to these activities, in all cases, will be the responsibility of the parent/guardian. In no event shall the Board of Education of Carroll County, its agents, or its employees, be held responsible in any injury that may befall a student, or a third party, during a student’s participation in such events taking off school property or in transportation to and from such events.

Students must maintain 94% attendance and a 2.5 grade point average in order to continue in a Career Connection activity.

A Partnership-Awards Banquet is held each year to recognize the program participants. Career Connections students are expected to participate by purchasing two tickets and inviting their employer/business partner.

Career Related Internships

Students must successfully complete their Carroll County Career and Technology Center program, achieve 94% attendance and a “C” average in the Career and Technology program to qualify for an internship. The job must be related to the Career and Technology program in which the student is enrolled. Students may not begin working until each requirement (see list below) is completed. It will take 5-7 school days for completion. The student is required to complete the Career Related Internship procedure checklist. The checklist is available in the CCCTC main office. Students should not report to their worksite if they are absent from their Home High School classes.

Career Related Internship Requirements

1. Complete Professional Development Program including portfolio and resume.
2. Obtain attendance records from the main office. (See Mrs. Pfisterer)
3. Schedule a meeting with Career Coordinator via email from student’s teacher.
4. Complete an interview and portfolio review with Career Coordinator.
5. Obtains signatures as indicated on agreements.
6. Return all completed forms to Career Coordinator.
7. Receive authorization from Career Coordinator of worksite.

**Additional Information**

Students’ grades are based on employer and career coordinator evaluations. In case of termination, students must return to CCCTC the next school day for an exit interview. Students must follow the work schedule established in the agreement that may or may not coincide with the Carroll County Public Schools school calendar and/or school delays/cancellations. Some exceptions to these requirements may be permitted as deemed appropriate by the principal of CCCTC. These students must interview with Mr. Eckles.

**Summer Career Connections Experience**

Summer internships follow the same guidelines as listed above.

Summer career connections students are required to:
1. Obtain paperwork and meet with the Career Coordinator during the first week of May.
2. Meet and return completed documents to the Career Coordinator by the end of May.

The completion of application forms does not guarantee acceptance into these programs. Applications will not be considered after dates indicated.

**Academy of Health Professions Clinical Experiences**

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

**Cosmetology 1000 Hour Letter**

Cosmetology students that are working under the 1000-hour letter requirement must enroll in the Career-Connection Program. Students that are officially enrolled, will be invited to the CCCTC Partnership Banquet.

**School Based Enterprises**

Teachers create school-based businesses following the guidelines of School-to-Work. Students participate in the enterprise as part of the program.

**Concurrent Enrollment**

Student completes an approved college course(s), which is related to his/her career program. This requires approval by teacher, administrator, career coordinator, parent(s)/guardian(s) and college advisor. Parent(s)/Guardian(s) are responsible for tuition costs and transportation.

**Informational Interview**

Business professionals conduct interviews with students to improve their communication skills and offer suggestions for career growth. The teacher organizes the interview as part of the professional development of the student.
Research and Development Course
This is a specialized course available to a select group of Carroll County Career and Technology Center students upon completion of their Carroll County Career and Technology Center program. The student may be permitted to earn additional credits through the participation in this course. Students must apply for this course through the Carroll County Career and Technology Center. The student must submit a written plan including career objectives related to their career research and/or career development goals. The Carroll County Career and Technology Center teacher and principal must approve students. Students may only be scheduled into the Research and Development Course through CCCTC.

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

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

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

Computer System Guidelines
Please reference the CCPS Student & Parent handbook.

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

- Carroll County Career and Technology Center adheres to the software copyright laws and violators will receive serious disciplinary actions.
- Students may not use any computer systems until they successfully completed introductory lesson and sign the computer access agreement (page 37).
- Students will be assigned to use specific technology by their teachers. No student may use computers, software, etc. without teacher permission.
• Software may not be installed on, copied to, or deleted from computer systems without teacher's approval.
• Use of the Internet is only permitted for school projects and must be authorized by teacher.

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

Counselor Services

Counselor Appointments
Appointments may be made by completing a request form or having your teacher contact the counselor. Passes will then be issued by the counselor and must be approved by the teacher before the student leaves class for the appointment. Parents are encouraged to come to school for conferences and to contact the counselors by telephone, 410-751-3669. Counselors may also be available during summer months. Please note at any time if a student/parent has an emergency situation it will receive immediate attention.

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

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

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

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

Extra Help
You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, if you have been absent and have missed assignments and class discussions, or if you have a personal problem. Arrange, in advance, a conference with any of your teachers. This conference should be scheduled for a time that is convenient to both you and the teacher.
A teacher may request that a student stay after school for extra help if it is evident that the student is having difficulty with the classroom work. This help should be scheduled in advance for a time that is mutually convenient for both the teacher and the student. These requests should be seen as a desire of the teacher to help you make progress of which you are capable, and should not be viewed as punishment. Students may seek tutorial assistance through the CRC or CTST.

**Career & Technology Services Team**

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

**Computer Resource Center (CRC)**

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

**Dining Services**

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

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

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

All food is to be eaten in the Commons Area: No food is to be taken from the Commons Area to be eaten in classrooms, halls, and lobby or outside of the building.

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

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

Lunch is served in the Commons Area. Remember to follow appropriate dining manners. Many local businesspersons visit the Career and Technology Center daily. They may be your future employer. Please enjoy your lunch while following these guidelines:

1. Students are not permitted to leave school during lunch period without permission from an administrator.
2. Each student is responsible for the proper disposal of his/her tray, dishes, trash, etc. after completion. Nothing is to be left on the table.
3. All food is to be eaten in the commons area. Do not carry food items, including ice cream, to any other part of the building or grounds.
4. Throwing food/items will not be tolerated.
5. There will be positively no loitering in any of our halls during lunch periods. Students will be limited to the commons area. Students are to proceed to their program area at the bell, unless directed otherwise.
6. Everyone will have adequate time to eat. Do not jump ahead in line. Respect the rights of others.
7. Students involved in minor infractions will be assigned lunch restriction.
8. Students involved in major infractions will be suspended.
9. Any student receiving free or reduced lunch at his/her home school is entitled to receive the same lunch at CCCTC. Please notify the office if you have any questions pertaining to this issue.

Class Breaks

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

Birthday Mixer

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

Discipline

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

Prohibited Activities

Any activity which interferes with the educational process may be prohibited. This includes, but is not limited to, the following:

- The selling or trading of collectible items. The school will not be responsible for lost or stolen collectibles.
- Any gambling activity. The card/dice game or tests of strength (arm wrestling), etc. will be stopped and the money and gambling implements such as playing cards, dice, etc. will be confiscated, and parents will be notified.
Displaying or distributing large sums of cash, travelers’ checks, or other expensive valuables (jewelry, etc).
- Posting of any materials without permission of CCCTC administration.
- Wearing or display of any gang related symbol, any act or speech denoting gang affiliation, or any conduct in the furtherance of gang activity, symbol, act or speech promoting hate or violence.
- Public displays of affection (such as hugging or kissing).
- Sale of any items other than those approved and sponsored by Carroll County Career and Technology Center.
- Carrying glass/ceramic containers or other breakable objects.
- Running in the halls or common areas.
- “Butting” into the lunch line.
- Riding of skateboards, scooters or roller-skates on school property.
- Throwing of snowballs, stones or other debris.
- Wrestling of any type.
- Balloons, flowers, and other celebratory items which may be a distraction or disruption to the education process. These will be retained in the office and returned to the student at the end of the day.

**Dress Code and Safety Apparel**

Please reference the Carroll County Public Schools Student Handbook.

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

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

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

Some Carroll County Career and Technology Center programs require a specific uniform. The student purchases this uniform. Teachers will determine uniform requirements based on industry and trade standards. It is more economical to purchase uniforms for these programs than to damage several items of regular school clothing. Any special apparel required by a Career and Technology Center Program will normally be kept in the student’s locker. Students who do not appropriately wear the required uniforms will be referred for disciplinary actions and will not be permitted to remain in the program.
Uniforms should be laundered at least once a week. You are responsible for the care, cleanliness and repair of your uniform. In shop situations, the teacher may require approved head covering. Uniforms should fit appropriately and be buttoned and tucked in while working in the shop. Appropriate footwear must be worn at all times. The teacher, based on industry standards, will designate footwear type and style. The parent/guardian is responsible for purchasing and maintaining the appropriate footwear for the student.

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

**Distribution of Non-school Materials**
Please reference the Carroll County Public Schools Student Handbook

**Posting of Signs or Surveys**
Students must have the permission of the principal to post signs or place notices or surveys in the school mailboxes.

**Emergency Preparedness**

**Fire Emergency Drill**

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

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

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

Purpose: To provide for the safety and security of all of our school community.

Procedure: The administrator will make an announcement over the public address system.

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

“Code Shelter in place” – Students return to classroom or nearest classroom. No students in the hallway, teachers take a look in the hallways to look for anyone or anything unusual, all doors are then locked, and the teacher takes roll and reports any missing students.

The school will remain in a lock down situation until notified by an administrator.

School Closing due to Weather

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

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

Extra Time

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

Field Trips

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

Grading Policies

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

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

If a student withdraws from the program prior to completing 2 weeks in the program, no grade will be recorded on the student’s permanent record. If the withdrawal is granted after 2 weeks, a WP (withdrawal pass) or WF (withdrawal failing) will be assigned in place of a grade. The assignment will be based on the student’s status at the time of the withdrawal.

2014-15 Grade Reporting Dates
High Schools
Revised 7/9/2014

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<th>Term</th>
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<td>Interim 2</td>
<td>Dec 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>12/5/2014</td>
<td>N/A</td>
<td>22</td>
</tr>
<tr>
<td>Report Card 2</td>
<td>Jan 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1/22/2015</td>
<td>1/22/2015</td>
<td>46</td>
</tr>
<tr>
<td>Interim 3</td>
<td>Feb 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>2/25/2015</td>
<td>N/A</td>
<td>23</td>
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<tr>
<td>Report Card 3</td>
<td>March 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>4/9/2015</td>
<td>4/9/2015</td>
<td>47</td>
</tr>
<tr>
<td>Interim 4</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>5/5/2015</td>
<td>N/A</td>
<td>19</td>
</tr>
<tr>
<td>Report Card 4</td>
<td>June 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>6/15/2015</td>
<td>Mail on/before: June 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>47</td>
</tr>
</tbody>
</table>

Hall Passes
Students are required to carry a teacher-authorized hall pass when outside their program area.

Health Services

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

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

Only the parent or legal guardian may:
(a) Authorize treatment by a physician.
(b) Remove or authorize removal of the child from school premises.

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

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

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

**Major Injury**

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

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

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

**Prescription / Non-prescription drugs**

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

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

**Body Piercing / Tattooing**

Students are reminded that the possession of prescription and/or over-the-counter medications during the school day for the medicinal treatment of body piercing/tattooing is in violation of the Carroll County Board of Education alcohol/drug policies. Students are advised that if they decide to have body piercing/tattooing, they should choose times for healing of these procedures that will not coincide with school time, such as over scheduled school vacations. These procedures will not be treated by the school nurse. Medical Release may be required to assure you may safely participate in Carroll County Career and Technology Center labs.

**Perfumes / Body Sprays / Lotions**

Due to an increase in allergies and sensitivities among students and staff, use of perfumes and lotions are not permitted while in school. Please refrain from excessive use of perfumes prior to coming to school.

**Release of Student Records**

Please reference the Carroll Public Schools Student Handbook and the Buckley Amendment: Records Responsibilities of Educational Institutions.

The Family Educational Rights and Privacy Act of 1974 – called the Buckley Amendment in this booklet – provides for cutting off U.S. Office of Education (OE) funding to institutions that do not comply with the standards prescribed in the act. The essence of those standards is that:

- Parents of a child, who is under age 18 and has never attended an educational institution beyond the high school level, must be allowed to look at that child’s school records.
- Students on reaching age 18 or attending an institution beyond the high school level – called eligible students in the regulations – must be allowed to look at their own school or college records and their parents no longer may do so.
- Schools and colleges may not release information about students or let anybody else look at their records with certain exceptions listed in the statute – unless the parent or eligible student has given written consent.

**Implementation of Regulations**

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

The lavatory on the lower floor is for the use of Auto Service Technology, Floral Design, and Landscaping students. Students in Collision Repair Technology, HVAC, Welding Technology and Heavy Equipment & Truck Technology should use only the lavatory in their respective shop during class time.

Lavatories aren’t recreation areas and should not be used for loitering. Only one (1) student from any given class will be allowed to use that lavatory pass at any time.

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

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

Upon arrival to program area, students must place all personal belongings in their assigned lockers. Each student is responsible for keeping his/her locker in good order. Periodic locker checks will be made at the option of each teacher or as decided by the administration. In the event the student forgets his/her combination, he/she will have to personally report to the main office to get the combination. All bags and backpacks must be secured in the assigned locker. NO bags are permitted in any area of CCCTC except in the lockers. Please carry appropriate size bags.

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

Moment of Silence
It is the policy of the Board of Education of Carroll County that all schools are required to have a moment of silent meditation for approximately one minute each school day. During this moment of silence the Carroll County Public Schools shall neither advance nor inhibit silent religious activity.

Following the pledge of allegiance to the flag, and before the completion of the opening exercise, all students will observe approximately one minute of silence before continuing with the day’s activities.
During this time each person may meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede others in the like exercise of their individual choice.

During this moment of silence, students can engage in any silent, thoughtful reflection. Please refrain from talking or any audible sounds and gesturing, using sign language, or writing notes for the purpose of person-to-person communication.

Administrators shall enact appropriate administrative procedures in the event that individuals do not follow the established policy.

**Portable Electronic Devices**

**Bring Your Own Device Frequently Asked Questions – Students**

1. What devices can be brought to school?
   Portable electronic devices include, but are not limited to, laptops, tablets, netbooks, mobile phones, mp3 players, and eReaders.

2. Am I required to bring a device to school?
   No. It is not mandatory for any student to bring a device to school. BYOD is simply an option for you. Students who choose not to bring in a device will continue to access the appropriate technologies provided by the school.

3. How do I register my device at school?
   Once your parent decides to allow you to bring a personally owned device to school, your parent must return the permission form included in the universal parent sign-off information distributed the first day of school. In addition, you and your parent must agree in writing to the Acceptable Use Policy. Then, once per marking period, you will be prompted to re-enable your wireless access on their device at school.

4. How do I connect my device to the Internet while in school?
   Students are expected to know how to connect their own device. Many devices will detect a wireless connection when you are near one. If your wireless is set ON, most of the time your device will ask you if you would like to join the network. When prompted, choose the CCPS Guest option. Once you choose this network, you will login with your school user name and password. Always consult your device’s owner’s manual for exact directions for accessing a wireless network. Failure to properly connect to the CCPS Guest Network may cost you data charges on your mobile data plan.

5. I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?
   No. CCPS policy allows for the use of portable electronic devices, unless otherwise directed by a staff member. If a teacher asks you to put your device away, then you are expected to follow those directions.

6. How do I print my work?
   Printers will not be available when you log in to the wireless network. You should print from a school computer or at home.

7. I think my device was stolen while at school. What should I do?
Bringing your own device to school does involve some risk and responsibility on your part. You should do everything you can to guard your device against theft. It is always a good practice to label or engrave devices and to record your device’s serial number to have in case of loss or theft. However, any time a theft occurs, you should report the incident to your school administrator. CCPS assumes no responsibility for the loss, damage, or theft of personally owned portable electronic devices and/or related accessories.

8. Why am I filtered on my own computer? Shouldn’t I be able to access any site I want to on my own device?
Internet filtering is a requirement of all public schools. The Children’s Internet Protection Act requires all network access to be filtered, regardless of the device you use to access it, while in a public school. You own your device, but the network you are using belongs to the school, and Internet access will be filtered.

9. Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the year even though I am using my own device?
Yes. Violations of the Acceptable Use Policy will result in disciplinary action.

10. Can an administrator revoke my BYOD privilege?
Yes. If a student is not following our BYOD guidelines, the Acceptable Use Policy, or teacher direction for the use of a personally owned device, an administrator may revoke the privilege through the regular discipline process.

**Bring Your Own Device Frequently Asked Questions – Parents**

1. What is Bring Your Own Device (BYOD)?
The use of personally owned portable electronic devices is permitted in Carroll County Public Schools (CCPS) within the established guidelines. The use of these devices is completely voluntary.

2. What are the benefits of a BYOD policy?
Several school systems who have implemented a BYOD policy have identified numerous benefits to students and staff. These include preparing students for college and career, appealing to the learning styles of 21st century learners, fostering student ownership of their own learning, allowing real time access to information, providing easier access to online instructional materials, supplementing school resources and equipment, and facilitating the transition between home and school resources.

3. Who is allowed to bring a device to school?
All CCPS staff, students in grades 6-12, post-secondary students, and students in grades 3-5 in our six pilot elementary schools (Carrolltowne, Cranberry Station, Ebb Valley, Eldersburg, Friendship Valley, and William Winchester) are allowed to bring a device to school. Students in grades 3-5 in the remaining elementary schools will be allowed to bring their devices to school beginning in the second semester of the 2014-2015 school year.

4. What devices can be brought to school?
Portable electronic devices include, but are not limited to, laptops, tablets, netbooks, mobile phones, mp3 players, and eReaders.

5. Is my child required to bring a device to school?
No. It is not mandatory for any child to bring a device to school. BYOD is simply an option for students. Students who choose not to bring in a device will continue to access the appropriate technologies provided by the school.

6. How does my child register his/her device at school?
Once a parent decides to allow his/her child to bring a personally owned device to school, the parent must return the permission form included in the universal parent sign-off information distributed the first day of school. In addition, the student and parent must agree in writing to the Acceptable Use Policy. Then, once per marking period, students who have parent permission will be prompted to re-enable their wireless access on their device at school.

7. How might my child be using his/her device during the school day?
Students might use their devices to complete in-class activities, check Home Access Center, complete homework, collaborate in real time, research for projects, access websites with curriculum-related content, keep track of classroom assignments, take notes, compose, and complete other approved instructional activities to enhance learning. During non-instructional time, students may use their devices in accordance with CCPS guidelines, unless otherwise directed by staff members.

8. What about security, theft, or damage?
CCPS assumes no responsibility for the loss, damage, or theft of personally owned portable electronic devices and/or related accessories brought to school or on school buses. School staff will not store or hold onto devices. School staff members are not expected to assist students with troubleshooting their devices. Students bring their devices to school at their own risk. Parents are encouraged to label or engrave devices and to record the device’s serial number in case of loss or theft.

9. What apps or software will be used in the classroom?
CCPS does not provide or require apps or software for personally owned devices. Classroom lessons will be designed for the technology that all students have access to.

10. As a parent, am I required to add additional software to my child’s technology device?
No. Virus protection is always advised, but not required. While on the CCPS network, students will be monitored through the system’s filter, so there is no need for additional filtering software.

11. Will the device be protected with Internet Content Filtering?
The Children’s Internet Protection Act requires all network access to be filtered, regardless of the device being used, while in a public school. Students own their devices, but the network belongs to the school, and Internet access will be filtered. Students should only use the CCPS WiFi connection with their device while at school. Students who bypass the CCPS network to use their mobile data plans (3G/4G service) instead are not protected with CCPS Internet Content Filtering and may be subject to their mobile plan’s data charges.

12. Should I go out and buy my child a device?
Personally owned devices are optional, and parents are not required to purchase a device for their child. CCPS does not recommend specific technology products.

13. What if my child is subjected to inappropriate content while at school?
As with any concern for your child’s well-being while at school, please contact your school’s administrator to discuss the situation.
14. Does the Acceptable Use Policy still apply, even though this is a personal device? Students using a personally owned device must have submitted a signed parent permission form and Acceptable Use Policy. The Acceptable Use Policy remains in effect even when using a personally owned device. There are consequences for violating this policy.

15. Can an administrator revoke a student’s BYOD privilege? Yes. If a student is not following our BYOD guidelines, the Acceptable Use Policy, or teacher direction for the use of a personally owned device, an administrator may revoke the privilege through the regular discipline process.

16. Can students charge their devices while at school? Personally owned devices should be fully charged before coming to school. Students should not have the expectation that they will be able to charge devices at school. Many classrooms do not have the capacity to handle additional electrical demands for charging personally owned devices.

Public Notification of Career and Technology Education Offerings
Carroll County Public Schools offers career and technology education programs in business, agriscience, career and technical education, family and consumer sciences, and technology education. Business, agriscience, family and consumer sciences, and technology education programs may be offered in each of the county’s eight high schools. Career and technical programs are offered at the Carroll County Career and Technology Center. Pro-Start, Early Childhood Education, Teacher Academy of Maryland and Academy of Finance are offered at specific high schools. These programs are open to students who are in the grade levels served by the programs and who are interested in and qualify for these educational program options.

At the Carroll County Career and Technology Center, students receive specialized career training and education, as well as earning credits toward high school graduation. Students may enroll in grades 11 and/or 12 in the center’s competency-based programs, provided they meet prerequisites for specific courses. Students enrolled in the programs at the Carroll County Career and Technology Center are also enrolled concurrently in their home schools in order to complete graduation requirements and participate in extracurricular activities. School bus transportation is provided for the students from the home schools to and from the Carroll County Career and Technology Center. A support service team is available to work with those special needs students who need additional assistance in order to be successful in their career and technology education program. For details about programs, contact the school counseling office at each high school.

Carroll County Public Schools provides career and technology education opportunities without regard to sex, race, color, religious belief, national origin, or disabilities. The Title IX Coordinators are Judy Klinger and Jim Rodriguez; the Section 504 Coordinator is Dona Foster. These coordinators may be reached at Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157, 410-751-3000. A local application for career and technology education programs has been prepared and submitted to the Maryland State Department of Education for approval. The application is available for review and/or comment by the public. Contact Marjorie Lohnes, Supervisor of Career and Technology Education, Carroll County Public Schools, 410-751-3104, to review this application. Contact: Tom Hill, Director of Secondary Schools, 410-751-3167.
Safety
All Students and Staff must follow the guidelines and regulations of the U.S. Occupation Safety and Health Administration and the Maryland Occupational Safety and Health Administration. Your teacher will inform you of the safety rules for your program. Violation of the safety rules will result in disciplinary actions. Each of us must be conscientious of our own safety and the safety of others. Horseplay and other disruptions are irresponsible and will not be tolerated. Some examples of unsafe immature behavior include; but not limited too: throwing items, pushing, shoving of others, and tampering with other student projects or equipment. Unsafe behavior may result in injury to oneself or other students. Students must consistently demonstrate safe work habits to be permitted to utilize specialized equipment and to work in shop areas.

Head and Eye Protection
Safety glasses shall be worn at all times when the students, visitors and staff are in any of the CCCTC shop areas. Failure to comply with safety regulations will result in student’s removal from the shop area.

All students must comply with state and federal regulation regarding head and eye protection and safety. Teachers will provide specific instruction for protection and safety. Proper head and eye protection devices are furnished for the use of all students in the shop. If a student wants to have exclusive use of any protection device, he or she may purchase it. Students will be responsible for assigned equipment. It will be the responsibility of the student to reimburse the Career and Technology Center for any equipment lost or damaged.

Security Procedures

Search and Seizure
Please reference the Carroll County Public Schools Student Handbook.

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

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

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

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

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

SkillsUSA Mission
SkillsUSA is dedicated to developing well-rounded career & technology students and future employees. It provides leadership, citizenship, and character development programs and enhances job skill training. It builds and reinforces self-confidence, positive work attitudes and good communication skills. Its programs help teachers better prepare students to succeed in the labor market. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, superior workmanship, high scholarship and maximum safety. It promotes understanding of the free enterprise system and encourages patriotism.

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

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

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

Test Security and Data Reporting
In accord with COMAR 13A.03.04, it shall be the policy of the Carroll County Public Schools that adequate provisions be made for the security of state mandated testing materials and the testing process itself and for the accuracy of its data reporting. Specifically to be included are:

- The Norm referenced test or tests in use by the State;
• The Maryland Functional Testing Program;
• The Maryland School Performance Assessment Program tests;
• The High School Equivalency Program Test (GED);
• Teacher Certification Tests;
• High School Assessment Program Tests, and other test instruments required by the State Board of Education

This policy shall be incorporated in student handbooks. Each certificated employee shall receive a copy of this policy at the time of hire and it will be incorporated in the school handbooks with staff periodically reminded of this policy.

The local accountability coordinator will be designated by the Superintendent and the coordinator’s name provided to the State Department of Education. The coordinator shall be charged with implementing appropriate provisions for the security of materials and the storage of all secure tests, and test materials including answer keys, audio tapes, and examinee answer documents before, during and after testing. These procedures shall provide for storage of all materials under lock and key at a central location.

Provisions shall be made by the Local Accountability Coordinator to ensure that individuals administering the tests shall adhere to all procedures specified in the Maryland Accountability Coordinators handbook and all administrator manuals for mandated testing programs. In addition, with the distribution of test materials, all test administrators will be informed that it is a violation of state regulations for anyone to knowingly and willfully:

• Give examinees access to secure test items or materials before testing;
• Copy, reproduce, or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or a secure administrator's manual, or both;
• Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
• Coach examinees during testing or alter or interfere with examinees’ response in any way;
• Fail to follow security regulations for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;
• Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the prohibited acts listed above or fail to follow procedures published in test administration manuals; or
• Refuse to disclose information regarding test security violation

It is also a violation for any person or school to knowingly and willfully:

• Fail to report test scores, numbers of students tested, other indicators of test performance and participation for all participating students on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of Education as part of its Maryland School Performance Program initiative;
• Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department as part of its Maryland School Performance Program initiatives;
• Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except as provided for in MSPAP and/or ESDE assessment guidelines.
A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed above shall leave the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of the scores shall be ineligible to retake the test until the next official testing opportunity.

The local school system shall report to the State Superintendent any violations of test security or data reporting. Violations may result in the suspension or revocation of any individual’s teaching certificate, invalidation of test results, or the withholding of funds to a local school system.

All thefts should be reported to an administrator immediately.

**Transportation**

Bus transportation to CCCTC is available to all students (except WHS students and for those students participating in community-based experiences). To be authorized to drive to/from CCCTC and park on the CCCTC lot, students must obtain a home school parking permit and have written permission from parent/guardian to drive from their home school to CCCTC on file. WHS students must obtain a WHS parking permit and park on WHS property.

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

Be a responsible driver and comply with the following safety precautions/practices:
- Maximum speed is 15 mph on the road surrounding CCCTC
- Parking lot speed must reasonable and prudent
- All vehicles are to be operated safely
- Buses and pedestrians have priority
- No loitering on the parking lot
- Students may not park on the back row near the Community Media Center

Driver/parking violations (include but are not limited to):
- Not properly displaying home school parking permit
- Invalid parking permit
- Unregistered vehicle(s)
- Improper parking
- Excessive speed/reckless driving
- Failing to obey directions (verbal or non-verbal)
- Failing to yield to buses and/or pedestrians
- Transporting passengers during the school day
- Failing to report directly from high school to CCCTC
- Parking on Westminster High School property (except for WHS students)
- Unauthorized driving from/around our campus
- Transferring parking permits
- Hauling persons in the open beds of trucks
- Excessive noise including sound systems, radios, horns, etc.
- Displaying inappropriate signs /symbols on vehicles

**Penalties for Drivers and Passengers in Violation**

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

<table>
<thead>
<tr>
<th>VIOLATION NUMBER</th>
<th>PENALTY/IES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warning of future consequences</td>
</tr>
<tr>
<td>2</td>
<td>$10 fine Suspension of driving privilege until fine is paid</td>
</tr>
<tr>
<td>3</td>
<td>$10 fine Suspension of driving privilege until fine is paid</td>
</tr>
<tr>
<td>4</td>
<td>$10 fine Suspension of driving privilege until fine is paid</td>
</tr>
<tr>
<td>5</td>
<td>Loss of driving privilege</td>
</tr>
</tbody>
</table>

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

**Loading and Unloading of Buses**

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

**Use of Students’ Photograph, Video Image or Voice**

Throughout the school year, Carroll County Public Schools frequently cover school activities and may use a child’s photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child’s voice reproduced on tape or photograph or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audio taped, photographed, videotaped, or having their image placed on a school website unless such notification is received.

There are also occasions at which the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child’s name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.
Visitors / Volunteers

Due to the safety regulations and the need to maintain security, all visitors must immediately register in the Main Office. Appropriate office personnel will issue a visitor’s pass. Safety glasses will be provided if necessary. Visits are limited to ½ hour unless prior approval is granted by administration.

Only parents/guardians or customers are permitted during instructional time. Please call in advance to arrange visitations to classrooms.

Volunteers (including chaperons & boosters club members) must comply with CCPS volunteer guidelines for screening and training. Volunteer information may be obtained by contacting Patty Zepp at (410) 751-3669. A training session will be held at our annual Open House.
Computer Access Agreement for CCCTC Students

The student, in consideration for computer access privileges, must agree to the following:

I understand that any violation of the conditions listed below, whether intentional or unintentional, direct or indirect, may result in suspension of computer access privileges, and/or disciplinary action by the Carroll County Career and Technology Center as outlined in the Student/Parent Handbook.

1. Use only the computer assigned to you, unless otherwise instructed by the teacher.
2. Supply the teacher or any administrator, upon their request, a listing of all information obtained by use of computer access privileges.
3. Do not attempt to exceed your assigned authorization to retrieve or modify computer data.
4. Use only software owned and licensed by the school or provided by the teacher. When other usage has been specifically approved by the teacher, the software in question should be verified as virus free by an approved anti-virus software package.
5. Do not alter or attempt to alter the operating environment on any of the computers.
6. Do not password protect any files, or portion of the operating system, including screen savers.
7. Do not delete files from or add files to the hard drive on the computer without teacher approval.
8. No food, candy or drink including chewing gum allowed while using computer systems.
9. Follow specific start up and shut down procedures given by the teacher. No short cuts.
10. Settings such as background, sounds, and screen savers will not be changed.
11. The desktop and its icons will not be altered in any way.
12. Foreign objects will not be inserted into the computer or any other equipment.
13. Intentional physical damage or vandalism to any piece of equipment will not be tolerated.
14. Do not remove any parts of the equipment (mouse, mouse ball, power cord, etc).
15. Graffiti and/or writing on the equipment will not be permitted.
16. Do not download any material without permission from the teacher.
17. Follow all rules of the Internet Use Policy as prescribed by the Carroll County Public Schools.
18. Do not tie-up the Internet service provider by remaining online for an extended time. Examples of this include (but are not limited to) chat rooms, on-line games or news feeds.

Student Signature: _____________________________

Parent Signature: _____________________________
Respect

Respect comes in many forms. This list should get you thinking about how your words and actions come across to those you interact with each day. This is a reminder that these things have an affect on your clients and your colleagues (and your success in business).

Respect sounds like:
- Good manners (Please & Thank You)
- Acknowledging someone (Hello, how are you?)
- Asking permission
- Agreeing/disagreeing in a professional manner
- Honesty

Respect looks like:
- Teamwork (doing your part in a professional manner)
- Listening
- Helping others
- Caring about your belongings and those of others
- Showing support for others
- Caring about the feelings of others
- Cooperation
- Good hygiene
- Following the dress code

“I’m not concerned with your liking or disliking me. All I ask is that you respect me as a human being.”
- Jackie Robinson

Be Professional:
- Respond promptly to inquiries and requests.
- Meet your deadlines.
- Inform, advise, and guide yourself, your colleagues and your customers.
- Be aware of cultural differences.
- Know what you are capable of and do it.
- Communicate in a timely and thoughtful manner.
- Treat your clients and colleagues the way you would like to be treated.

Respect is listening, caring about others’ feelings, keeping an open mind, agreeing and knowing it is okay to disagree, seeking to understand, being honest, direct and uplifting.

“Our inner strengths, experiences, and truths cannot be lost, destroyed or taken away. Every person has an inborn worth and can contribute to the human community. We can all treat one another with dignity and respect, provide opportunities to grow toward our fullest lives and help one another discover and develop our unique gifts. We each deserve this and we all can extend it to others.”
- Author Unknown

Gossiping is disrespectful!
And service to the community…
Student service projects are an excellent way to promote occupational education programs and individual leadership accomplishments.

Student service activities may serve individuals, families and the community. A good community service project also provides a way for students to set goals and work as a team.

The SSA* also:
- Provides leadership development
- Provides recognition for students and programs
- Creates opportunities for a purposeful life
- Develops pride in the quality of work
- Develops planning, organizational and implementation skills

Your Mission:
Find out about the benefits of doing a service project. Contact a local agency or organization and find out what they do for service, who they serve and how their volunteers benefit from their service.

Ask these questions:
Name of Agency Person Contacted

What services does the agency/organization provide?

Who benefits from these services?

How do they benefit?

What are the benefits for the people who volunteer for the agency/organization?

Adapted from the Professional Development Program Student Workbook – Level One
Just a little respect…
What does the phrase “Cultural Diversity” mean to you? Is it important for us to be aware of the feelings of others? Of the little differences that make us unique? You bet it is! Respect for others is just as important as respect for oneself.

They did what?
Think about an incident you have observed where you think there was unfair behavior or action. What happened? Was the issue resolved? How?

Check your EQ*
These statements will allow you to examine your perception and attitude about gender, culture and ethnic topics. Write your first response.

True or False:
- All jobs should be open to both men and women.
- Men and women should share household chores.
- Men should use a company’s maternity leave.
- The way a person dresses does not justify harassment.
- Men and women can be sexually harassed.
- In the future, white men will be a minority in the workplace.
- Culture influences our beliefs in the world of science.
- Cultural awareness should be integrated into all school curricula.
- Bilingualism is a job skill.
- All people can be successful in math, science and technology.

Adapted from the Professional Development Program Student Workbook – Level One