

Greater Johnstown Career and Technology Center



Financial Aid Policy and Procedures Handbook

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SCHOOL CODE: 016626

The Greater Johnstown Career and Technology Center complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records.

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Academic Year Definitions:

The Greater Johnstown Career and Technology Center defines its academic year for each Title IV eligible programs as stated below:

All borrowers in all programs are considered Level I for financial aid purposes, with the exception of LPN students who move into Level II for their 2nd academic year as indicated below.

Mobile Equipment Program: One academic year - equal to 900 hours (32 weeks)

Practical Nursing Program:

Full-Time Program – Length 1603 hours

1st academic year - equal to 900 hours (26 weeks)

2nd academic year - equal to 703 hours (prorated grant) (22 weeks)

Part-Time Program – Length 1603 hours

1st academic year - equal to 900 hours (55 weeks)

2nd academic year - equal to 703 hours (42 weeks)

Police Academy Program: One academic year - equal to 808 hours (prorated grant)
(48 weeks)

Full-Time Career in a Year Programs: One academic year - equal to 720 hours
(32 weeks)

Intergenerational Program: One academic year – equal to 720 hours (40 weeks)

Cosmetology Program: One academic year –equal to 1250 hours (40 weeks)

1st academic year – equal to 900 hours (29 weeks)

2nd academic year – equal to 350 hours (11 weeks)

Admissions and Registration Policy and Procedures:

Career in a Year Programs and Mobile Equipment Entrance Requirements

1. Applicants must submit a high school transcript indicating graduation, a copy of their high school diploma, or a copy of their GED (with the exception of Commercial Driver Training which does not require a high school diploma or GED certificate). Students must bring the original GED certificate to the Adult Education Office to be copied.
2. Candidates for admission must have a personal interview with a member of the adult education staff.

Admissions and Registration Policy and Procedures:(continued)

Acceptance into a program of study is based upon the applicant meeting the requirements of the specific program.

Counseling services are available to individuals to assist them regarding their educational needs. Students experiencing difficulty with their choice of training should make an appointment to speak with a member of the adult education staff.

Registration process - To be considered for admission into a postsecondary program, prospective students must adhere to the following procedure:

1. Schedule an interview with a member of the adult education staff
2. Pay a non-refundable application fee of \$100.00 at the time of the interview.
3. Meet all of the entrance requirements.
4. Receive acceptance into the desired program by mail.
5. Attend an orientation to review school policies prior to, or on, the first day of the program.

Practical Nursing Procedures

LPN Admission requirements: In addition to above registration process, admission requirements to the LPN program include:

1. Satisfactory achievement on pre-admission test (Psychological Services Bureau Aptitude for Practical Nursing Examination or Assessment Technologies Incorporated - TEAS). Applicants may take the test twice within a one year time period. Scores are valid for one year.
2. Submission of three personal references
3. Evidence of good physical and mental health determined by pre-admission examination by physician, laboratory testing, and current immunization status.
4. Current Cardiopulmonary Resuscitation (CPR) Certification, Health Care Providers Course.
5. Liability insurance with \$1,000,000 to \$3,000,000 coverage prior to admission to the program.
6. Satisfactory Criminal Record Check and Child Abuse History Clearance.
7. Negative urine drug screen.

Admission Policy

Applicants for admission are selected by the Greater Johnstown Area Vocational Technical Practical Nursing Program Faculty based on their academic qualifications, personal attributes and general health status. Applicants are given individual consideration in the selection process. Qualified applicants are selected without discrimination, regardless of age, sex, race, religion, creed, marital status, familial status, ancestry, national origin, sexual orientation, height, weight, disability or status as a disabled veteran or a veteran of the Vietnam era, or handicap which does not interfere with attainment of program objectives.

Individuals who complete the application procedure and meet the admission criteria will be considered for acceptance into the program. The selection of students is based on individual

Admissions and Registration Policy and Procedures:(continued)

qualifications. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School. The faculty reserves the right to select applicants who best meet the admission criteria, demonstrate motivation and personal qualities suitable for practical nursing and give evidence of satisfactory pre-admission health examinations. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School.

Admission requirements:

1. Graduate of an accredited high school or GED equivalent
2. Satisfactory achievement on pre-admission test (Psychological Services Bureau Aptitude for Practical Nursing Examination or Assessment Technologies Incorporated - TEAS). Applicants may take the test twice within a one year time period. Scores are valid for one year.
3. Submission of three personal references
4. Personal conference with the coordinator or faculty member.
5. Evidence of good physical and mental health determined by pre-admission examination by a physician, laboratory testing, and current immunization status
6. Current Cardiopulmonary Resuscitation (CPR) Certification, Health Care Providers Course
7. Liability insurance with \$1,000,000 to \$3,000,000 coverage prior to admission to the program
8. Satisfactory Criminal Record Check and Child Abuse History Clearance

To attend clinical experiences, students must have a clear child abuse history clearance. Students must also have a clear criminal record for certain types of offenses to attend clinical experiences. A list of prohibited criminal offenses is given to the applicant with the program application and at the orientation session prior to admission. Students who have not been a resident of Pennsylvania for a minimum of 2 years are required to submit a FBI criminal check. If the student is ineligible to attend clinical experiences, the student is ineligible for admission. 9. Negative urine drug screen

**** Students are responsible for submitting records on time and should keep a copy of all materials submitted for their records**

INDIVIDUALS WHO HAVE BEEN CONVICTED OF A CRIME:

Completion of the Practical Nursing Program is not a guarantee that the Pennsylvania State Board of Nursing will allow the student to sit for the NCLEX-PN licensure examination. Individuals convicted or having charge pending against them regarding a violation of any Federal, State or local law (except for minor violations of traffic laws) may be denied. Licensure may be denied if an individual has had 1) disciplinary action taken against or been denied any license, certificate, registration, or permit as a nurse or any regulated health occupation, 2) is now or ever been treated for drug abuse or alcohol problem, 3) been convicted of, pled guilty or nolo contendere to an offense, misdemeanor, or felony in any state, or 4) violated any Federal, State or local law related to the use, manufacture, distribution or dispensing of controlled substances, alcohol or other drugs. *If a student has convictions, it is his/her responsibility to contact/petition the State Board of Nursing for notification and consideration of their petition.*

Revised 12/00; 12/01; 2/02; 12/02; 7/03 Reviewed 12/08

Admissions and Registration Policy and Procedures:(continued)

Police Academy Procedures ADMISSION PROCEDURES

Candidates for admission must have a personal interview with the Academy Director and/or a member of the workforce development team. There is a registration fee of \$100 applied to the student's tuition upon attendance in the Academy. At the time of interview, each candidate will complete a criminal background request form. The criminal background check will be completed on-line by staff of the Greater Johnstown Career & Technology Center. The fee for this service is \$10. A \$25 pre-testing fee is required for the physical fitness and reading test. These fees, totaling \$135, are payable at the time of the interview.

Police Academy graduates are awarded a diploma upon successful completion of the course.

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, color, religion, national origin or non-job-related handicaps or disabilities. Inquiries should be directed to: Title IX Coordinator, Section 504 Coordinator, at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. Phone: 814/269-3874.

I. ADMISSION REQUIREMENTS

1. Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of four required evaluations to be eligible for employment. A person will not be enrolled in a recruit training program at a police academy certified by the Commission unless the person obtained a score in the 30th percentile or higher for the person's age and gender as specified in the Cooper standards for each of the four evaluations. The four required evaluations are as follows:
 - a. 1.5 mile run.
 - b. 300 meter run.
 - c. One repetition bench press.
 - d. One minute sit ups.

Academy Personnel will conduct this evaluation prior to the start of the program to determine the applicant's eligibility for admission.

Admissions and Registration Policy and Procedures:(continued)

2. Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
3. Be 18 years of age or older.
4. Possess a high school diploma or GED Equivalency
5. Be free from convictions of disqualifying criminal offenses.
6. Veterans/all former military cadet applicants must present a DD214 with an honorable release rating. Any other type of release or discharge will be reviewed and a decision will be made to accept or reject the applicant.
7. Be personally examined by a Pennsylvania licensed physician. Physical Examination forms to be completed by the physician will be provided by the academy.
8. Be personally examined by a Pennsylvania licensed psychologists and found to be psychologically capable to exercise appropriate judgment or restraint in performing the duties of a police officer.
9. Possess a valid Pennsylvania Driver's license

APPLICATION FALSIFICATION

Any falsification of information as to military service (DD 214), delinquency, alcoholism, use of Act #64 controlled substances, arrest conviction, psychiatric disorders, character reference, residency, citizenship or employment will be "just cause" for immediate expulsion from the Act #120 training program subject to the indicated tuition refunds as set forth elsewhere in this publication.

Financial Aid Application Process:

The Greater Johnstown Career and Technology Center participates in U.S. Department of Education (DOE) Title IV funding programs. Our participation is in compliance with the latest Higher Education Reauthorization Act for Title IV eligibility and certification requirements. Students in long-term programs are eligible for funding. Students in programs consisting of less than 900 hours may be eligible to apply for a reduced amount of financial aid.

Free *Application for Federal Student Aid* (FAFSA) forms are available through the Financial Aid Office. The FAFSA may be completed on-line at www.fafsa.ed.gov or on paper. Completion of this form is the first step in the application process to apply for financial aid. Students will be notified of any approved funding.

A financial aid officer will be available to meet with students and parents during day and evening hours by appointment. The telephone number of the financial aid officer is 814-266-6073 ext 123 and the e-mail address is ksnyder@gjctc.org.

Initial Processing of Financial Aid Applications:

Once a student is processed through the Greater Johnstown Career and Technology Center Adult Education/Workforce Development Office, a student's *Financial Aid Student Information* form is completed by the Greater Johnstown Career and Technology Center Adult Education Office and distributed. A copy is placed in the student's admissions file and a copy is given to the Financial Aid Office. If the Financial Aid Office is not available on the student's interview date, the student is instructed to call for an appointment. The student is given a packet containing:

1. Financial Aid Information Sheet.
2. FAFSA Application - Students are offered the option of completing the FAFSA and mailing it in on their own, or completing it on-line.
3. Contact the Financial Aid Office if assistance is needed in answering the questions on the FAFSA.

Financial Aid Application Sheet

The *Financial Aid Information Sheet* will ask the student if he/she is expecting to apply for aid from Title IV funds or any other sources such as Office of Vocational Rehabilitation (OVR), Social Security, Veterans Administration, Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), scholarships, etc. This form will be kept in Financial Aid folder, Business office file, and in admissions folder. This form also asks for information of previous post-secondary school enrollments.

Financial Aid Eligibility:

To be eligible to receive federal financial aid available through the Greater Johnstown Career and Technology Center, a student must:

- Have financial need
- Be enrolled in an approved course of study
- Have a high school diploma or a G.E.D. certificate
- Be a U.S. citizen or eligible non-citizen
- Make satisfactory academic progress and have satisfactory (90%) attendance
- Register with Selective Service if required
- Not be in default on a Title IV loan
- Not owe a refund on a Title IV grant

Financial Aid:

Federal law requires that students may apply for federal aid without paying a fee. Title IV Federal aid programs, for which qualified students at Greater Johnstown Career and Technology Center are eligible to apply, include the Federal Pell Grant and Direct (student) Loan Program.

Free Application for Federal Student Aid (FAFSA):

To apply for a Federal Pell Grant, the student must complete and submit a Free Application for Federal Student Aid (FAFSA Application), which requests information such as current family size and financial information from the last tax year. Paper FAFSA forms can be obtained from the Financial Aid Office or many high school guidance offices. The FAFSA may also be completed on the web at www.fafsa.ed.gov. Students who wish to sign their on-line FAFSA electronically must have a pin number which may be requested at the web-site www.pin.ed.gov. Students who do not have a pin number must print and sign the signature page and send it immediately to the address provided. Allow several weeks for processing. After the U.S. Department of Education processes the FAFSA application, the student will receive a Student Aid Report, which will indicate whether the student may be eligible for a grant; however, it will not indicate the amount of the grant. The Financial Aid Officer will issue an award letter which provides more specific aid information to the student.

Direct Loan Programs:

Federal Direct Loan is a low-interest loan program by the Department of Education (Dept of Treasury) made available to students attending post-secondary schools to help finance their education. This loan must be paid back, and repayment of Direct loans usually begins after a six-month grace period following graduation. Master Promissory Note Applications for Direct Student or Direct Parent PLUS Loans may be obtained from the school or on www.studentloans.gov. A Direct Parent PLUS Loan may be available for qualifying parents who want to borrow to help pay for their child's education. This also is a low-interest loan program that provides additional funds for educational expenses, and like Direct Student Loans, must be paid back. Direct Student and Direct Parent PLUS Loan applications (along with PLUS pre-approvals) may also be completed on-line at www.studentloans.gov

Student Lending – Code of Conduct:

Greater Johnstown Career and Technology Center is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Greater Johnstown Career and Technology Center officers, employees or agents and education loan lenders, Greater Johnstown Career and Technology Center has adopted the following:

- Greater Johnstown Career and Technology Center does not participate in any revenue-sharing arrangements with any lender.
- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other

financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

- Greater Johnstown Career and Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Greater Johnstown Career and Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Greater Johnstown Career and Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Greater Johnstown Career and Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Greater Johnstown Career and Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Greater Johnstown Career and Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Greater Johnstown Career and Technology Center will not request or accept any assistance with call center or financial aid office staffing.

Entrance Interviews for Loan Recipients:

Prior to receiving Direct Loan disbursements, students will be given a handout instructing them to complete an on-line entrance counseling session if they are interested in participating in the Direct Loan Program.

The Financial Aid Officer will explain the student's responsibilities of loan repayment and answer any questions students may have regarding their future loan payments, as well as, the loan disbursement process-refunds, application to account, etc.

The student will be informed that an Exit Counseling session will also be required when the student leaves the institution.

Exit Interviews:

Prior to the end of the enrollment period, students will be given the opportunity of completing Exit Counseling on-line.

The Financial Aid Officer will remind students that payment will begin within 6 months after graduation and will inform students of their right to pursue problem resolution via the ombudsman procedure.

The Financial Aid Officer will answer all questions presented at that time by the students.

Verification Policy: It may be necessary for students who have applied for Pell grants and/or Direct Loans to complete a verification process as stipulated by the U.S. Department of Education. Verification requires documentation to be submitted to the school to review the accuracy of the information provided on the financial aid applications. If the school becomes aware that the student is in a Title IV overaward status, the student will be notified to contact the U.S. Department of Education to resolve the issue. After the issue has been resolved, the school will review the student's file to determine the financial aid eligibility.

Documentation may include submitting a required verification worksheet, signed copies of the student's and/or parent's tax returns, W-2 forms, current bank statements, Social Security benefits statements, child support payment records, welfare assistance statements, veterans benefits, records of investments, and statements from other agencies.

The Financial Aid Officer will send a cover letter and verification worksheet to each student who is selected for verification, requesting all required documentation prior to final certification of Pell grant or Direct loan eligibility. Failure to complete the required financial aid documentation, when requested by the Financial Aid Office, will result in the student being placed on a 10-day probation period. Students on probation will have 10 days to submit the requested documentation to the Financial Aid Office. Failure to submit documentation will result in the student being suspended from class. The aid process is halted until required documentation is received. After verifying the student/parent information, the student will be notified if any corrections need to be submitted. The student may submit the corrections or request, if necessary, the Financial Aid Office to make electronic corrections. If the student's aid eligibility is changed as a result of these corrections, a revised award letter will be sent to the student, notifying him/her of the corrected aid figures.

The annually published *Verification Guide* will govern verification documentation.

Although the process of determining a student's eligibility for Federal aid is basically the same for all applicants, there is some flexibility. If a student feels that he/she has unusual circumstances, which may affect aid eligibility, he/she should consult the Financial Aid Officer at the Greater Johnstown Career and Technology Center. There must be very good reasons for the Financial Aid Officer to make any adjustments. Adjustments may be made only after adequate proof is presented to support those adjustments.

Cost of Attendance:

An estimated cost of attendance figure will be determined for Greater Johnstown Career and Technology Center students based on the following:

Tuition	(based on program)
Fees	(based on program)
Books	(based on program)
Supplies/Tools	(based on program)
Room and Board	
Child Care	(calculated per day per child on individual basis)
Transportation	(38 average miles per day X days per month X \$.505 per mile) – Police Academy includes range travel

If additional costs are incurred for disabled students, which are not paid by another agency, they may also be added.

Professional Judgment:

Authorized financial aid officers, due to unusual circumstances of financial aid applicants, may implement professional judgment at this institution.

Professional judgment will be applied on an individual case-by-case basis and will be considered for applicants who may:

1. Be dislocated workers.
2. Have incurred unusually high medical and/or dental expenses and can provide proof of expenses includes documentation on insurance reimbursement received which did not cover entire costs.
3. Have suffered a loss of a substantial portion of their base year income.
4. Veterans who can provide a valid DD-214 to prove honorable discharge.
(Dishonorable discharges are excluded from professional judgment.)

After careful review of documentation, adjustments will be made when warranted by adjusting particular data elements used in the Estimated Family Contribution (EFC) calculation and then submitting the corrections to the Central Processor System (CPS) for recalculation.

The dependency override adjustment will be used only when unusual circumstances make it unreasonable to expect parents to contribute to educational costs.

Documentation used in all adjustments will be maintained in the applicant's financial aid file.

Tuition Policy:

Program tuition varies depending on the type and length of the program. Contact the Adult/Workforce Development Office at 814-269-3874 for current fees.

Tuition payments are divided into two payment periods for Police Academy, Mobile Equipment Operations and Full-Time Career-in-a-Year programs. One-half of the tuition is due on the first day of class. Fees applicable to the first half of the program will also be due on the first day of class. The balance of the tuition and fees will be due when 50% of the program has been completed. The full-time LPN programs consist of three payment periods over the term of the program. One-third of the tuition is due at the beginning of each level (approx. 533 hrs) along with any fees associated in that level. The part-time LPN program is a two-year program which has four payment periods over the two years. One-quarter of the tuition is due on the first day of class along with any fees associated with that payment period. The second-quarter of tuition, plus any fees, are due half way during the first year. The second year follows that same procedure. Students receiving Title IV aid may deduct the amount of aid from the tuition and fees owed. Remaining tuition and fees, after aid has been received and applied to the student's account, are the responsibility of the student and will be due by the second due date.

Students may pay tuition and fees by cash or check made payable to Greater Johnstown Career and Technology Center, or by using a credit card (MasterCard, VISA and Discover). There will be a \$15.00 fee for checks returned from a bank or a returned credit card transaction, and the student will be required to remit an amount equal to the \$15.00 charge and the amount returned by check or credit card which will be transacted by cash, certified bank check, or money order. The student will have five days, from the date notified of the return transaction to remit the \$15.00 charge and the amount outstanding. Failure to remit this payment will result in suspension from attending the program. This may cause an adjustment on future aid disbursements due to hours not attended.

A minimum of six to eight weeks processing time is needed for most types of financial aid. Financial assistance is accepted for tuition payments and fees, upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. Students are responsible for paying the difference between what is owed and what is expected to be received in aid when the first half of tuition and fees are due. Students with delinquent accounts over ten days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma/certificate, transcript of grades and other records of achievement. Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.

Failure to complete required financial aid documentation, when requested by the Financial Aid Office, will result in the student being placed on a ten-day probation period. Students on probation will have ten days to submit the requested documentation to the Financial Aid Office. Failure to submit documentation will result in the student being suspended from class.

Tuition Policy: (continued)

Students being funded by outside agencies must have a written contract or official letter of approval from the agency prior to beginning classes. Any fees not funded by the agency, must be paid by the student according to the due dates. Students receiving Veterans benefits will be subject to all policies governing self-paying students.

Students will be notified of any outstanding tuition and fees owed and will receive an updated invoice each time charges and/or payments are made to their account. If the account is delinquent, students will be notified by certified mail and will be given fifteen (15) days to pay the balance before the account is turned over for collection.

Tuition refunds due to early withdrawal or termination will be approved based on both the school's tuition refund policy and the current U.S. Department of Education's Federal Refund Policy.

Students may pay registration fees and tuition using cash, check, or credit card. Credit cards accepted are MasterCard, VISA and Discover.

Excess Funds (Credit Balances) From Student Aid:

If a student has excess funds remaining in his/her account, after applying student aid to his/her balance, the excess funds (credit balance) will be refunded to the student. A student may authorize the Greater Johnstown Career and Technology Center, in writing, to hold the excess funds on their account to reduce the balance due on the next scheduled due date. This policy is in compliance with the rules and regulations of Federal Aid.

Leave of Absence:

A leave of absence (LOA) is a temporary interruption in the student's program of study. A LOA may be granted to students for personal and/or medical reasons. Students must adhere to the following guidelines when requesting a LOA:

1. Students must meet with the program administrator to discuss the LOA prior to requesting the LOA.
2. Students must submit a written request to the program administrator in advance except in the case of unforeseen circumstances.

The request must include the following:

- a. The date of the request.
- b. The program in which the student is enrolled.
- c. The reason for LOA.

Leave of Absence: (continued)

- d. The beginning and ending date of the leave of absence.
- e. The signature of the student.
3. Criteria for approval of the LOA are dependent on the student's academic and clinical/laboratory progress in the program, the nature of the reasons for the LOA request, and the reasonable expectation that the student will return from the LOA.
4. The program administrator must approve or deny the request for the LOA. A written response to the LOA request will be sent to the student.
5. Return from the LOA must be within one calendar year.
6. The student must return to the program at the point of the last successfully completed course within the curriculum. Courses within a program that were successfully completed prior to the LOA do not need repeated. Courses that were begun, but not completed, must be repeated from the beginning of the course/s.
7. Satisfactory criminal record checks, child abuse history clearance, and urine drug screening, etc. as per admission requirements must be current within one year.
8. Students will only be assessed tuition and fees that apply to the program and will not be charged any additional fees as a result of the LOA. All outstanding obligations for the school must be paid prior to return from the LOA to be eligible for return.
9. Students who are receiving funding from outside agencies (WIA, TAA, OVR, etc.) are responsible for notifying the funding agency of their intent to take a LOA.
10. Failure to return from an LOA may have effects on the student's Title IV loan repayment terms including the expiration of the student's grace period.
11. If a student fails to return from a LOA, the start date of the LOA will be the student's withdrawal date or last date of attendance. The withdrawal date will be the date used to determine when the student's loan repayment begins.
12. Since all of the programs operate on independent calendars, the student requesting the LOA must meet with either the career counselor or program administrator to determine how the leave will effect the completion of the course.
13. Students enrolled in all programs except practical nursing will be permitted to take a LOA not to exceed 30 consecutive hours of instructional time. Students who take a LOA will be responsible for making up all of their assignments. The school will not incur any additional costs for students who need to complete makeup assignments. Students who

require a leave exceeding 30 hours can choose to withdraw from the program and re-enroll the following program year to complete the remaining portion of the program. All outstanding financial obligations to the school must be paid when the student withdraws; students who are receiving Title IV financial aid should refer to the *Withdrawal From School* information in the Financial Aid Section of their handbook. Students who choose to do this must reenroll during the next program year to be given credit for the programs

Leave of Absence: (continued)

they already completed. If they choose to reenroll after the next program year has already started, they will not be given credit for the time they already completed and will have to complete the entire course again.

14. Students enrolled in the practical nursing program may take a LOA not to exceed 180 days. A second leave of absence may be applied for if the LOA if the return date is in excess of 180 days. A student is not permitted leaves of absences in excess of one year from the program. The entire program must be repeated for leaves of absences in excess of one year.

Withdrawal From School:

Students considering withdrawing from a program should schedule an appointment with the Career Development Counselor located in the Adult Education Workforce Development office. The student will be instructed of the options available. If the student decides to withdraw, a written letter must be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

Students may be terminated from a program involuntarily for violations of school policies. Students who are terminated will be responsible for any account balance owed. Tuition will be pro-rated as of the official date of the termination in accordance with the institution's Withdrawal/Termination and Refund policies.

Withdrawal From School: (continued)

The following Refund Policy applies to all post-secondary education programs offered at Greater Johnstown Career and Technology Center:

1. If a student withdraws from a post-secondary education program before the first class session, 100% of the tuition that has been paid by the student will be refunded. The registration fee of \$100.00 is non-refundable and will be retained by the school.
2. If a student withdraws after attending 60% of the total hours required for the program-no refund will be issued. At this time, the student is responsible for paying the total cost of tuition and fees.
3. If a student leaves the institution during the program, the Business Office recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours of the program. This will give the percentage of time attended. The Business Office will be notified by the Financial Aid Officer of the amount of Title IV aid earned, if any, that will be applied to the student's account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. If a balance due on the account remains, it will be the student's responsibility to satisfy the balance.
4. When a student withdraws prior to the program completion, 5% of the total tuition will be assessed as an administrative fee and included in the final amount owed.
5. Students who have already received Federal Pell grant money may be required to pay a portion of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.

*Student withdrawal may be voluntary or involuntary.

Federal Return of Funds Policy:

When a student who has received federal Title IV aid funds withdraws early from their program, sometimes aid already received must be returned to its source depending on the student's eligibility (based on attendance, payment period, number of hours completed, etc.).

The amount of repayment will be determined by using the U.S. Department of Education Return of Refunds calculation worksheet and/or R2T4 Return of Funds software.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to

completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If it is determined that the student has received an overpayment, the Greater Johnstown Career and Technology Center will return the overaward to the proper Federal Student Aid (FSA) source and if necessary, reclaim the difference from the student by registered letter and invoice.

Overawarded Title IV funds for which the student has been determined ineligible to keep, based on the student's early withdrawal, will be returned to the proper Student Federal Assistance source in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. PLUS FFEL Loan
4. Pell Grant
5. Other Title IV programs

Tuition Refund Distribution:

Refunds resulting from funds obtained from Direct Loan programs and Federal Aid will be administered according to the policies set forth by those programs. Greater Johnstown Career

Tuition Refund Distribution: (continued)

and Technology Center will issue refunds to the students within the 14-day time period allowed. Refund checks will be mailed when they are completed.

Tuition refunds will be issued to the student if warranted after U.S. DOE Return of Title IV aid funds calculation is performed.

If the student's withdrawal creates a situation where the student has received more Title IV aid than eligible for, due to early withdrawal, the appropriate amount of overawarded funds will be returned to the appropriate federal aid source according to federal guidelines in this order:

1) Unsubsidized loans, 2) Subsidized loans, 3) Title IV Pell Grant funds and 4) Agencies (WIA, OVR, etc).

The student will be notified of any remaining funds left on account at that point, and if Direct loan money had been received, the student will be given the option of having these excess funds returned to the Dept. of ED to reduce original loan debt or to have refund of excess funds returned to the student (the funds would then be repaid to PHEAA as agreed in original loan terms on student's Master Promissory Note).

All refunds will be made in a timely manner – within thirty (30) days of withdrawal or termination.

All information on program costs and refund policies are made available to all applicants and is distributed on the day of their student interview. Students are required to sign off that they have received these materials.

Student Progress:

Career in a Year Programs

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and student loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program.

Students are expected to complete assignments in a timely manner. Failure to do so may adversely affect the student's grade for that course.

Students will receive a grade report at the end of each term (trimester, quarter, etc.)

Students are expected to maintain a "C" or better average for each term in order to advance to the following term. Students not performing at expected standards (students attaining less than a

Student Progress: (continued)

“C” average) will be placed on academic probation for one term. Students on probation will be required to meet with the Adult Education Career Counselor to develop a plan for academic improvement. Students will remain on academic probation throughout the term, and will not be considered as having satisfactory academic progress status until they have attained a “C” or better average. Note: Students who have not maintained a “C” or better average during training and/or do not have an overall “C” average or better at the end of their training will not be eligible to receive a diploma.

Instructors will advise students in writing of the grading scale that will be used for each course during the first class session.

The typical grading/evaluation scale used in post-secondary programs is as follows:

A . . . 93 – 100	B . . . 84 – 92
C . . . 75 – 83*	D . . . 65 – 74
E . . . 64 and below	I . . . Incomplete
W . . . Withdraw	

*LPN Program requires 78% minimum for C

*An “**T**” grade indicates the student, for whatever reason, has not completed the required work for the course. An “**T**” grade must be satisfied within thirty days after the start of the new term or the “**T**” grade will automatically revert to an “**F**” grade.

A “W**” grade indicates the student withdrew from the class before the end of the term.

NOTE: Students in the Mobile Equipment Operations (MEO) program do not follow the aforementioned grading scales; instead, a “Satisfactory/Unsatisfactory” system is used. Please see Policy No. 6621, “Mobile Equipment Operations-Grading Policy”. MEO students do, however, follow the other aforementioned satisfactory academic progress policies.

Under guidelines of the Federal Title IV Student Aid Policies and Procedures, when a student does not meet either the 90% attendance requirement or the satisfactory academic progress requirement, the financial aid process is immediately suspended. A counseling session is then set up with the student to determine if regaining eligibility is possible and, if so, setting appropriate timeframes. If the student requests consideration because of special circumstances, the student must submit a formal, written request to the school’s Financial Aid Officer and the Supervisor of Adult Education.

Mobile Equipment Program

MOBILE EQUIPMENT OPERATIONS-GRADING POLICY:

6621

6621.1 Students in the Mobile Equipment Operations Program are expected to maintain satisfactory grades while they are enrolled in the program. Satisfactory grades will be determined based on the following criteria:

Student Progress: (continued)

- 6621.1a Satisfactory: The student has the minimum ability to operate equipment successfully, but has difficulty understanding the tasks assigned and following instructor directions without supervision.
- 6621.1b Satisfactory I: The student has average operational skill and can complete related maintenance and service requirements at the entry level and will need moderate supervision.
- 6621.1c Satisfactory II: The student has better than average ability to operate equipment with nominal supervision.
- 6621.1d Satisfactory III: The student has excellent entry-level skills and will need little or no supervision.
- 6621.1e Unsatisfactory: The student is not recommended to operate equipment. *(An unsatisfactory grade will be determined based on the established criteria for giving students a grade of “Unsatisfactory.”)*

MOBILE EQUIPMENT OPERATIONS-GRADUATION REQUIREMENTS: 6622

6622.1 To be eligible for a diploma from a postsecondary program, the student must:

- 6622.1a Attend the required number of classes.
- 6622.1b Meet the academic standards of the program.
- 6622.1c Meet the program requirements as dictated by accrediting agencies.
- 6622.1d Meet the performance/behavioral standards of the program.
- 6622.1e Fulfill all financial/and other obligations to the institution.

6622.2 The following behaviors will prohibit a student in the Mobile Equipment Operations Program from receiving a diploma

- 6622.2a Receiving a positive drug screening on one occasion during the course of the program.
- 6622.2b Receiving an “Unsatisfactory” grade in three or more segments (bulldozer, welding, backhoe, etc.) of the program.
- 6622.2c Failure to meet the eligibility requirements for a diploma listed above.

6626.1 Mobile Equipment Operations students must have all financial obligations to the school satisfied prior to CDL testing. The Coordinator of the Mobile Equipment Program will determine if all financial obligations to the school have been met.

Student Progress: (continued)

MOBILE EQUIPMENT OPERATIONS- CRITERIA FOR GIVING STUDENTS GRADES OF “UNSATISFACTORY”:

6623

6623.1 A student may receive a grade of “unsatisfactory” as a result of not following established program rules and policies, thus leading to the following behaviors:

- 6623.1a Any safety violation, in the instructor’s opinion, deemed serious enough to pose as a danger to the student, instructor, and/or fellow classmates.
- 6623.1b Habitual tardiness (unexcused arrival to the training site after 7:30 a.m. on three or more occasions occurring during a segment of the program, i.e., surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.
- 6623.1c Leave early (unexcused departure from the training site before 3:30 p.m. on three or more occasions occurring during a segment of the program, i.e. surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.
- 6623.1d Leaving the training site, during a segment of the program, without notifying the instructor.
- 6623.1e Failure to follow the instructor’s specific directions.
- 6623.1f Refusing to participate in any training activities assigned by the instructor.
- 6623.1g Any single occasion of horseplay, dangerous driving, or equipment abuse as deemed by the instructor, which could result in personal injury, property or equipment damage.
- 6623.1h The student deemed not physically or mentally fit to safely operate equipment, as determined by the instructor.
- 6623.1i On three or more occasions during the program, the student’s failure to wear a seatbelt or other personal safety equipment (automatic failure during CDL examination) will result in an “unsatisfactory” grade given for the current program segment.
- 6623.1j Any single occasion failure to follow presented manufacturer’s instructions regarding the use and maintenance of program equipment.

Student Progress: (continued)

- 6623.1k Failure to have a negative drug screening test during the training program will result in an “unsatisfactory” grade given for the current program segment and the student will not be eligible for graduation and will not receive a diploma.
- 6623.1l Unexcused tardiness resulting in failure to perform, or refusal to perform, normal equipment maintenance, cleaning, or minor repairs, as directed by the instructor.
- 6623.1m Failure to perform pre-trip inspection and air brake test (CDL segment only).
- 6623.1n During CDL training, the failure to pass the basic skills, pass the road test, and/or the violation of any motor vehicle regulation.
- 6623.1o Failure to complete any segment of the Mobile Equipment Operations program.
- 6623.1p Failure to complete assigned tasks at the “entry level” as determined by the instructor.
- 6623.1q Failure to demonstrate the required knowledge and skill in the use of machine controls.

Appealing a Grade or the Grading Process:

Any student wishing to appeal a grade or the grading process must first meet with the instructor and/or program coordinator for resolution. If a resolution is not reached, the student, program instructor and/or program coordinator will meet with the appropriate administrator for resolution.

CHEATING POLICY:

An individual observed cheating on exams or practical tests shall be temporarily suspended from further participation in any classroom activities. Individuals will have an opportunity to discuss the situation with the appropriate administrator.

Practical Nursing Program

GRADING

Students are promoted to the next level and to graduation by maintaining satisfactory achievement in theory and clinical components and by meeting requirements in conduct, attendance and financial obligations to the School. It is the student's responsibility to keep

Student Progress: (continued)

family/significant others informed of grades and status in the program as appropriate and assure that all appropriate fees and requirements are met.

THEORY GRADING

The grading scale for theory is:

- A = 94% - 100%
- B = 85% - 93%
- C = 78% - 84%
- F = 0 - 77%
- I = Incomplete
- W = Withdrawal

CLINICAL GRADING

The clinical components of the program are graded at the end of each level as:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

Students must attain a satisfactory final clinical grade to be promoted to the next Level and to graduation. To receive a satisfactory rating for clinical evaluation, the student must demonstrate satisfactory performance in **all** clinical objectives. A student attaining an unsatisfactory final clinical grade is dismissed from the program.

Practical Nursing Grade Leave Advancement Policy:

Because annual loan limits are based on student’s grade level for financial aid purposes, the following represents the Practical Nursing grade levels advancements:

<u>Hours Earned</u>	<u>Grade Level</u>	<u>Eligible Loan Amount</u>
0 – 899	1	Dependent \$3500 subsidized \$2000 “additional” unsubsidized
0 – 899	1	Independent \$3500 subsidized \$6000 “additional” unsubsidized
900 – over	2	Dependent \$3510 subsidized \$1560 “additional” unsubsidized
900 – over	2	Independent \$3510 subsidized \$4680 unsubsidized

Cosmetology Grade Leave Advancement Policy:

Because annual loan limits are based on student’s grade level for financial aid purposes, the following represents the Cosmetology grade levels advancement.

<u>Hours Earned</u>	<u>Grade Level</u>	<u>Eligible Loan Amount</u>
0 – 899	1	Dependent \$3500 subsidized \$2000 “additional” unsubsidized
0 – 899	1	Independent \$3500 subsidized \$6000 “additional” unsubsidized
900 – over	2	Dependent \$1755 subsidized \$780 “additional” unsubsidized
900 – over	2	Independent \$1755 subsidized \$2340 unsubsidized

Police Academy

TESTING, GRADING AND MAKE-UP MODULES OR SECTIONS

1. The individual topic instructor is the primary judge as to whether a cadet has attended required classes as per Pennsylvania (Act #120) State guidelines and demonstrated the level of attitude and proficiency permitting the cadet to take test(s) as per the specific topic. No test will be permitted unless minimum mandated hours are completed.
2. Applicants will successfully complete the basic training course approved by the Commission with a minimum grade established by the Commission. The Commission will publish a notice in the Pennsylvania Bulletin and in the Commission newsletter whenever the minimum grade on each tested area of examination changes. Currently the minimum grade is established at 75%.
3. Applicants not achieving the minimum grade in any tested area shall repeat the failed training in that area before being eligible to take the examination in that tested area at a Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant’s second attempt, the applicant shall be required to successfully retake and pass the entire basic police training course to qualify for certification.

Student Progress:

4. Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire police training course in order to qualify for certification. A charge per instructional hour will be charged for the cadet making up a whole module or section. The academy director will set the cost at the time of the make up.
5. In order that the student meets the criteria for the physical training and defensive tactics requirements for graduation, the following standards have been adopted:
 - A. All physical fitness written tests must be passed. (75% or better).

- B. 100% of the physical training time must be successfully completed (dressed and performed).
- C. The defensive tactics final test must be passed.
- D. Defensive tactics (as defined by the specific instructor) must be successfully completed.
- E. Meet the minimum 50% of the Cooper Standards in the basic four test areas for the applicant's age and gender.

THE REQUIREMENTS SET FORTH HAVE BEEN DONE SO TO MEET THE NATIONAL AVERAGES OF LAW ENFORCEMENT ENTRY PHYSICAL EXAMINATIONS IN THE UNITED STATES. IF ANY CADET HAS A CONFLICT WITH THE ABOVE STATED REQUIREMENTS - THOSE CONFLICTS MUST BE TYPED AND PRESENTED TO BOTH THE INSTRUCTOR IN QUESTION AND THE ACADEMY DIRECTOR.

GRADING

A grade of 75% or above will be considered as passing on written tests. In areas of proficiency the instructor will subjectively evaluate the competency performance. All topics must be passed in order to graduate from the course. Oral or written examinations are held as prescribed:

1. Each cadet is required to maintain an average of 75% or better in all of his subjects.
2. A cadet who fails to correct a grade deficiency, and who reveals a pattern of inability to maintain a 75% average, will not receive a certificate or diploma.
3. A cadet who is deficient in his class studies should consult instructor for assistance and guidance.

Student Progress Appeals:

Any student wishing to appeal his/her grade, or the grading process, must first meet with the instructor and/or program coordinator for resolution. If not resolved, student and program coordinator will meet with the appropriate administrator to determine resolution.

Job Placement Services:

The Greater Johnstown Career and Technology Center offers its students personal assistance in locating and securing employment through the services of the career counselor. While the school does not guarantee employment, students may avail themselves of a variety of services to aid them as they look for work. These services include a formal class in resume preparation, cover letter writing, interviewing skills, follow-up letter writing, and application preparation. Through this class, students develop and complete their personal resumes. On a regular basis, job vacancies for the local area and surrounding counties are posted in the Adult Education

Office and given to the post-secondary instructors. Recruiters and company representatives contact the school and on occasion meet with the instructor and the students to discuss employment opportunities. When appropriate, the school's career counselor contacts graduates to inform them of available jobs. Before or after graduation, students always have the opportunity to meet the career counselor and/or their instructor to discuss their respective employment and career goals. Graduate follow-up studies to determine employment status are conducted for each class.

Direct Student and Direct Plus Loan Disbursement Process:

When funds are received from the US Department of Education (COD), the Financial Aid Office and Business Office will complete the following steps:

1. Notify the borrower of the date and amount of the funds to be received and processed. The student will sign the notification and return to the Financial Aid office.
2. The student will have the opportunity to cancel all or a portion of their disbursement within a thirty day window.
3. Business Office will deposit the funds to the appropriate student account by applying funds to the balance due according to the payment policy.
4. Business Office will issue a refund check, within fourteen (14) days to the borrower for any excess funds in the student account from the disbursement.
5. Business Office will forward the disbursement form to the financial aid office when transaction has been completed, for filing in the student's financial aid folder. If there is a refund, It will be mailed.
6. An updated and revised student account statement will be sent to the student each time an aid disbursement is received or a cash payment is received.

Direct Loan and Direct Plus Loan Disbursement Process: (continued)

Loan Periods will be based on program hours as follows:

<i>Municipal Police Academy:</i>	<i>808 hours (prorated)</i>
<i>Post Secondary Programs:</i>	<i>720 hours</i>
<i>Electrical</i>	
<i>Welding & Metal Fabrication</i>	
<i>Heating & Air Conditioning</i>	
<i>Intergenerational</i>	
<i>Mobile Equipment Operations:</i>	<i>800 hours</i>
<i>Practical Nursing:</i>	
<i>Full-Time Programs</i>	<i>900 hours (1st loan period)</i> <i>703 hours (2nd loan period – *Level II)</i>
<i>Part-Time Program</i>	<i>900 hours (1st loan period - 12 months)</i> <i>703 hours (2nd loan period - 10</i> <i>months)(*Level II)</i> <i>[2nd academic year - prorated loan eligibility]</i>
	<i>*Grade level 2 – maximums will apply</i>
<i>Cosmetology:</i>	<i>900 hours (1st loan period)</i> <i>350 hours (2nd loan period)</i>

Drug-Free School and Communities Act Amendment of 1989:

The Greater Johnstown Career and Technology Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)*. This act requires that as a condition of receiving funds or any other form of financial assistance under any federal program the school is committed to preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Legal Sanctions:

In Pennsylvania, the purchase, consumption, transportation, or possession of alcoholic beverages by a person younger than 21 is punishable by a loss of driving privileges and fines of up to \$300 for the first offense and up to \$500 for subsequent offenses. (18 Pa.C.S.A. § 6308; 18 Pa.C.S.A. § 6310.4.)

Legal Sanctions: (continued)

Misrepresentation of age to procure or have furnished alcoholic beverages for oneself is a summary offense punishable by a fine of up to \$300 for a first offense and is a misdemeanor punishable by a fine of up to \$500 for a subsequent offense. All such violations are also punishable by a loss of driving privileges. (18 Pa.C.S.A. § 6307.) Misrepresentation of the age of another for the purpose of procuring alcoholic beverages for that person is a misdemeanor punishable by a fine of not less than \$300. (18 Pa.C.S.A. § 6309.)

The intentional and knowing sale or furnishing of alcoholic beverages to a person less than 21 years of age is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.1.)

Manufacturing, making, altering, selling or attempting to sell a false identification card is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and not less than \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.2.)

The penalties for the unlawful possession, use, or distribution of illicit drugs are more diverse than those governing underage drinking and vary depending up the nature of the drug involved and the nature of the activity. For example, unlawful possession of 30 grams or less of marijuana or eight grams or less of hashish, for example, is a misdemeanor punishable by a term of imprisonment of up to 30 days and a fine of up to \$500 or both. (35 P.S. §780-113[a][31] and [g].)

At the other end of the scale, the manufacture, delivery, or possession with intent to manufacture or deliver heroin or other narcotics is a felony carrying a penalty punishable by a term of imprisonment of up to 15 years or a fine of up to \$250,000 or both. (75 P.S. § 780-104; 35 P.S. §780-113[a][30] and [f][1].) A complete summary of penalties related to unlawful possession, use, or distribution of alcohol or illicit drugs can be found in the Campus Safety Office. Individuals seeking advice regarding drug- or alcohol-related laws should consult legal counsel.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

A. Drugs

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the

Legal Sanctions: (continued)

knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods

Legal Sanctions: (continued)

(ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

B. Alcohol

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

Safety and Security:

The campus of the Greater Johnstown Career and Technology Center, which includes the GJCTC building, surrounding parking lots, and all surrounding grounds, is a “Drug Free School Zone.” Our school strives to provide a safe environment for all students, employees, and visitors. All visitors are required to register in the administrative/business office during daytime hours or in the adult education office in the evening hours.

The fire alarm system is maintained. Fire drills and building evacuation drills are routinely conducted. Emergency and evacuation procedures are posted in all classrooms and shop areas. A full-time maintenance/custodial staff member monitors school premises, Monday thru Friday 24 hours per day, Saturday and Sunday from 7am – 3pm.

Campus security reports are posted in the adult education office and copies are also available for review for interested individuals.

Students and employees are encouraged to report criminal actions or any other emergencies directly to the staff in the adult education office for immediate action. The staff will then notify the appropriate authorities that urgent action is required.

Forms for reporting criminal actions are also available for situations not requiring immediate action. These forms will be reviewed by the appropriate school administration. After this review, the proper measures will be taken which may or may not include notifying the local law enforcement. The person filing this report will be notified as to the action taken.

Greater Johnstown Career and Technology Center



ADULT EDUCATION STUDENT HANDBOOK SECTION II

CAREER IN A YEAR POST-SECONDARY PROGRAMS

Greater Johnstown Career & Technology Center



Student Handbook 2011-2012

445 Schoolhouse Road
Johnstown, PA 15904
(814) 266-1300
(814) 269-4586 (Fax)
www.gjctc.org

Postsecondary Edition

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GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

MISSION STATEMENT

Ensure student achievement in Career and Technical Education

VISION STATEMENT

Be a model for Career Pathways and Business Education Partnerships

ETHICAL OBLIGATIONS

- Promote Learning · Ensure Health and Safety · Protect the Public and Private Trust
- Respect Diversity

ADMINISTRATIVE STAFF

Mrs. Carole M. Kakabar, Chief School Administrator

Mr. John S. Augustine II, Administrative Director

PARTICIPATING SCHOOL DISTRICTS

Conemaugh Township Area

Ferndale Area

Forest Hills

Greater Johnstown

Richland

Westmont Hilltop

Windber Area

JOINT OPERATING COMMITTEE MEMBERSHIP

Mr. Alan Tresnicky, Chairperson

Mrs. Barbara Penna, Vice Chairperson

Mrs. Barbara Holovka, Secretary

Dr. Robert Barrett, Treasurer (Non-Member)

Mr. Ridley Banks

Mr. John Bopp

Mr. Rick Daniels

Mr. Joseph Felix

Mr. Galen George

Dr. Rocco Mantini

Mr. Robert MacTavish

Mrs. Cynthia Orlovsky

Mr. Eugene Pentz

Mr. Ed Pruchnic

Mr. Fred Russell

Mrs. Leah Spangler

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

PHILOSOPHY:

Greater Johnstown Career and Technology Center provides hands-on skills in vocational-technical education to postsecondary students who demonstrate the interest and aptitude to benefit from this type of specialized education. Students will receive skills in their program area to help them attain their desired goal.

HISTORY:

Greater Johnstown Career and Technology Center, also known as Greater Johnstown Area Vocational-Technical School, has been in continuous operation since 1970. This educational institution has been a tremendous resource for our community. Not only have thousands of high school students successfully graduated to find excellent opportunities in the job market, but thousands of adults have successfully trained for careers in many diverse fields. Traditionally, dozens of area businesses, as well as those located outside our local area, have updated employees' skills utilizing our postsecondary and specialized training programs. Adult Basic Education (ABE) courses are also available for those who need to "brush up" before becoming involved in skill training. A variety of short-term course offerings allow an individual to obtain needed educational skills quickly. Tech Prep (Technological Preparation for Postsecondary Education) has developed into articulation agreements with area colleges, allowing students attending selected postsecondary classes to receive credit toward an associate degree.

In the future, our school anticipates meeting the country's need for skilled, high-tech employees prepared to meet the needs of a demanding economy.

ACCREDITATIONS:

Greater Johnstown Career and Technology Center is accredited by the following agencies to provide educational programs:

- American Medical Association
- PA Department of Education
- PA State Board of Nursing
- PA Municipal Police Officer's Education and Training Commission

MEMBERSHIPS:

- | | |
|-------|---|
| AVA | American Vocational Association |
| AWS | American Welding Society |
| | Cambria County Literacy Council |
| | Greater Johnstown Chamber of Commerce |
| | National Criminal Justice Association |
| PAACE | Pennsylvania Association of Adult Continuing Education |
| PACTA | Pennsylvania Association of Career & Technical Administration |

PSBA Pennsylvania School Boards Association
Southern Alleghenies Tech Prep Consortium

We are also approved by a variety of agencies to provide training for individuals, as well as specialized training for industry. The following agencies have given GJCTC their approval:

WIA Workforce Investment Act
New Choices/New Options
OVR Office of Vocational Rehabilitation
PDE Pennsylvania Department of Education
PHEAA Pennsylvania High Education Assistance Agency
PIC Private Industry Council of Westmoreland County
Tri-County Private Industry Council
Southern Alleghenies Planning and Development Commission
Tableland of Somerset County
TAA Trade Adjustment Assistance (Federal Policy Administered by the State Governor)
USDE United States Department of Education
United Way
VA Department of Veterans Affairs

NON-DISCRIMINATION POLICY STATEMENT:

Greater Johnstown Career and Technology Center, as an educational institution and as an employer, prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, height, weight, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era. Furthermore, we are obligated under the following laws and regulations: Titles VI and VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended by Executive Order 11375; Revised Order No. 4; the Equal Pay Act of 1963, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Rehabilitation Act of 1974; Titles VII and VIII of the Public Health Service Act; Title IX of the Education Amendments of 1972; Americans with Disabilities Act of 1990 and all applicable laws and ordinances of the Commonwealth of Pennsylvania.

ADULT EDUCATION/WORKFORCE DEVELOPMENT OFFICE:

The Adult Education/Workforce Development Office at Greater Johnstown Career and Technology Center is committed to providing learning opportunities for adults in the area. These opportunities are provided through a series of individual courses and structured programs.

Course offerings include subjects that prepare the adult learner for the more rigorous study involved in full-time programs, as well as subjects of individual interest

The Adult Education/Workforce Development Office is available to provide services to the general public, and specific services for our students. The staff is available to answer questions regarding postsecondary programs and individual courses. A member of the adult education staff meets with prospective students to provide career counseling.

The Adult Education/Workforce Development Staff is responsible for maintaining student records, developing policies and procedures, and developing new educational opportunities to meet the public demand.

The Greater Johnstown Career and Technology Center will continue to be responsive to the business community by providing customized job training programs to meet the specific needs of area businesses.

POSTSECONDARY PROGRAMS:

Students who are enrolled and attending postsecondary programs consisting of at least 600 hours may apply for Federal Financial Aid. Students enrolled and attending postsecondary programs consisting of less than 900 hours may be eligible to apply for a prorated amount of financial aid. The following are postsecondary programs offered by Greater Johnstown Career and Technology Center and the length of each program:

Licensed Practical Nursing - Full Time	1603 Hours	12 Months
Licensed Practical Nursing - Part Time	1603 Hours	24 Months
Mobile Equipment Operations	800 Hours	7 Months
Municipal Police Academy	808 Hours	11 Months
Electrical Technology	720 Hours	8 Months
Heating and Air Conditioning Technology	720 Hours	8 Months
Daytime Autobody/Detailing	720 Hours	10 Months
Daytime Auto Technology	720 Hours	10 Months
Daytime Carpentry	720 Hours	10 Months
Daytime Child Development & Education	720 Hours	10 Months
Daytime Cosmetology	1250 Hours	10 Months
Daytime Culinary Arts	720 Hours	10 Months
Daytime Diesel Mechanics	720 Hours	10 Months
Daytime Graphic Design/Multimedia	720 Hours	10 Months
Daytime Health Assistant	720 Hours	10 Months
Daytime Heating & Air Conditioning	720 Hours	10 Months
Daytime Basic Machining	720 Hours	10 Months
Daytime Welding	720 Hours	10 Months

Students interested in attending Commercial Driver Training should contact the Adult Education/Workforce Development Office for program hours and class offerings.

ADVANCED PLACEMENT POLICY:

Appropriate credit may be given for comparable education and training for students transferring from other institutions.

Request for transfer credit must be submitted in writing to the Adult Education/Workforce Development Office for consideration. After reviewing the request for transfer, the student will be notified of transfer acceptance or denial. Some programs do not accept transfer credits due to the structure of the curriculum.

ADMISSION POLICY:

The following are entrance requirements to enroll in a postsecondary program:

1. Applicants must submit a high school transcript indicating graduation or a copy of their GED certificate or transcript (with the exception of Commercial Driver Training which does not require a high school diploma or GED certificate). Students must bring the original GED certificate to the Adult Education Office to be copied.
2. Candidates for admission must have a personal interview with a member of the adult education staff.

Acceptance into a program of study is based upon the applicant meeting the requirements of the specific program.

Counseling services are available to individuals to assist them regarding their educational needs. Students experiencing difficulty with their choice of training should make an appointment to speak with a member of the adult education staff.

REGISTRATION PROCESS:

To be considered for admission into a postsecondary program, prospective students must adhere to the following procedure:

1. Schedule an interview with a member of the adult education staff.
2. Pay a non-refundable application fee of \$100.00 at the time of the interview.
3. Meet all of the entrance requirements.
4. Receive acceptance into the desired program by mail.
5. Attend an orientation to review school policies prior to, or on, the first day of the program.

TUITION AND FEES:

Program tuition varies depending on the type and length of the program. Contact the Adult Education/Workforce Development office at (814) 269-3874 for current fees.

ADULT SHORT TERM TUITION:

All registration fees must be paid in full before entering class. Tuition must be paid in accordance with the most current tuition payment schedule. Textbooks, equipment and supplies are not included in tuition.

Any student being sponsored by a business, private industry or funding agency (such as WIA, Public Assistance Office, EARN, etc.) must present official written proof of funding approval before officially registering for a course.

No student may enter class unless payment for registration fees and tuition is received prior to the first class session or unless Greater Johnstown Career and Technology Center is given official permission to invoice a third party, such as a funding agency, for the applicable fees.

No Refunds will be given after the first two weeks of class.

Withdrawal From School/Refund Policy:

Students considering withdrawing from a program should schedule an appointment with the Adult Education Career Counselor located in the Adult Education Workforce Development office. The student will be instructed of the options available. If the student decides to withdraw, a written letter must be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

Students may be terminated from a program involuntarily for violations of school policies. Students who are terminated will be responsible for any account balance owed. Tuition will be pro-rated as of the official date of the termination in accordance with the institution's Withdrawal/Termination and Refund policies.

The following Refund Policy applies to all post-secondary education programs offered at Greater Johnstown Career and Technology Center:

1. If a student withdraws from a post-secondary education program before the first class session, 100% of the tuition that has been paid by the student will be refunded. The registration fee of \$100.00 is non-refundable and will be retained by the school.
2. If a student withdraws after attending 60% of the total hours required for the program-no refund will be issued. At this time, the student is responsible for paying the total cost of tuition and fees.
3. If a student leaves the institution during the program, the Business Office recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours of the program. This will give the percentage of time attended. The Business Office will be notified by the Financial Aid Officer of the amount of Title IV aid earned, if any, that will be applied to the student's account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. If a balance due on the account remains, it will be the student's responsibility to satisfy the balance.
4. When a student withdraws prior to the program completion, 5% of the total tuition will be assessed as an administrative fee and included in the final amount owed.
5. Students who have already received Federal Pell grant money may be required to pay a portion of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.

*Student withdrawal may be voluntary or involuntary.

CHANGE OF NAME OR ADDRESS:

The Adult Education/Workforce Development Office is to be informed immediately of any change to the student's name, phone number, and home address.

TRANSCRIPT SERVICE:

Official Transcripts of a student's academic record will be sent to educational institutions, government agencies or employers, only if the student gives **written** permission. Telephone requests for transcripts cannot be accepted. A Transcript Request Form must be completed. This form is available in the Adult Education/Workforce Development Office. A \$2.00 fee per transcript must accompany the request. If a form is not available, requests should include the following information.

Full name of student (former name, if any, on transcript)
Social Security Number
Date(s) of attendance
Name of program(s)
Date of completion

To insure receipt of the transcript by the proper person, include the following information:

Name of office, department or person intended to receive transcript
Name of institution or company
Address including street name and number, city, state, and zip code

Transcripts will not be issued for students who have outstanding financial or other obligations to the school.

RELEASE OF INFORMATION:

The Family Educational Rights and Privacy Act of 1974 is a federal law that states the rules regarding the institutional requirements for maintaining the confidentiality of student education.

No one outside the institution shall have access to, nor will the institution disclose any information from, student's educational records without the written consent of the student. Exceptions only as permitted under the Act will apply.

Student financial information obtained from financial aid documents will remain confidential. In compliance with Federal guidelines, confidential information will not be disclosed either to the student, or the parent, without permission.

Students requesting recommendations for employment from Greater Johnstown Career and Technology Center instructors must have a signed *Release of Information* form in their file.

This form can be obtained in the Adult Education Office.

REPLACEMENT DIPLOMA POLICY:

Additional copies of postsecondary diplomas can be purchased any time after graduation. Individuals must complete the *Request for Replacement Diploma* form (available in the Adult Education Office)

and return it with the fee of \$25.00 per diploma. No diplomas will be reissued until after the form is completed and signed, and the fee is collected.

The processing time for replacement diplomas is four to six weeks. Diplomas will be in the current style and font and bear the signatures of the current administrators.

This policy is effective for all graduates of any postsecondary or adult education program at the Greater Johnstown Career and Technology Center.

SAFETY AND SECURITY:

The campus of Greater Johnstown Career and Technology Center, which includes the GJCTC building, surrounding parking lots, and grounds is a “Drug Free Zone”. Our school strives to provide a safe environment for all students, employees, and visitors. All visitors are required to register in the general office during daytime hours or in the Adult Education Office in the evening hours.

An elaborate fire alarm system is maintained. Fire drills and building evacuation drills are routinely conducted. Emergency and evacuation procedures are posted in all classrooms and shop areas. A full-time maintenance custodial staff monitors school premises, while students are attending.

Campus security reports are posted in the Adult Education Office and copies are also available for review for interested individuals.

Students and employees are encouraged to report criminal actions or any other emergencies directly to the staff in the adult education office for immediate action. The staff will then notify the appropriate authorities that urgent action is required.

Forms for reporting criminal actions are also available for incidents not requiring immediate action. These forms will be reviewed by campus security and the appropriate school administration. After this review, the proper measures will be taken which may or may not include notifying the local law enforcement. The person filing this report will be notified as to the action taken.

PARKING:

Adequate parking is available around the school and is provided on a first come basis. Handicapped parking is provided on a limited basis. Designated parking areas for adult students will be addressed at student orientation.

All students must park in a parking lot. Any vehicle parked in the grass, along the road, or in other areas not designated for parking will be towed at the violator’s expense.

FOOD SERVICE:

Adult students attending evening classes may use the vending machines located in the cafeteria during scheduled breaks. No food or drink should be removed from the cafeteria at any time. Eating and drinking is prohibited in classrooms, computer labs and shop areas.

DRESS CODE:

Students are expected to dress appropriately for the educational environment. Some programs may have specific dress requirements, such as clinical uniforms for nursing students, or safety apparel for shop situations. Failure to dress in the proper safety attire, or required apparel, will result in a student not being permitted to participate in shop and clinical activities.

STUDENT CODE OF CONDUCT:

The administration and faculty of the Greater Johnstown Career and Technology expect all students enrolled in adult and postsecondary education programs and courses to conduct themselves in a manner appropriate to a mature learning environment. Any student engaging in misconduct may be subject to disciplinary actions. These actions include, but are not limited to, probation, dismissal from class or school, and reports to the appropriate law enforcement agency, which may lead to criminal and/or civil court.

The types of behavior leading to a breach of the Student Code of Conduct include, but are not limited to, the following:

1. Violation of published school policies, rules, or regulations.
2. Disruption or obstruction of the teaching process. No student may disrupt the teaching, learning, and education process for faculty and students in any manner.
3. Violation of federal, state, and/or local laws on school premises.
4. Use, possession or concealment of any unauthorized firearms, explosives, other weapons, or dangerous chemicals.
5. Violation of academic honesty including, but not limited to, cheating, falsifying data, misrepresenting schoolwork or academic records, electronic (computer) dishonesty, and facilitating academic dishonesty.
6. Gambling in any form on school premises.
7. Use, possession, or distribution of narcotics or other controlled substances not permitted by law, on school premises.
8. Use, possession, or distribution of alcoholic beverages.
9. Pornographic material, on campus in any form is prohibited.
10. Conduct which is disorderly, lewd, or indecent; breach of peace, aiding or abetting. Using inappropriate language or mannerisms or gestures; comments, or body language which is belittling or threatening.
11. Physical and/or verbal abuse, threats, intimidation, stalking, harassment, coercion and/or any other conduct which threatens or endangers the safety of another person.

HEALTH POLICIES:

Health maintenance, dental and eye care are the responsibility of the student. Neither the School nor any affiliating agency is responsible for any health care costs incurred by the student. The Greater Johnstown Career and Technology Center does not provide medical care or medical insurance for the student. Students are responsible for all health care costs through insurance coverage or cash payment. It is highly recommended that students carry personal health insurance.

If the student becomes ill or injured while in class, the instructor is to be notified immediately. Health care services and referrals for immediate health care needs are the financial responsibility of the student.

A physician's release is necessary to return to School following absences of three days or longer, hospitalizations, injuries or accidents. A physician's statement may be requested for repeated absences or absences of less than three days at the discretion of the instructor.

CELL PHONE USE:

Rationale:

The faculty and staff of the Greater Johnstown Career and Technology Center (GJCTC) view the student's personal use of cell phones during class as generally disruptive and disrespectful to the class and instructor. Using cell phones during class may also pose a threat to the student's safety. Therefore, the following policy has been adopted by the Adult Education and Postsecondary Education divisions of GJCTC relative to cell phone use during class.

Policy:

Student personal use of cell phones during class is strictly prohibited. Cell phones must be placed in the "off" setting while class is in session. The instructor has the authority to direct student cell phone use while class is in session. A family emergency issue is the one exception to the policy. In the event of a family emergency issue (or possible issue), the student must obtain permission from the instructor to place or receive cell phone calls. All students should discourage family members and friends from calling them while they are in class. All cell phones must be turned in to the instructor during examinations.

Students who violate the cell phone policy by flagrant use of their phone during class are violating the professional and ethical standards set by the school. This violation may result in a lowering of the student's grade.

PERSONAL COUNSELING SERVICES:

The faculty and staff at Greater Johnstown Career and Technology Center realize that students face problems outside the classroom that may affect their performance. Students experiencing any such situation should feel free to contact any staff member to assist them. The student will then be referred to the appropriate counseling service.

ADULT AND POSTSECONDARY CLASS CANCELLATION POLICY DUE TO INCLEMENT WEATHER:

Severe weather conditions and emergencies may cause classes to be delayed or cancelled. Please note, the decision to delay or cancel an adult program scheduled during the day, has no bearing on whether an adult program scheduled during the evening is delayed or cancelled. Adult day school and adult evening schedules are separate and independent. **Generally, with the exception of only the most extreme weather conditions and emergencies, adult and postsecondary classes and clinical experiences are held as scheduled.**

However, if extreme weather conditions or emergencies present themselves, it is the adult student's responsibility to be aware of the protocols when he/she suspects that adult and postsecondary classes may be delayed or cancelled. In such a case, the adult education supervisor or designated faculty makes the decision to cancel classes. Once the decision is made, adult students will be notified via the "phone chain message system", established by those in charge of each program. Cancellations may result in revisions to class and clinical schedules and make up work to be assigned.

Depending on the geographical location, weather conditions vary for students coming to school. Ultimately, each student should use his/her best judgment when making the decision to attend or miss class because of inclement weather. If the student is unable to safely report to school or clinical location, absent time may be used. The student should notify the school or clinical area if he/she will be absent.

Adults enrolled in Intergenerational Programs are to follow the high school schedule for delays and early dismissals due to inclement weather. Announcement regarding the closing will be made on WJAC, WTAJ, WKYE, WFGI, WYOT, WRKW-92, 850 & 990 AM WNTJ, COOL 101.7, WWCP – Channel 18.

CHILD CARE SERVICES:

Learning Lamp Pre-School and Daycare provides day care services for a fee to the children of students and to the public. Hours of operation are 7:00 a.m. to 5:15 p.m. Monday through Friday. Students should call (814) 266-3190 for more information.

ATTENDANCE:

Students are expected to be present for all scheduled classes. There are no excused absences. Students receiving Title IV financial aid funds must maintain 90% class attendance throughout the program. Students must attend 85% of the scheduled class sessions in order to receive a diploma for the program.

Students absent from class must be prepared to complete all course work missed while absent, within the required time frame as indicated by the program instructor.

Tardiness or leaving early is not permitted and any student not physically present at the start or end of his/her scheduled class will be considered tardy or charged with leaving early, and the exact number of minutes will be recorded.

When a student is absent for five consecutive instructional days, the student must provide written notification to the Supervisor of Adult Education/Workforce Development before the absences exceed the five consecutive instructional days. After the fifth consecutive day without written notification, he or she could be involuntarily withdrawn from their program and the withdrawal/termination and refund policies would apply.

SATISFACTORY ACADEMIC PROGRESS:

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and student loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program.

Students are expected to complete assignments in a timely manner. Failure to do so may adversely affect the student's grade for that course.

Students will receive a grade report at the end of each term (trimester, quarter, etc.)

Students are expected to maintain a "C" or better average for each term, in order to advance to the following term. Students who are not performing at expected standards (attaining less than a "C" average) will be placed on academic probation for one term. Students on probation will be required to meet with the Adult Education Career Counselor to develop a plan for academic improvement. Students will remain on academic probation for the term and will not be considered as having satisfactory academic progress status until they have attained a "C" or better average. If the unsatisfactory progress continues beyond the probationary period, the student's training will be immediately interrupted and all parties concerned will be notified accordingly. The student will be dismissed from the program for failing to meet the academic requirements. Students dismissed because of unsatisfactory progress may apply for re-entrance; however each case will be considered on the basis of the facts involved. Note: Students who have not maintained a "C" or better average during training and/or do not have an overall "C" average or better at the end of their training will not be eligible to receive a diploma.

Instructors will advise students in writing of the grading scale that will be used for each course during the first class session.

The typical grading/evaluation scale used in postsecondary programs is as follows:

A . . . 90 - 100	B . . . 80 - 89
C . . . 70 - 79	D . . . 60 - 69
F . . . 59 and below	

*I . . . Incomplete *W . . . Withdraw

* An "I" grade indicates the student, for whatever reason, has not completed the required work for the course.

An "I" grade must be satisfied within thirty days after the start of the new term or the "I" grade will automatically revert to an "F" grade.

**A "W" grade indicates the student withdrew from the class before the end of the term.

Note: Students in the Mobile Equipment Operations (MEO) program do not follow the aforementioned grading scales; instead, a "Satisfactory/Unsatisfactory" system is used. Please see Policy No. 6621, "Mobile Equipment Operations-Grading Policy." MEO students do, however, follow the other aforementioned satisfactory academic progress policies.

MOBILE EQUIPMENT OPERATIONS-GRADING POLICY:

6621

6621.1 Students in the Mobile Equipment Operations Program are expected to maintain satisfactory grades while they are enrolled in the program. Satisfactory grades will be determined based on the following criteria:

6621.1a Satisfactory: The student has the minimum ability to operate equipment successfully, but has difficulty understanding the tasks assigned and following instructor directions without supervision.

- 6621.1b Satisfactory I: The student has average operational skill and can complete related maintenance and service requirements at the entry level and will need moderate supervision.
- 6621.1c Satisfactory II: The student has better than average ability to operate equipment with nominal supervision.
- 6621.1d Satisfactory III: The student has excellent entry-level skills and will need little or no supervision.
- 6621.1e Unsatisfactory: The student is not recommended to operate equipment.
(An unsatisfactory grade will be determined based on the established criteria for giving students a grade of “Unsatisfactory.”)

MOBILE EQUIPMENT OPERATIONS-GRADUATION REQUIREMENTS: 6622

6622.1 To be eligible for a diploma from a postsecondary program, the student must:

- 6622.1a Attend the required number of classes.
- 6622.1b Meet the academic standards of the program.
- 6622.1c Meet the program requirements as dictated by accrediting agencies.
- 6622.1d Meet the performance/behavioral standards of the program.
- 6622.1e Fulfill all financial/and other obligations to the institution.

6622.3 The following behaviors will prohibit a student in the Mobile Equipment Operations Program from receiving a diploma:

- 6622.2a Receiving a positive drug screening on one occasion during the course of the program.
- 6622.2b Receiving an “Unsatisfactory” grade in three or more segments (bulldozer, welding, backhoe, etc.) of the program.
- 6622.2c Failure to meet the eligibility requirements for a diploma listed above.

6626.1 Mobile Equipment Operations students must have all financial obligations to the school satisfied prior to CDL testing. The Coordinator of the Mobile Equipment Program will determine if all financial obligations to the school have been met.

MOBILE EQUIPMENT OPERATIONS- CRITERIA FOR GIVING STUDENTS GRADES OF “UNSATISFACTORY”: 6623

6623.1 A student may receive a grade of “unsatisfactory” as a result of not following established program rules and policies, thus leading to the following behaviors:

- 6623.1a Any safety violation, in the instructor’s opinion, deemed serious enough to pose as a danger to the student, instructor, and/or fellow classmates.

- 6623.1b Habitual tardiness (unexcused arrival to the training site after 7:30 a.m. on three or more occasions occurring during a segment of the program, i.e., surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.
- 6623.1c Leave early (unexcused departure from the training site before 3:30 p.m. on three or more occasions occurring during a segment of the program, i.e. surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.
- 6623.1d Leaving the training site, during a segment of the program, without notifying the instructor.
- 6623.1e Failure to follow the instructor’s specific directions.
- 6623.1f Refusing to participate in any training activities assigned by the instructor.
- 6623.1g Any single occasion of horseplay, dangerous driving, or equipment abuse as deemed by the instructor, which could result in personal injury, property or equipment damage.
- 6623.1h The student deemed not physically or mentally fit to safely operate equipment, as determined by the instructor.
- 6623.1i On three or more occasions during the program, the student’s failure to wear a seatbelt or other personal safety equipment (automatic failure during CDL examination) will result in an “unsatisfactory” grade given for the current program segment.
- 6623.1j Any single occasion failure to follow presented manufacturer’s instructions regarding the use and maintenance of program equipment.
- 6623.1k Failure to have a negative drug screening test during the training program will result in an “unsatisfactory” grade given for the current program segment and the student will not be eligible for graduation and will not receive a diploma.
- 6623.1l Unexcused tardiness resulting in failure to perform, or refusal to perform, normal equipment maintenance, cleaning, or minor repairs, as directed by the instructor.
- 6623.1m Failure to perform pre-trip inspection and air brake test (CDL segment only).
- 6623.1n During CDL training, the failure to pass the basic skills, pass the road test, and/or the violation of any motor vehicle regulation.
- 6623.1o Failure to complete any segment of the Mobile Equipment Operations program.
- 6623.1p Failure to complete assigned tasks at the “entry level” as determined by the instructor.

6623.1q Failure to demonstrate the required knowledge and skill in the use of machine controls.

Appealing a Grade or the Grading Process:

Any student wishing to appeal a grade or the grading process must first meet with the instructor and/or program coordinator for resolution. If a resolution is not reached, the student, program instructor and/or program coordinator will meet with the appropriate administrator for resolution.

CHEATING POLICY:

An individual observed cheating on exams or practical tests shall be temporarily suspended from further participation in any classroom activities. Individuals will have an opportunity to discuss the situation with the appropriate administrator.

REQUIREMENTS FOR GRADUATION:

To be eligible for a diploma from a postsecondary program, the student must:

1. Attend the required number of classes.
2. Meet the academic standards of the program.
3. Meet the program requirements as dictated by accrediting agencies.
4. Meet the performance/behavioral standards of the program.
5. Fulfill all financial/and other obligations to the institution. See legal sanctions under financial aid section.

DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989:

Review the “Legal Sanctions” under the financial aid section of this handbook.

The Greater Johnstown Career and Technology Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)*. The act requires that as a condition of receiving funds or any other form of financial assistance under any federal program the school is committed to preventing the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICY:

The purpose of any policy must relate to the welfare and well being of individual students, employees, and the school population in general. Individuals under the influence of drugs, alcohol, or mood-altering substances may have their mental processes altered, thus impeding their own learning and/or present social and behavioral problems within the school community. The Greater Johnstown Career and Technology Center recognizes that the use and abuse of drugs and alcohol is a serious and difficult problem for an educational system.

Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives (emotionally, physically, intellectually and socially). It is also our belief that chemical dependency is a treatable illness.

It is the intent and obligation of our school to provide a drug-free, healthful, safe and secure work environment free of drug and alcohol abuse.

The Greater Johnstown Career and Technology Center prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities.

SUBSTANCE ABUSE POLICY:

Rules and Regulations

A student or employee who is on school grounds during a school session or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs, or mood-altering substances or possesses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, anabolic steroids, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in board policies.

A student or employee who is on school grounds during a school session or a school-sponsored activity who violates local, state or federal laws concerning possession, use or distribution of controlled substances and/or paraphernalia containing evidence of such substance to disciplinary action pursuant to the provisions and procedures outlined in board policies #6290.

School Guidelines

As an integral part of the Greater Johnstown Career and Technology Center Secondary, Postsecondary, Adult Education, and Employee Drug and Alcohol Prevention Program, these guidelines represent one component in an effort to respond effectively to drug, mood-altering substance and alcohol related situations that may occur at school, school-sponsored activities or with the general public as they have contact with our students and staff within the School's Drug Free School Zone.

These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substances and alcohol related incidents. The Greater Johnstown Career and Technology Center will provide a safe and healthy environment for students and employees with due consideration for their legal rights and responsibilities. The Greater Johnstown Career and Technology Center's Joint Operating Committee and its administration reserve the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein. Adopted 4/24/90

COMMERCIAL DRIVER TRAINING AND MOBILE EQUIPMENT OPERATIONS PROGRAMS DRUG TESTING POLICY: **6624**

6624.1 The Greater Johnstown Career and Technology Center requires that all students in the Commercial Driver Training and Mobile Equipment Operations Program comply with

Federal Motor Carrier Safety Regulations Part 382-Controlled Substances and Alcohol Use and Testing.

- 6624.2 All students must submit to a drug screen before being tested for any commercial driver's license. The personnel of the school will coordinate this drug screen. The school covers the cost of the initial drug screen.
- 6624.3 If a student has one positive reading during the course of the training program he or she will be expelled from the program with no refund of tuition and no diploma will be granted.

Once a student receives a positive reading, he or she will be prohibited from driving any equipment off of school grounds or engaging in any portion of a Commercial Driver's test.

ADULT AND POSTSECONDARY EDUCATION DRUG AND ALCOHOL POLICY: **6625**

- 6625.1 The students and staff of the Greater Johnstown Career & Technology Center (GJCTC) are committed to an alcohol-free and drug-free environment. Illegal possession, or use of or involvement with such substances on GJCTC educational grounds will not be tolerated. If an instructor suspects a student is under the influence of drugs or alcohol, the instructor reserves the right to refuse to allow the student to operate any equipment or engage in any training activities.
- 6625.2 Violations of the Drug and Alcohol Policy:
- 6625.2a *Possession, use, or distribution of illegal drugs and/or controlled substances.
 - 6625.2b Possession, use, or distribution of paraphernalia containing evidence of such substances.
 - 6625.2c Possession, use, or distribution of alcoholic beverages.
** Possession is defined as being present at the time of discovery of drugs and/or alcohol.*
- 6625.3 Procedure:
- 6625.3a Students who possess, use, or distribute illegal drugs, controlled substances, drug paraphernalia, or alcoholic beverages while on GJCTC grounds or at any GJCTC sponsored activity or trip will be reported to the local police department.
- 6625.4 Sanctions:
- 6625.4a If found guilty of drug or alcohol offenses (as outlined above), the student will be dismissed for the remainder of the school term with no refund of tuition. No diploma or certificate of completion will be issued to the student.
- 6625.5 Appeal Process:
- 6625.5a If a student feels he or she has been unfairly dismissed from a program at GJCTC, the student has the right to file a grievance following the grievance procedure as outlined in the latest edition of the GJCTC *Adult Education Student Handbook*.

6625.6 Counseling:

- 6625.6a Students are encouraged to speak to the Adult Education Career Counselor regarding their problems with drugs and alcohol and seek additional help through the appropriate resources.

TOBACCO POLICY:

Greater Johnstown Career and Technology Center Tobacco Policy #6280

I. Tobacco - Employees, post-secondary and/or adult evening students:

- A. Employees, Post-secondary and/or adult evening students of the Greater Johnstown Career and Technology Center are not permitted to use tobacco products in the school building, on the school grounds, nor at any school sponsored event.

1. Use of tobacco products is prohibited inside the Greater Johnstown Career and Technology Center School buildings at any time by anyone.
2. Use of tobacco products is prohibited inside of the individual employee's or adult education student's vehicle when secondary classes are in session; nor anywhere on school grounds

II. Tobacco - General Public:

- A. Tobacco use by the general public will not be permitted anywhere within the building or anywhere on the property of the Greater Johnstown Career and Technology Center.
- B. Smoking will not be permitted in the building or on school property at any time.

III. Employees, post-secondary and/or adult evening students violating the tobacco/smoking rules shall receive the following:

- A. First offense, \$25.00 fine or magistrate 's office.
- B. Second and further offense, \$50.00 fine each or district magistrate.
- C. A court cost will accompany each fine.
- D. Certificates of completion will be withheld until all fines have been paid.

IV. No employee may use tobacco or a tobacco product when working with a student in a professional capacity or within the Greater Johnstown Career and Technology Center building or property, to include any student activity.

JOC Adopted 8/24/93

UNLAWFUL HARASSMENT:

The Greater Johnstown Career and Technology Center strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the School to maintain an educational environment in which harassment in any form is not tolerated. The School prohibits all forms of unlawful harassment of students and third parties by all School students and staff members, contracted individuals, vendors, volunteers and third parties in the school. The School encourages students and third parties who have been harassed to promptly report such incidents to the designated administrators.

The school directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated.

Unlawful harassment can take the form of:

- Verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, education or religion when such conduct is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- References to sexual activity.
- Derogatory jokes or comments based on sex.
- Unwelcome touching or leering.
- Unwanted advances.
- Coercion, with the promise of reward.
- Threats, with the promise of punishment.
- Physical assault.
- Bullying.

As required by law, information regarding crime rates, including those involving sexual assault, is available by contacting the Supervisor of Adult Education/Workforce Development.

ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY:

Relative To: GJCTC Secondary Students and Learning Lamp Pre-School and Daycare Students

Rationale:

It is the opinion of the Greater Johnstown Career and Technology Center Adult and Postsecondary administration that the welfare of GJCTC's secondary students and students enrolled in the Learning Lamp Pre-School and Daycare are better served if there is no interaction between these students and the students enrolled in adult and postsecondary programs.

Therefore, the GJCTC Adult and Postsecondary administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or the Learning Lamp Pre-School and Daycare.

Policy:

Students enrolled in adult or post-secondary programs and courses at the Greater Johnstown Career and Technology Center are not permitted to fraternize or socialize with students enrolled in the secondary school and/or the pre-school. This policy extends from casual socialization to, and including, developing close personal relationships. The GJCTC administration assumes that adult students understand their super ordinate position relative to the secondary students and pre-school students; therefore, the adult student becomes the party responsible should any type of relationship develop.

With the exception of administratively authorized interaction, adult students are expected to have no contact with the aforementioned students. Adult students arriving at GJCTC before their classes begin should stay in their training area, provided their instructor is present. If the instructor is not present, adult students are expected stay in the main lobby area or cafeteria, when not in use, until their classes begin. Adult students should not be roaming the halls of the school or loitering in proximity to the secondary and/or pre-school classrooms while classes are in session. Adult daytime students are required to follow additional fraternization and socialization policies relative to adult daytime programs.

Breaking the Policy:

Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from the Supervisor of Adult Education or designee. A second offense may result in suspension or involuntary discharge from the school, based upon the decision of the Supervisor of Adult Education.

ADULT STUDENT BACKGROUND CHECK APPLICATION POLICY:

All adult students who are to be enrolled in programs in which secondary students will be participating are required to apply for background checks as a part of the registration process. Documentation that the background check has been applied for and the results returned from the reporting agency, with no negative incidents listed, are conditions for registration in the program. Adult students enrolling in programs in which secondary students are participating are made aware of these conditions during their interviews. Moreover, enrollees give written acknowledgement they understand that they are not considered registered and cannot complete graduation requirements until the following conditions are met:

- ❑ Adult students enrolling in programs in which secondary students are participating (hereafter referred to as “intergenerational students”) are required to apply for Act 34 Criminal Background Check and Act 151 Child Abuse Clearance. Any intergenerational student who has lived outside Pennsylvania for the past two years will also be required to have FBI Clearance.
- ❑ Intergenerational students must have the Act 34 (State Police “Request for Criminal Record Check”) background check completed and returned to the school before the first day of class. This can be completed by credit card on-line by the student at <http://epatch.state.pa.us> or completed in the GJCTC Adult Education Office. In either case there is a \$10.00 fee. **Note: Students will not be permitted to begin class without having the Act 34 background check completed and reviewed.**
- ❑ Intergenerational students will have thirty (30) calendar days from the start date of their program to complete the Act 151 (“Pennsylvania Child Abuse History Clearance”) and FBI clearance (if necessary). Students who do not comply by the aforementioned timeline will be suspended until the background check(s) is presented in the Adult Education Office within the aforementioned time.
- ❑ Until official notification of background checks with no negative instances is received by GJCTC, intergenerational students attending classes are considered “provisionally” enrolled at the complete discretion of the GJCTC administration.
- ❑ Individuals enrolling in the Nursing Assistant program must complete an Act 34 criminal

background check prior to the start date of the program. The report must be returned with no negative instances (a “clean” report) before the student can begin class. Individuals who have not been residents of Pennsylvania for the past two years must also complete a FBI clearance. This may take several weeks.

Note: Individuals, who have a felony record, will not be permitted to enroll in intergenerational programs. Intergenerational students, who have a record with a misdemeanor or misdemeanors on their record will have their applications reviewed on a case by case basis by GJCTC administration. Individual circumstances, which may not be addressed by this policy, will be reviewed and dealt with by and at the discretion of the GJCTC administration.

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES:

The Joint Operating Committee declares it to be the policy of the center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the center regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The center shall provide to all students, without discrimination, course offerings, counseling, assistance, employment and extracurricular activities. The center shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state law.

The Joint Operating Committee encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center’s legal and investigate obligations.

No reprisals or retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Administrative Director as the center’s Compliance Coordinator.

The Compliance Coordinator shall publish and disseminate this policy and complaint procedure at least annually to students, parents, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Coordinator.

The Compliance Coordinator is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provision of training for students and staff to identify and alleviate problems of discrimination.

3. Student Access- Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Equitable Support – Assurance that like aspects of the vocational technical program receive like support as to staffing and compensation, facilities, equipment and related matters.
5. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

The building administrator shall be responsible to complete the following duties when receiving a complaint of discrimination of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress of appropriate stages of the procedure.
4. Refer the complainant to the Compliance Coordinator if the building administrator is the subject of the complaint.

COMPLAINT PROCEDURE – STUDENT/THIRD PARTY:

Step 1 – Reporting:

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.

An employee of the center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator.

If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complains shall be acceptable.

Step 2 – Investigation:

Upon receiving a complaint of discrimination, the building administrator shall immediately notify the Compliance Coordinator. The Compliance Coordinator shall authorize the building administrator investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report:

The building administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complain has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The findings of the investigation shall be provided to the complainant, the accused and the Compliance Coordinator.

Step 4 – Action of Center:

If the investigation results in a finding that the complain is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Operating Committee policies and center procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Coordinator within fifteen (15) days.
2. The Compliance Coordinator shall review the investigation and investigative report and may also conduct a reasonable investigation.
3. The Compliance Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

STUDENT GRIEVANCE PROCEDURE:

The Greater Johnstown Career and Technology Center recognizes the right of the student to present complaints to the school. Those persons who have complaints may submit them through the following grievance procedure:

For the purpose of implementing the grievance procedure, days shall be defined as Monday through Friday and shall exclude holidays.

STEP I:

- Within five (5) days after an alleged violation, the grievant shall initiate an informal discussion with the instructor. If this informal discussion does not resolve the issue, the grievant shall, within five (5) days, submit a written complaint to the lead instructor of the program.
- An informal conference with all parties involved shall be called in order to solve the problem.
- The lead instructor shall decide the issue and reply in writing to the grievance within five (5) days.

STEP II:

- If the grievance is not resolved under Step I, the grievant has five (5) days to refer the written complaint through the student advisor assigned to the student.
- The student advisor will reply in writing to the grievance within five (5) days.

STEP III:

- If the action in Step II fails to resolve the grievance to the satisfaction of the affected parties, the grievance, within five (5) days, shall be referred to the Supervisor of Adult Education/Workforce Development.
- The Supervisor shall return the written decision to the lead instructor of the program with five (5) days.

STEP IV:

- If the Supervisor of Adult Education/Workforce Development is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Administrative Director.
- The Administrative Director shall return the written decision to the Supervisor of Adult Education/Workforce Development.

STEP V:

- If the Administrative Director is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Chief School Administrator for a decision.

- The Chief School Administrator will decide the issue and return the written decision to the Administrative Director within fifteen (15) days.
- At the discretion of the Chief School Administrator, a complaint will be directed to the Joint Operating Committee for final resolution at the next scheduled meeting following the decision date of Step IV (B).

If the grievance is not resolved at the institutional level the student may contact the council on occupational education in writing at:

Beth Marshall
State Coordinator for:
CTE Postsecondary Accreditation and
Occupational Competency Assessment Program
Pennsylvania Department of Education
Division of Adult & Post Secondary CTE
333 Market Street
Harrisburg, PA 17126-0333

Greater Johnstown Career and Technology Center

Postsecondary Calendar 2011-2012

September 12, 2011	First day of First Trimester
November 17, 2011	End of First Trimester
November 18, 2011	First Day of Second Trimester
November 24 – November 28, 2011 (Classes resume on November 29, 2011)	Thanksgiving Break
December 27, 2011 – January 2, 2012 (Classes resume January 3, 2012)	Off – Winter Break
February 08, 2012	Last day of Second Trimester
February 09, 2012	First day of Third Trimester
April 18, 2012	Last day of Third Trimester
	Graduation

240 Hour Grading Periods

September 12, 2011 through November 17, 2011
November 18, 2011 through February 08, 2012
February 09, 2012 through April 19, 2012

Classes are scheduled 3:20 p.m. until 9:40 p.m. Monday through Thursday unless students are otherwise notified.

Note: *Some programs such as Mobile Equipment, Commercial Driver Training, the daytime intergenerational programs, and the Police Academy follow their own separate calendars.*

Greater Johnstown Career and Technology Center

Intergenerational Daytime Calendar 2011 - 2012

August 30, 2011	First day of First Marking Period
November 02, 2011	End of First Marking Period
November 03, 2011	First Day of Second Marking Period
November 24 – November 28, 2011 (Classes resume on November 29, 2011)	Thanksgiving Break
December 26, 2011 – January 2, 2012 (Classes resume January 3, 2012)	Off – Winter Break
January 18, 2012	Last day of Second Marking Period
January 19, 2012	First day of Third Marking Period
March 22, 2012	Last day of Third Marking Period
March 23, 2012	First Day of Fourth Marking Period
May 30, 2012	Last day of Fourth Marking Period
	Graduation

180 Hour Grading Periods

August 30, 2011 through November 02, 2011

November 03, 2011 through January 18, 2012

January 19, 2012 – March 22, 2012

March 23, 2012 through May 30, 2012

Classes are scheduled 8:00 a.m. until 1:30 p.m. Monday through Thursday unless students are otherwise notified.

Tuition

Commercial Driver Training	\$ 5,200.00
Electrical Technology	\$ 6,400.00
Heating and Air Conditioning Technology	\$ 6,400.00
Practical Nursing (Johnstown Full-Time)	\$ 10,150.00
Practical Nursing (Johnstown Part-Time)	\$ 10,150.00
Practical Nursing (Admiral Peary)	\$ 10,150.00
Practical Nursing (Monroeville)	\$11,700.00
Mobile Equipment Operations	\$11,500.00
Municipal Police Academy	\$ 3,458.00
Daytime Intergenerational Programs	\$ 6,400.00
Daytime Intergenerational Cosmetology	\$11,100.00

Books, supplies, program certification tests, and related program materials are not included in the tuition.

Staff

OFFICE STAFF:

Administrative Director	John S. Augustine II	Master's Degree Penn State University
Supervisor of Adult & Workforce Development Education	Tricia Rummel	Master's Degree Indiana University of PA
Practical Nursing Coordinator	Tricia Monahan	Master's Degree University of Pittsburgh
Financial Aid Officer	Kevin Snyder	Associate's Degree ICM School of Business
Financial Aid	Sylvia Carr	Bachelor's Degree Geneva College
Career Counselor	Joseph R. Rizzo, Sr.	Master's Degree Indiana University of PA
Secretarial Staff	Terri Swank	

INSTRUCTIONAL STAFF:

Commercial Driver's Training Mobile Equipment Operations Coordinator	James DeSalvo	Associate's Degree Mt. Aloysius
Electrical Technology Instructor	Donald Hebenthal	
Heating & Air Conditioning Instructor	Ron Grata	Master Plumber License
Heating & Air Conditioning Instructor	Caleb Knopsnider	GJCTC Postsecondary Diploma
Mobile Equipment Operation Instructor	Richard Becker	
Mobile Equipment Operation Instructor	Jack Jones	
Police Academy Instructor	James Brown	Johnstown Regional Police Academy

Police Academy Instructor	Michael Burgan	Master's Degree Penn State University
Police Academy Instructor	Joseph L. Eckenrod	Bachelor's Degree American Intercontinental University
Police Academy Instructor	Jeff Flowers	Master's Degree University of Pittsburg
Police Academy Instructor	Andrew J. Frear	Bachelor's Degree Geneva College
Police Academy Instructor	Kevin Gaudlip	Johnstown Regional Police Academy
Police Academy Instructor	William T. Goins	Bachelor's Degree Indiana University of PA
Police Academy Instructor	Kevin Grady	Bachelor's Degree University of Pittsburgh
Police Academy Asst. Director/Instructor	John Hugya	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Karen Hugya	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Ronald Johns	Bachelor's Degree Indiana University of PA
Police Academy Instructor	Thomas Owens	IUP Butler Police Academy
Police Academy Director/Instructor	William Richards	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Todd Sherle	Johnstown Regional Police Academy
Police Academy Instructor	Larry Williams	
Daytime Auto Body/Detailing Instructor	Mark Brady	Voc Ed I Intern Certificate
Daytime Auto Technology Instructor	Ray Charles	Voc Ed I Intern Certificate

Daytime Biotechnology	Rosalind Servinsky	Master's Equivalency Voc Ed II Certification
Daytime Early Childhood Education Instructor	Cindy Janak	Master's Degree Phoenix University ESL Program Specialist Instructor I & Voc Ed II Certification
Daytime Carpentry Instructor	Gene Falkowski	Voc Ed II Certification
Daytime Cosmetology	Cheryl Bailey	Voc Ed II Certification
Daytime Culinary Arts Instructor	Nate Harfield	Bachelor's Degree Johnson & Wales Voc Ed I Certification
Daytime Diesel Mechanics Instructor	Patrick Wallet	Voc Ed I Certificate
Daytime Graphic Design/ Multimedia Instructor	Pam Smaich	Voc Ed I Certification
Daytime Health Assistant Instructor	Karen Chirillo	Bachelor's Degree UPJ Voc Ed II Certification
Daytime HVAC Instructor	Robert Custer	Voc Ed II Certification
Daytime Machining Instructor	Stephen Livergood	Voc Ed II Certification
Daytime Welding Instructor	John Edwards	Voc Ed I Certification

POLICIES AND PROCEDURES SPECIFIC TO THE JOHNSTOWN REGIONAL POLICE ACADEMY

The Johnstown Regional Police Academy at the Greater Johnstown Career and Technology Center is part of the complex Commonwealth of Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC). The academy is registered as MPS0011, and is authorized under the approval and signature of the certified academy director to authorize certification testing of students upon successful graduation and subsequent police employment.

The original intent was to train police officers for only Cambria and the contiguous counties. As our graduates migrated to other states, the Johnstown Academy became nationally known and our graduates are now sought by all fifty (50) states and their municipalities. The Johnstown Academy also provides for advanced status in the Military and Federal Law Enforcement Agencies when applicable.

Successful completion of Act #120 training will permit the awarding of an MPT number required of all part-time and full time police officers. Once the number is obtained, the legal definition of municipal police officer is accepted throughout Pennsylvania and most other states. There is no legal differentiation between part-time and full time police officers and their training.

All instructors are certified by the appropriate agencies which include: the Pennsylvania State Police, the Municipal Police Officer's Education and Training Commission, the National Rifle Association, the PPCT Defensive Tactics, the Federal Bureau of Investigation (F.B.I.) and the American Red Cross.

Local placement includes: 96% of the police departments in Cambria and Somerset counties, federal and state correction institutions, U. S. Forestry Service, PA Fish and Game Commissions, Commonwealth Sheriff Departments, Washington, D.C., Metro and Capitol Police departments, F.B.I., PA State Police, various state police and highway patrols on a national distribution, private security agencies and retail stores, U.P.J. Public Safety, Conemaugh Hospital security, Hiram G. Andrews Center and various local, state and national law enforcement agencies.

CAREERS THAT OUR GRADUATES CAN PURSUE DIRECTLY OR THROUGH ADVANCED TRAINING

Anti-Terrorist Specialist	National Park Service Officer
Ballistics Technician	Police Academy Director
Bureau of Alcohol, Tobacco, & Firearms Agent	Police Academy Instructor
Campus Police	Police K-9 Officer
Central Intelligence Agent (CIA)	Police Paramedic
Coroner	Police Public Relations Officer
County, State, Federal Corrections Officers	Postal Inspector
County Detective	Private Detective
Crime Prevention Officer	Private Security Guard
Criminalist	Probation Officer
Deputy Coroner	Profiling

Deputy Sheriff
Electronic Countermeasure Specialist
Emergency Communications Dispatcher
Explosives & Pyrotechnical Specialist
Federal Bureau Investigation Agent (FBI)
Forensic Specialist
Homicide Investigator
Hospital Security
Hostage Investigation Negotiator
Industrial Safety
Juvenile Officer
Law Enforcement Computer Information Tech.
Law Enforcement Public Relations Specialist
Law Enforcement Records
Municipal Manager
Municipal Police Officer
Narcotics Investigator

Public Safety Director
Sex Crime Investigator
Sheriff
Special Weapons/Tactics Specialist
State & Federal Capital Police
State Police Officer
Traffic Accident Investigator
Treasury Agent
United States Border Patrol
United States Customs Agent
United States Marshall
Victim Behavior Specialist
Waterways Conservation Officer
Wildlife Conservation Officer

MUNICIPAL POLICE ACADEMY

The Johnstown Regional Police Academy is an intrinsic, certified, (MPS0011) Academy of the Commonwealth of Pennsylvania Municipal Police Officers' Training & Education Commission (Act #120). A copy of Act #120 is contained in this Booklet.

Successful completion of the approved curriculum and certification test will permit the awarding of a Commonwealth Municipal Police Training (MPT) number required of all police officers in Pennsylvania. An MPT number is essential for employment in almost all basic and related law enforcement occupations in the Commonwealth.

808 HOURS (758 Minimum Requirement Hours) ELEVEN MONTHS

The Municipal Police Academy classes meet from 6:00 P.M. to 10:00 P.M., Monday through Thursday. In addition to regular classes the academy also meets four (4) week-ends, Saturdays & Sundays from 8 a.m. until 4 p.m. for firearms training. The range schedule also includes one Thursday and Friday night from 6:00 P.M. to 11:00 P.M.

Johnstown Regional Police Academy no longer provides Lethal Weapons Training (Act #235). However, upon completion of Act #120 Training, Act #235 may be waived upon application and with payment of appropriate fees. Police Academy Office (814) 269-3874 Ext 226 Adult Education Office (814) 269-3874 Ext 133

Basic Police Curriculum

<u>Curriculum Section</u> Hours	<u>Minimum Instructional Hours</u>	<u>Practical Training</u>
I. Introduction to the Academy	7	
II. Intro to Law Enforcement in PA	24	
III. Physical & Emotional Readiness	12	42
IV. Laws and Procedures	112	
V. Defensive Tactics	12	32
VI. Motor Vehicle Law Enforcement/ Accident Investigation	52	8
VII. Motor Vehicle Collision Investigation	20	
VIII. Patrol Procedures & Operations	57	16
IX. Principles of Criminal Investigation	59	2
X. Human Relations	24	
XI. Crisis Management	23	
XII. Families in Crisis	20	
XIII. Basic Firearms Course	8	72
XIV. Operation of Patrol Vehicles	20	20
XV. Report Writing	8	
XVI. Case Preparation	20	
XVII. First Aid & CPR	56	
XVIII. Handling Arrested Persons	32	
	<hr/>	<hr/>
	566	192
	+192	
Total Hours:	<hr/>	
	758 Required <u>Minimum</u> Hours of Training	

Minimum hours of instruction may be increased as needs develop.

Additional hours of training have been added to the course of instruction in such areas as Pepper Spray Certification, Taser Certification, and Homeland Security to bring the actual instructional hours to 808.

ADMISSION PROCEDURES

Candidates for admission must have a personal interview with the Academy Director and/or a member of the workforce development team.

There is a registration fee of \$100 applied to the student's tuition upon attendance in the Academy. Each candidate must complete a criminal background check. The criminal background check may be completed on-line by staff of the Greater Johnstown Career & Technology Center. The fee for this service is \$10. A driver's license history check is also required at a cost of \$10.00 (check to be made payable to the Commonwealth of PA). A \$25 pre-testing fee is required for the physical fitness and reading test.

Police Academy graduates are awarded a diploma upon successful completion of the course.

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, color, religion, national origin or non-job-related handicaps or disabilities. Inquiries should be directed to: Title IX Coordinator, Section 504 Coordinator, at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. Phone: 814/269-3874.

ADMISSION REQUIREMENTS

10. Be 18 years of age or older.
11. Possess a high school diploma or GED Equivalency
12. Be free from convictions of disqualifying criminal offenses.
13. Veterans/all former military cadet applicants must present a DD214 with an honorable release rating. Any other type of release or discharge will be reviewed and a decision will be made to accept or reject the applicant.
14. Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
15. Be personally examined by a Pennsylvania licensed physician. The examination shall include the following:
 - a. Applicants shall be free from the addictive or excessive use of either alcohol or drugs which shall be determined using current laboratory testing procedures.
 - b. Applicants shall be free from the use of illegal controlled substances which shall be determined using current laboratory testing procedures.
 - c. Applicants' physical condition shall be such that applicant could reasonably be expected to withstand significant cardiovascular stress.
 - d. Applicants shall be free from any debilitating conditions such as tremor, lack of coordination, convulsion, fainting episodes or other neurological conditions which may affect the applicants' ability to perform as police officers.
 - e. Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and shall be free of any other significant visual abnormality.
 - f. Applicants shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant may not use a hearing aid or other aid to perform the test. If the applicant fails this test, the applicant shall be required to take and pass a decibel audio test.
 - g. Applicants may not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
 - h. Applicants shall be free from any other significant physical limitations or disabilities which would, in the physicians' opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.
16. Be personally examined by a Pennsylvania licensed psychologists and found to be psychologically capable to exercise appropriate judgment or restraint in performing the duties of a police officer. The examination shall include the following elements:

- a. Interview and history. The psychologist shall personally interview the applicant. The interview shall include a summary of the applicant's personal, educational, employment and criminal history.
 - b. Required psychological test. Applicant shall be administered a current form of the Minnesota Multiphasic Personality Inventory (MMPI).
 - c. Other testing methods. If the licensed psychologist is unable to certify to the applicant's psychological capability to exercise appropriate judgmental restraint to perform the duties of a police officer including the handling of a lethal weapon, the psychologist shall employ whatever other appropriate techniques necessary to form a professional opinion of the applicant's ability. The use of these additional techniques requires a full and complete written explanation to the Commission on a form submitted by the psychologist to the Commission indicating what additional testing has been performed and the results of the tests.
17. Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of four required evaluations to be eligible for employment. A person will not be enrolled in a recruit training program at a police academy certified by the Commission unless the person obtained a score in the 30th percentile or higher for the person's age and gender as specified in the Cooper standards for each of the four evaluations. The four required evaluations are as follows:
- a. 1.5 mile run.
 - b. 300 meter run.
 - c. One repetition bench press.
 - d. One minute sit ups.

Academy Personnel will conduct this evaluation prior to the start of the program to determine the applicant's eligibility for admission.

APPLICATION FALSIFICATION

Any falsification of information as to military service (DD 214), delinquency, alcoholism, use of Act #64 controlled substances, arrest conviction, psychiatric disorders, character reference, residency, citizenship or employment will be "just cause" for immediate expulsion from the Act #120 training program subject to the indicated tuition refunds as set forth elsewhere in this publication.

BASIC TENETS OF GOOD LAW ENFORCEMENT

1. Let common sense guide your judgment and courtesy control your action at all times.
2. Be ready to serve the public interest staunchly and fearlessly twenty-four hours each day.
3. Strive diligently to free the innocent as well as to convict the guilty; justice, not punishment, is the goal of law enforcement.

4. Avoid the temptation to seek personal advantage from the knowledge and stature gained through your position.
5. Honor, do not abuse, your badge; the rights of the individuals are most precious possessions.
6. Uphold the reputation of the organization - public esteem earned by years of dedicated law enforcement may be shattered by one act of misconduct.
7. Beware of favoritism - wealth, race, creed, and influence have no place on the scales of justice.
8. Learn more, serve better, earn more.
9. Act always as a model to youth - a source of friendship and a modern example of old fashioned integrity.
10. Properly prepare the body, mind and conscience to discharge your responsibilities and then do your best in the service of community, country, and God.

REGULATIONS FOR CADET CONDUCT

The enclosed information is provided to guide the cadet toward a successful completion and implementation of those theories, skills, techniques and procedures that are the foundation of competent law enforcement.

- All cadets must comply with the rules as defined within these operational procedures.
- When the interpretation of any rule is in doubt, the Academy Director or his representative should be consulted for guidance.
- The omission of any specific rule from this text should not be construed as license to function outside of reasonable prudent parameters of adult behavior.
- This document will be amended as situations dictate.
- Cadets are subject to suspension/dismissal for conduct unbecoming a Cadet and:
 - Being prosecuted for a misdemeanor violation or felony
 - Inability to conform to Academy standards
 - Violation of Municipal Police Officers Education & Training Commission Rules and Directives

GENERAL OBJECTIVES

To help the police cadet evaluate his or her actual performance of law enforcement procedures relative to academy training, based upon techniques indicated by contemporary authorities in police technology.

To train the police cadet to think as an investigator with an open, unbiased mind.

To provide the kind of training that will condition the police cadet to assume his or her responsibility in law enforcement, regardless of personal feelings.

To observe, evaluate, and act upon early symptoms of typical social patterns.

To educate the police cadet to function within the constitutional limits of the law.

To help the police cadet understand how to locate and coordinate community resources, for providing the most effective aid to the people.

To meet the needs of the Act #120 curriculum and certification requirements.

HOW THE OBJECTIVES WILL BE ATTAINED

- A. By furnishing the cadet with the basic techniques of the investigator.
 - 1. Observation (total sensory perception)
 - 2. Comprehension (analysis and cognition)
 - 3. Reporting (documentation)
 - 4. The basic interrogatives: WHO, WHAT, WHERE, WHEN, WHY, and HOW.
 - 5. Techniques of:
 - a. Interviewing
 - b. Interrogation
 - c. Investigation Planning
- B. By furnishing the police cadet with the fundamentals of the criminal and vehicular laws of the Commonwealth & ordinances of the local municipalities.
 - 1. To define the elements of each crime.
 - 2. To determine that which is necessary to prove whether a suspect is guilty or not guilty of the charge against them.
- C. By furnishing the police cadet with information relative to modern police methods and laboratory policy.
- D. By helping the police cadet understand themselves, the public and the offender.
- E. By defining the constitutional rights of all citizens.
- F. By defining the powers of the arrest and the authority and responsibilities in the use of deadly force.

TESTING, GRADING AND MAKE-UP MODULES OR SECTIONS

- 1. The individual topic instructor is the primary judge as to whether a cadet has attended required classes as per Pennsylvania (Act #120) State guidelines and demonstrated the level of attitude and proficiency permitting the cadet to take test(s) as per the specific topic. No test will be permitted unless minimum mandated hours are completed.
- 2. Applicants will successfully complete the basic training course approved by the Commission with a minimum grade established by the Commission. The Commission will publish a notice in the Pennsylvania Bulletin and in the Commission newsletter whenever the minimum grade on each tested area of examination changes. Currently the minimum grade is established at 75%.
- 3. Applicants not achieving the minimum grade in any tested area shall repeat the failed training in that area before being eligible to take the examination in that tested area at a Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant's second

attempt, the applicant shall be required to successfully retake and pass the entire basic police training course to qualify for certification.

4. Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire police training course in order to qualify for certification. A charge per instructional hour will be charged for the cadet making up a whole module or section. The academy director will set the cost at the time of the make up.

In order that the student meets the criteria for the physical training and defensive tactics requirements for graduation, the following standards have been adopted:

- a. All physical fitness written tests must be passed. (75% or better).
- b. 100% of the physical training time must be successfully completed (dressed and performed).
- c. The defensive tactics final test must be passed.
- d. Defensive tactics (as defined by the specific instructor) must be successfully completed.
- e. Meet the minimum 50% of the Cooper Standards in the basic four test areas for the applicant's age and gender.

THE REQUIREMENTS SET FORTH HAVE BEEN DONE SO TO MEET THE NATIONAL AVERAGES OF LAW ENFORCEMENT ENTRY PHYSICAL EXAMINATIONS IN THE UNITED STATES. IF ANY CADET HAS A CONFLICT WITH THE ABOVE STATED REQUIREMENTS - THOSE CONFLICTS MUST BE TYPED AND PRESENTED TO BOTH THE INSTRUCTOR IN QUESTION AND THE ACADEMY DIRECTOR.

NOTEBOOK

The notebook will be the cadet's most important tangible accomplishment in this course.

The notebook will reflect a proper catalog of course content, cadet knowledge and the amount of effort that the cadet has put forth.

The notebooks will not be used for any other purpose than this course. All other names, drawings, stamps and other materials will be omitted.

THE NOTEBOOK WILL CONSIST OF THE FOLLOWING

1. A table of contents.
2. All class notes (on standard white paper - not tablet).
 - a. Dictation (to include chalkboard and overhead projectors)
 - b. Audio-visuals
 - c. Chapter outlines or basic concepts
3. New terminology.
4. All handouts.
5. All term papers, research papers and any short topical themes.
6. All diagrams and drawings.

Handwritten notes will be taken at all lecture and classroom sessions. These notes will then be transcribed into typewritten material, if possible, and placed into a binder.

The instructors will offer suggestions for improvement and will review notebooks periodically.

EQUIPMENT

All cadets are held responsible for the care and proper use of all equipment and materials issued to an individual or provided for general use. No article of Academy equipment issued to the cadet, or Academy property of any kind, shall be removed from the Academy premises.

All equipment, supplies and weapons, supplied by the cadet or the cadet's municipality will be the responsibility of the cadet.

The Academy will not replace, reimburse, or be responsible for the misuse, malfunction, or damage to the equipment as stated above.

BEHAVIOR IN THE HALLS

Police Academy Cadets are expected to set examples of outstanding behavior in the Academy and traveling to and from the Academy.

The schedule of classes and break periods may not coincide with other adult and post secondary classes and it is expected that you will walk the halls quietly and not disturb other classes in session.

Your attitude and performance in all areas in and around the building will be observed. Remember, you aspire to be enforcers of the law - therefore, you are judged most severely by the public.

DRESS

1. Classroom – Standard uniform as specified by the Academy Director.
2. Range - durable, expendable clothing suitable for physical activity will be worn.
3. Defensive tactics and physical training. Sweat gear will be worn.
4. Helmets, padded shirts, batons, and hand guards will be provided by the Academy.
5. It is required that all uniforms be laundered, modest, and meet the standards of the Academy, as defined by the Director. Uniforms shall not be modified.
6. Cadets will adhere to the uniform directive which is issued at the time uniforms are issued.

GROOMING STANDARD - ALL CADETS

1. Clean uniforms
2. Shoes shined
3. No jewelry or attachments from neck up.
4. No severe hairdo's.
5. (FEMALE CADETS) Collar length or rolled up hair
6. (MALE CADETS) Neat trim – side burns even with center of ear – mustaches/beards, neatly trimmed otherwise they will be removed.
7. Personal hygiene a must.

REQUIREMENTS OF THE CADET

1. To attend all scheduled classes at the specified time and to submit a written excuse for tardiness and/or absence to the coordinator (to/from form).
2. To arrange for make-up of excused absences and tests (see instructor).
3. To arrange for practice, tutoring, and re-evaluation of deficient competencies (see instructor).
4. To maintain a comprehensive notebook as specified by the section on notebooks.
5. To arrange for the retaking of the complete course of instruction (or module) if a failing grade or insufficient attendance, below state guidelines, is indicated.
6. To pass all topical areas with a minimum percentage grade of 75%.
7. To perform the tasks as assigned at a level of competency established by the Academy Director.

REQUIREMENTS FOR THE COURSE

1. To constitute successful completion of this course, students will be required to complete 100% of the module competencies, and attain at least a grade of 75% in each module.
2. Written tests of both the objective and the subjective structure will be given at the completion of each module or topical area of the course. The tests will be corrected and graded by the specific instructor and submitted to the Academy Director.
3. Quizzes will be given as required in the basic curriculum.
4. It is required that each student keep a notebook organized according to the
5. Harvard System of Outlining. Handouts will be given to the student for each section of the course. The handout should be placed into the appropriate category in the notebook. When completed, the notebook will be of value as ready reference material.
6. All demonstrable practical skills will be graded on pass/fail criteria relative to the competence catalog.
7. Individual instructors have the final say as to whether the testing and attendance have been adequate.

MECHANICS OF THE COURSE

1. Classroom instruction (lecture and discussion)
2. Study assignments
3. Research papers
4. Demonstrations & practical exercises
5. Role playing
6. Written & Oral evaluations
7. Competency Level Check List Evaluations (Task analysis)
8. Programmed instructional units and work sheets
9. Field experiences
10. Guest speakers
11. Audio-visual media

ATTENDANCE

1. The Academy staff and administration must meet the needs of the Act #120 curriculum as defined by the Commission.

2. The Academy staff and administration must also attempt to meet the special problems and limitations of the students, relative to their daily lives and personal commitments.
3. The training syllabus under Act #120 establishes a minimum of 758 hours of training. The Johnstown Regional Academy has introduced extra hours for field trips, guest speakers, certification in Defensive Tactics, Taser and Pepper Spray certification and extended hours for special reports during class time. The student should remember that Act #120 established 758 hours of class time with implication of homework assignments. It is the opinion of the Faculty and Administration that homework should be held to a minimum due to the full-time jobs and part-time police employment. It is therefore, necessary that the hours be extended to 808 hours for actual class time. The cadets should take advantage of this modification that the Academy has initiated on behalf of of the cadets.

With the above stated objectives and policies established, it is the student's responsibility to use all non-instructional time between 6:00 p.m. and 10:00 p.m. as study time unless directed otherwise by Staff or Administration.

4. The Commission has approved the 808-hour curriculum.
5. The 808 hours, 12 months curriculum also permits the Academy to establish the following situations for the benefit of the cadets.
 - A. Permits Veterans Administration cadet benefit approval.
 - B. Permits the Academy to qualify for Title IV funding including Federal PELL grants and student loans.
 - C. Has established a curriculum "second to none" which permits your Academy diploma and transcript to become nationally recognized.
 - D. Permits a higher percentage of cadets to master the curriculum and to graduate.
6. The cadet and all municipal agents or other government agencies must understand that reimbursement for the approved tuition and other costs must be based on the maximum, each day equals one round trip mileage from the residence or the police department to the Academy facilities, which ever is closer, and/or 808 hours. Extended time if completed, is a benefit to the student and not a means of reimbursement above the minimum state requirements of days and/or 758 hours.
7. Any withdrawal from the Academy must be in the form of a dated, typed letter outlining ALL reasons for withdrawal and if/or when the student intends to return. Unless this procedure is followed, consideration for re-entry will not be taken.
8. The Director will determine at the time of re-entry as to the tuition requirements and the curriculum requirements due to any Academy requirement changes.

INJURIES, SICKNESS, AND AILMENTS

Injuries, ailments, and other disabilities sustained either on or off duty must be reported immediately to the Director. (Written notes, not telephone calls), and the Cadet must present a release from a physician prior to re-admission to physical training classes.

1. Any injury, sickness, or ailment sustained off the premises which prevent the student from returning to the Academy must be reported in writing immediately to the Director.
2. After receiving medical attention, the cadet will submit a written report to the Director explaining the nature of his illness and the treatment prescribed by the physician. Medical treatment will be at the expense of the cadet.
3. Any and all injuries incurred on Academy grounds and within the Academy building,

including all areas under roof or outdoor training areas, must be reported by the cadet to the instructor in charge. An accident report must be filed by the cadet and the instructor in the main office, as soon as possible. If the injured cadet is not able to file the report, the instructor is responsible. However, if the instructor is not informed as to cadet's injury, that instructor cannot file on an incident of which he/she is unaware.

MEDICAL EXPENSES

The Commonwealth of Pennsylvania and the Greater Johnstown Career and Technology Center are not liable for medical expenses incurred by the cadet as a result of injury or illness sustained while he/she is undergoing training at the Academy.

Medical treatment will be provided by local physicians, or in local hospitals, and expenses will be defrayed either by the police officer or their police department. Each municipal police officer enrolled at the Academy should be familiar with coverage provided by their police department's health and accident insurance plan, and to whom medical expenses should be referred for payment. Pre-service students (non-police, private individuals) must provide for their own medical insurance and the Academy cannot accept responsibility for medical treatment or medications.

The application via the cadet to attend the Academy is "implied consent" by the student to the above stated policy.

CERTIFICATION

Persons who may attend and be eligible to test for the Pennsylvania State Municipal Police Officer's MPT Certification number.

- Part-time municipal police officers.
- Full-time officers, under waiver.
- Full-time officers.

Persons who may attend but will not be eligible to test for certification until such time as they become employed as a Municipal Police Officer:

- CETA trainees seeking certificates
- Non-police officers seeking certificates
- Criminology graduates.

Persons not currently employed as MUNICIPAL POLICE OFFICERS may apply for PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY LOANS through local lending institutions, and if eligible, may receive VETERANS' BENEFITS and PELL GRANTS information while attending the ACT #120 school.

All municipalities now require successful completion of the ACT #120 curriculum prior to application for a position as a Municipal Police Officer.

Successful completion of the ACT #120 training will permit the Graduated Cadet to test for the MPT number required of all full-time and part-time police officers. Once the MPT number is obtained, the legal definition of municipal police officer is accepted throughout Pennsylvania and many other states.

Officers making Lateral Transfer between police departments must contact the Commission to determine the need for full waiver or partial waiver training, if an MPT number is not maintained by the officer.

CIVILIAN ENROLLMENT (NON-SWORN MUNICIPAL OFFICERS)

Non-police officers, such as: Persons desiring to become sworn municipal officers, private detectives, watch guards, security guards, couriers, constables, sheriffs or their deputies, county detectives, or any other citizen of the United States who complies with the standards set by the Municipal Police Officers' Education and Training Commission are permitted to attend the ACT #120 course, in total or in specific topical areas under waiver.

A diploma will be issued to the cadet upon successful completion of the course. The cadet then must apply for certification through the commission upon being sworn as a municipal police officer. County detectives must obtain an MPT number due to the similar arrest powers as stated under ACT #120.

ABSENCES

The Academy Director may excuse a cadet from any classes. Please telephone the Academy office. Specific details outlining the absence will be submitted to the Director upon return to the Academy. The call to the Academy office must be classified as an emergency only.

An excused absence is one that is due to illness or death in the immediate family, and any other unavoidable circumstances; however, the school must be apprised of the reason for said absence within twenty-four hours and the reason must be supported by documentary evidence, or said absence will be recorded as unexcused. Any unexcused absences could result in immediate dismissal. All cadets must attend 100% of the duration of the course in order to attain satisfactory attendance. When a cadet has missed any part of the course, the instructor may issue an incomplete grade for that section which must be repeated for graduation.

A cadet is late if he/she is not in his proper place at any field experience, or designated class session according to the time listed on the schedule. If a cadet is late, the instructor is authorized to use his or her discretion in correcting the condition. The cadet will also fill out the standard, to/from form.

ATTEND 100% OF ALL CLASSES

1. Excused absences shall be mutually agreed upon by the police officer's department head and school director. School directors shall determine excused absences for applicants not employed as police officers.
2. Excused absences shall include personal illness or injury, illness in the immediate family requiring the applicant's attention or death in the immediate family. Verification may be required and excuses are at the sole discretion of the Director.

Complete the basic training course approved by the Commission with a minimum grade as established by the Commission. The Commission will publish a notice in the *Pennsylvania Bulletin* and in the Commission newsletter whenever the minimum grade on each tested area of examination changes.

1. Applicants not achieving the minimum grade in any tested area are permitted to take the examination in that tested area at another Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant's second attempt, the applicant shall be required to successfully retake and pass the entire basic police training course in order to qualify for certification.
2. Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire basic police training course in order to qualify for certification.

MAKE-UP

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

TARDINESS

Any cadet not physically present at the start of his/her scheduled class period will be considered tardy and the exact number of minutes will be recorded by the instructor. The accumulated time may count toward an absence when it is equivalent to the length of one class period. A to/from form will be filled out and turned into the instructor to comment on and forward to the Director of the Academy.

PROGRESS STANDARDS:

Progress will be based on Municipal Police standards in relation to theory and/or skills performance. 95% of the grades will be created by objective (specific points per topic) by the way of standard tests. 5% of grade will be created in the view of the instructor as to classroom performance, as observed by the instructor.

The average grade per module will be created by the specific topics in the module. One or more topics make-up a module. The total average "modular grade" must be above 75% average even though specific modular grades may be failing or passing unto themselves. The more grades, the less important each topic becomes. However, it is not intelligent to rest on the average modular grade. Specific low grades, even though boosted by the averaging technique, still stand by themselves when the transcript is viewed by prospective employers. The Academy Director, and the area instructor will confer as to giving the final recommendation for certification. Percentage grades can be over-ridden by the Academy instructors and the Director.

CERTIFICATION REQUIREMENTS

Unless the Academy Director deems that the Academy criteria have been met, the diploma will be withheld and recommendation for certification not forwarded to the Commission.

It is REQUIRED that the minimum Act #120 hours be met for certification in the specific areas, and not merely a total of 758 hours of attendance.

It is REQUIRED that the extra provided hours be met (unless excused by the Academy Director) in order that the cadet will achieve the highest job recommendations from the Academy personnel. ALL TESTS WILL BE BASED UPON THE 758 HOUR CURRICULUM.

Once a cadet leaves the Academy, the Director is contacted whenever a reference to the cadet's Academy attendance and performance is given - this is not a threat, it is a fact. When you leave **the** Academy, YOUR RECORD SPEAKS FOR YOU. YOU CREATE THAT RECORD and the Academy Director can only VERIFY THE FACTS.

GRADING

A grade of 75% or above will be considered as passing on written tests. In areas of proficiency the instructor will subjectively evaluate the competency performance. All topics must be passed in order to graduate from the course. Oral or written examinations are held as prescribed:

1. Each cadet is required to maintain an average of 75% or better in all of his subjects.
2. A cadet who fails to correct a grade deficiency, and who reveals a pattern of inability to maintain a 75% average, will not receive a certificate or diploma.
3. A cadet who is deficient in his class studies should consult instructor for assistance and guidance.

RECYCLE

When a cadet has:

1. Missed too many classes, as determined by the Director.
2. Scored below 75% on one or more units.
3. Failed to perform at subjectively evaluated skills, or attitude levels as determined by the instructors and/or the Director.
4. Failed to maintain prescribed tuition and learning materials payment plans.
5. Failed to adhere to other regulations as defined in this book.

It will be the option of the Academy Director to require the cadet to repeat in whole or in part those areas of deficiency at a rate (determined at that time) per instructional hour.

Unless the Academy Director deems that the Academy criteria have been met the diploma will be withheld and recommendation for certification not forwarded to the Commission.

BREAKS

Breaks are not a "right" of the cadet, but a privilege granted by the specific instructor(s) with approval of the Academy Director.

The instructor has the right and duty to limit or exclude breaks as per their evaluation of cadet or overall progress. Remember - - once past, a break is gone forever, but the experience, knowledge and practice will remain relative to the active participation of the cadet in the learning process.

VISITORS

Visitors are welcome to attend, observe and ask questions about any aspect of the structure and operation, regulations, and procedures of the Academy, Act #120 and Act #235 or any other acts or laws of the Commonwealth of Pennsylvania or the United States of America. However, visitors to the Academy instructional areas or laboratories must first obtain permission from the Academy Director. No pets or children are permitted on or about Academy facilities. No visitors are permitted on the range, in the gym(s) or the emergency medical training areas.

FIREARMS

The Academy does not authorize or accept responsibility for the use or misuse of any firearms or weapons as defined by Act #235 (The Lethal Weapons Act) and/or Section 908 or chapter 61 of the Pennsylvania Crimes Code, or any other State or Federal Laws.

Firearms will only be carried by academy cadets to and from and on the firearms range. Firearms will not be carried (loaded or unloaded) in the Greater Johnstown Career and Technology Center school building. Unloaded firearms will be transported (not worn) to and in the Police Academy only when directed to by the range instructors

FIREARMS REGULATIONS GENERAL

All students must have a service revolver of no less than .38 caliber groove diameter, or semi-auto pistol of no less than 9mm land diameter (.356 caliber)

All handguns must be approved, inspected, and recorded by the Academy firearms instructor. (Range Officer/Range Master).

Academy approved ear and eye protection equipment must be worn at all times on the range and must be provided by the student.

Bullet protective clothing is approved and recommended by the Academy but should not be an element of false security for violation of any academy regulations. (Cadet provided).

Every officer trainee will be issued ammunition at the range by the Academy. Shotgun and special weapons ammunition will also be provided by the Academy. The cadet must provide all leather gear. Equipment to include belt, snap-down holster, (2) speed loaders with pouches, or for semi-auto weapons each cadet will be required to possess (3) magazines and magazine pouch.

FIREARMS RANGE USE

The range is both an extension of the Johnstown Regional Police Academy and the property of a third party under annual lease.

All cadets, instructors, and administrators of the Academy are bound by the rules of safety and good conduct as defined by the rules of the Academy and are guests of the third party owner.

With the above understandings, it is directed that no personnel affiliated with the Academy, as cadets, faculty or administration are sanctioned to remain on the range or third party owner property for any reason after the Academy instructors or the Director has dismissed the class or the implied dismissal via the published training schedule. All persons remaining on the range or farm property will be subject to trespass and will not be accorded any relationship with the Academy.

Any firearms practice, parties or any other activities not covered by the Academy curriculum are grounds for immediate dismissal. The control of the range and other third party owner property reverts immediately back to range owner upon official class dismissal.

Firearms will only be carried by academy cadets to and from and on the firearms range. Firearms will not be carried (loaded or unloaded) in the Greater Johnstown Career and Technology Center school building. Unloaded firearms will be transported (not worn) to and in the Police Academy only when directed to by the range instructors.

COMMAND POST RANGE RULES AND REGULATIONS

1. Raise the red range flag to indicate "Hot Range".
2. The range officer will be responsible for the enforcement of all safety rules and regulations.
3. The range officer prior to firing will inspect all weapons, serial numbers and make of weapons will be noted at this time.
4. Weapons will be empty and holstered at all times.
5. There will be NO handling of weapons behind the firing line at anytime.
6. Weapons on the firing line will be handled on command of the range officer at all times.
7. You will not turn around with a weapon in your hand while on the firing line. You will raise your free hand. You will be attended to.
8. If something is wrong with the functioning of your weapon, keep the weapon facing down range and raise your free hand. You will be attended to.
9. When you have completed your firing, you will be instructed to clear, check and holster your weapon, or keep the cylinder open, with the muzzle facing down range.
10. No shooter will move to a position forward or behind a line parallel to any other person in a firing situation.
11. Remember, our goal is to have no misfires or accidental discharges, but if we must have one, then let it always be down range.
12. Factory ammunition will be used on the range. (ISSUED).
13. Clean up the range after firing has ceased for the day. Place brass in marked containers, burnable materials are to be burned and other trash will be discarded in an appropriate manner.
14. The shooter must count all shots and any suspected misfires or incomplete ignitions reported immediately to the range officer. DO NOT FIRE another shot if you suspect a projectile to be lodged in any portion of the weapon.
15. Immediately report any injury or illness to the range officer – no matter how slight.
16. No conversation will be permitted during firing.
17. Smoking is not permitted.
18. Chewing of tobacco or gum is not permitted.
19. Remove all staples from target hangers.

20. Lower red range flag indicating FIRING HAS CEASED.

RANGE EQUIPMENT “REQUIRED”

1. HANDGUN
.35 caliber (9mm or larger)
2. POLICE HOLSTER – with snap
3. (2) Speed Loaders (with pouches)
4. (3) Magazines (with pouches)
5. EAR PROTECTION
Earplugs - issued
6. EYE PROTECTION
Yellow shooting glasses - dim or cloudy only
Blue or gray glasses - bright light
Regular safety corrective lenses
Safety goggles - issued
Plain safety lens glasses
7. LOOSE DURABLE CLOTHING
Tight pants with difficult-to-access pockets do not work
8. FULL LENGTH PANTS
No shorts
9. WORK BOOTS OR HEAVY SHOES
Open sandals have no place on the range
10. POLICE MAG-LITE FLASHLIGHT
11. CLEANING KIT - issued
12. HAT WITH EYE PEAK OR OPEN BACKED EYE PEAK FOR SUN SHADE/PROTECTION.
13. PLASTIC OR RUBBER GLOVES - issued
14. FOOD AND DRINK (NO ALCOHOLIC BEVERAGES OF ANY KIND)
No refreshment concessions are available on the range.

RANGE EQUIPMENT “RECOMMENDED”

1. Bullet-proof vest (for on-duty assignments)
2. Shirt with pockets
3. Tarp, rug, or blanket
4. Raincoat/rain gear
5. Sun Protection (shirts with sleeves) sun block
6. Bug Screen / Bug Repellant

CERTIFICATIONS AS POLICE OFFICERS.

Successfully completing the basic police-training course, as determined by the training school, and based on Commission standards will enable the applicant to apply to take the certification examination, administered by the Commission.

To qualify to sit for the certification examination, the applicant shall:

1. Achieve a minimum qualifying firearms score of 75%
2. Receive certification for First Aid & CPR from the American Red Cross, the Department of Health, the American Heart Association or other agencies approved by the Department of Health.
3. Comply with Commission Rules and Regulations
4. Pass the same certification exam administered to those seeking waiver of training as set forth in the Rules & Regulations in Section 203.12(4).
5. Attend 100% of the classes.
6. Successfully complete the basic training course approved by the Commission with a minimum grade as established by the Commission.

Waiver of Training

Applications for certification for which waivers of training are requested shall be submitted by the applicant's employing police department. An applicant for a waiver of training shall:

1. Be employed as a police officer.
2. Satisfy one of the following conditions:
 - (a) Successfully completed a Pennsylvania basic police training course approved by the Commission.
 - (b) Previously was a Commission-certified police officer and left this position in good standing.
 - (c) Previously was employed as a full-time police officer in this Commonwealth before June 18, 1974, and who was not required to obtain certification from the Commission, and worked as a full-time police officer for at least 5 years.
 - (d) Previously or currently employed as a police officer of another state and met the certification standards of that state, as evidenced by documentation from the state agency responsible for establishing the standards.
3. Undergo proficiency testing in the following three areas. Documentary proof of each qualification shall accompany the waiver of training application.
 - (a) Firearms – Applicants shall qualify on a police firearms course conducted by a certified police firearms instructor with the weapons the applicant will use in the performance of his police duties.
 - (b) First Aid/CPR – Applicants shall have a valid certification in first aid, adult, child and infant CPR from the American Red Cross, The American Heart Association, the Department of Health or any agency approved by the Department of Health.
 - (c) Patrol Vehicle Operation – Applicants shall successfully pass the patrol vehicle operation test at a certified school or by a certified instructor.

MUNICIPAL POLICE EDUCATION AND TRAINING LAW
Act of 1974, P.L. 359, No. 120
AN ACT

Creating the Municipal Police Officers' Education and Training Commission; providing for the commission's membership, selection, compensation, and removal; providing for the powers and duties of the commission; providing for the appointments and duties of the chairman; providing for the act's applicability to the civil service laws; requiring training by certain political sub-divisions and police departments; providing penalties for violation thereof; and making an appropriation.

The General Assembly of the Commonwealth of Pennsylvania hereby enact as follows:

Section 1. "Municipal Police Officers' Education and Training Program". The General Assembly shall establish a Municipal Police Officers' Education and Training Program in accordance with the provisions of this act. The administration of this Program shall be the responsibility of the Pennsylvania State police.

Section 2. "Definitions" - As used in this act:

- (1) "Commission" means the Municipal Police Officers' Education and Training Commission.
- (2) "School" means a training school or academy, which provides a basic police training school or academy, which provides a basic police training course within the functional organization of a police department or departments or any educational facility within the Commonwealth of Pennsylvania.
- (3) "Police officer" means any full-time or part-time employee, of a city, borough, town, township or county police department assigned to criminal and/or traffic law enforcement duties, and for the purpose of training only, security officers of first class city housing authority, but shall exclude persons employed to check parking meters and/or to perform only administrative duties, auxiliary and fire police.(amended Dec. 20, 1984, P.L. 1197, No.227).
- (4) "Police department" means any public agency of a political subdivision having general police powers and charged with making arrests in connection with the enforcement of the criminal and/or traffic laws.
- (5) "Commissioner" means the Commissioner of the Pennsylvania State Police.
- (6) "Political subdivision" means any county, city, borough, incorporated town or township (amended Dec. 20, 1984, P.L. 1197, No. 227).
- (7) "Certification" means the assignment of a certification number to a police officer after successful completion of a mandatory basic training course or receipt of a waiver of basic training from the commission and successful completion of mandatory in-service training. Certification is for a period of two years.(added Dec. 21, 1988, P.L., No. 180).

Compiler's Note: The act of Oct. 5, 1980, P.L. 692, No. 141 which amended definition (3) of this section also contained the following provisions:

Section 2. This act shall take effect immediately and shall be applicable to all security officers hired by first class city housing authorities on and after the date one year prior to the effective date of this amendatory act. Those security officers to whom this act is applicable who are presently employed by first

class city housing authorities on the effective date of this amendatory act shall have one year to comply with its provisions.

Section 3. The Municipal Police Officers' Education and Training Commission; Creation. - There is hereby created a Municipal Police Officers' Education and Training Commission.

Section 4. Commission Members; Selection, Compensation and Removal-(a.) The commission shall be composed of twenty members as follows:

- (1) The Secretary of the Department of Community Affairs.
- (2) The Attorney General of the Commonwealth.
- (3) The Commissioner of the Pennsylvania State Police, who shall serve as chairman of the commission.
- (4) A member of the Senate of Pennsylvania, to be appointed by the President pro tempore of the Senate.
- (5) A member of the Pennsylvania House of Representatives, to be appointed by the Speaker of the House of Representatives.
- (6) Four elected officials of the various political subdivisions of the Commonwealth, to be appointed by the Governor; one to be a borough official, one a first class township official, one a second class township official, and one a city official.
- (7) Four incumbent chiefs of police from the various political subdivisions of the Commonwealth to be appointed by the Governor; at least one to be a chief of a borough police department, at least one to be a chief of a township police department, at least one to be a chief of a city police department.
- (8) One Federal Bureau of Investigation special agent-in-charge to be appointed by the Governor.
- (9) One educator qualified in the field of law enforcement, to be appointed by the Governor.
- (10) One member representing the public at large, to be appointed by the Governor.
- (11) Two non-commissioned police officers to be appointed by the Governor.
- (12) The police commissioner of a city of the first class or his designee.
- (13) A director of one of the certified training schools to be appointed by Governor.
 - (a) amended Dec. 21, 1988, P.L., No. 180)
 - (b) All members of the commission appointed by the Governor shall serve for a period of three years except that upon the effective date of this act, the Governor shall appoint two police chiefs for a period of three years, one police chief for

period of one year. Any member of the commission shall, immediately upon termination of his holding of the position by virtue of which he was eligible for membership or appointed as a member of the commission, cease to be a member of said commission.

- (c) A member appointed to fill a vacancy created by other than expiration of a term shall be appointed for the unexpired term of of the member whom he is to succeed in the same manner as the original appointment.
- (d) The members of the commission shall serve without compensation but shall be reimbursed the necessary and actual expenses incurred in attending the meetings of the commission and in the performance of their duties under this act.
- (e) Members of the commission may be removed by the Governor for cause after written notice from the Governor.
- (f) The designated public member may not be nor may not have been a police officer and is not affiliated nor has ever been affiliated with a police department or training school. (f added Dec. 21, 1988, P.O., No. 180).

Compiler's Note: Section 207 of the act of Oct. 15, 1980 (No. 164), known as the "Commonwealth Attorneys Act" provided that the Attorney General shall be a member of the Municipal Police Officers' Education and training Commission.

Section 5. "Powers and Duties of the Commission". The powers and duties of the Commission shall be as follows:

- (1) To establish and administer the minimum courses of study for basic and in-service training for municipal police officers and to revoke an officer's certification for failure to comply with the basic and in-service training requirements or in cases, where an officer is convicted of a criminal offense or the commission determines that the officer is physically or mentally unfit to perform the duties of his office.
- (2) To approve or revoke the approval of any school which may be utilized to comply with the educational and training requirements as established by the commission.
- (3) To establish the minimum qualifications for instructors, to approve or revoke the approval of any instructor and to develop the requirements **for continued certification.**
- (4) To promote the most efficient and economical program for police training by utilizing existing facilities, programs and qualified State, local and Federal police personnel.
- (5) To make an annual report to the Governor and to the General Assembly concerning (i)the administration of the Municipal Police Officers' Education and Training Program, and (ii)the activities of the commission, together with recommendations for executive or legislative action necessary for the improvement of law enforcement and the administration of justice.

- (6) To require every police officer to attend a minimum number of hours of in-service training as provided for by regulation, unless the officers' employer files a show cause document with the commission, requesting additional time for such officer to comply with the in-service training requirements. Approval of such request shall be made by the commission on a case-by-case basis.
- (7) To require all police officers to undergo a background investigation to determine the individual's suitability for employment as a police officer. This investigation shall be completed prior to the employment of such officer and shall include, but not be limited to, a criminal history check, a credit check, personal interviews and any other applicable means of determining eligibility. An applicant who has been convicted of a felony or serious misdemeanor shall not be eligible for employment as a police officer.
- (8) To require minimum standards for physical fitness, psychological evaluation and education as prerequisites to employment as a police officer.
- (9) To appoint an Executive Director to administer the training program established by this act. The position of Executive Director shall be filled by the commission who shall select the best qualified person from a list of three persons nominated by the Pennsylvania State Police Commissioner. The person who receives a simple majority of those members present and voting shall become the Executive Director. If the commission rejects all nominees, then the process shall be repeated until a person is selected. The Executive Director shall employ a sufficient staff, including professional, administrative and clerical personnel, to perform the tasks of his office, including the preparation of an annual budget.
- (10) To consult, and cooperate with, universities, colleges, community colleges and institutes for the development of specialized courses for municipal police officers.
- (11) To consult and cooperate with, departments and agencies of this Commonwealth and other states and the Federal Government concerned with police training.
- (12) To certify police officers who have satisfactorily completed basic educational and training requirements as established by the commission and to issue appropriate certificates to such police officers.
- (13) To visit and inspect approved schools at least once a year.
- (14) To make such rules and regulations and to perform such other duties as may be reasonably necessary or appropriate to implement the education and training program for police officers.
- (15) To grant waivers of mandatory basic training to police officers who have successfully completed previous equivalent training or who have acceptable full-time police experience, or both. (amended Dec. 21, 1988, P.L., No. 180).

Section 6. "Powers and Duties of the Commissioner" - (deleted by amendment Dec. 21, 1988, P.L., No. 180).

- Section 7. “Meeting; Quorum” - The commission shall meet at least four times each year. Special meetings may be called by the chairman of the Commission, or upon written request of five members. A quorum shall consist of eleven members of the commission. (7 amended Dec. 21, 1988, P.L., No. 180).
- Section 8. “Applicability to the Civil Service Laws” - Nothing in this act shall be construed to exempt any police officer or other officer or employee from the provisions of the existing civil service laws or the tenure act.
- Section 9. “Police Training Mandatory; Penalties”
- (a) All political subdivisions of the Commonwealth or groups of political subdivisions acting in concert shall be required to train all members of their police departments prior to actually enforcing criminal laws, enforcing moving traffic violations under 75 Pa.C.S. (relating to vehicles) or being authorized to carry a firearm after the effective date of this act, pursuant to the provisions of this act.
 - (b) Those municipal police officers employed on the effective date of this subsection shall be able to perform criminal or traffic duties and be authorized to carry a firearm until certified by the commission, but no longer than one year from their date of employment.
 - (c) Any person hired as a municipal police officer by any political subdivision or group thereof acting in concert shall be ineligible to receive any salary, compensation or other consideration or thing of value for the performance of his duties as a police officer unless he has met all of the requirements as established by the commission and has been duly certified as having met those requirements by the commission.
 - (d) Any official of any political subdivision who orders, authorized or pays as salary to a person in violation of the provisions of this act shall on summary conviction thereof be sentenced to pay a fine of one hundred dollars (\$100) or be imprisoned for a term not to exceed a period of thirty days. The commission may stop payment of all funds which pass to municipalities by this act for any violation of this act. It shall notify the State Treasurer to discontinue disbursement of any State funds until a municipality is in compliance with this act. (amended Dec. 21, 1988, P.L., No. 180).
- Section 9.1 “Automatic Certification” - All municipal police officers hired prior to June 18, 1974 shall be automatically certified for basic training but shall be required to complete the in-service training as set forth in section 5 (6). (9.1 added Dec. 21, 1988, P.L., No. 180).
- Section 9.2 “In-Service Training by Existing Personnel” - The requirements of section 5(6) shall apply to every municipal police officer. (9.2 added Dec. 21, 1988, P.L., No. 180, to take effect in two years).
- Section 10 “Reimbursement of Expenses” -
- (a) The commission shall provide for reimbursement to each political subdivision of one hundred percent of the allowable tuition and the ordinary and necessary living and travel expenses incurred by

their police officers while attending certified municipal police basic training schools, providing said political subdivision adheres to the training standards established by the commission. The regular salary of police officers while attending approved schools, within the meaning of the act, shall be paid by the employing political sub-division. Fifty percent of the regular salaries of police officers while attending approved schools within the meaning of the act shall be reimbursed by the commission to the employing political subdivision. For the fiscal year beginning July 1, 1989, to June 30, 1990, and for each year thereafter sixty percent of the regular salaries of police officers while attending approved schools within the meaning of this act shall be reimbursed by the commission to the employing political subdivision. the commission shall require written documentation of all expenses incurred by political subdivisions relating to the training of municipal police officers for the purposes of reimbursement by the commission. All municipalities shall annually audit these funds as part of their annual audit and submit a copy of such audit to the commission. Failure to do so shall render the municipality in violation of this act.

- (b) The commission may approve in-service training grants for actual expenses incurred by political subdivisions of the Commonwealth for the providing of non-mandatory training programs to police officers in accordance with this act.
- (c) All political subdivisions of the Commonwealth or groups of political subdivisions acting in concert may make application to the commission for funding pursuant to the provisions of this act. The application shall be accompanied by a certified copy of a resolution or resolutions adopted by its governing body or bodies providing that, while receiving any State funds pursuant to this act, the political subdivision of the Commonwealth or group of political subdivision acting in concert will adhere to the standards for training established by the commission. The application shall contain such information as the commission may request.
- (d) If a police officer, within two years following certification, terminates his employment with the political subdivision by which he was employed at the time he was duly certified as having met the commission's requirement and thereafter obtains employment as a police officer with another political subdivision, the political subdivision which employs the previously certified police officer shall reimburse the political subdivision which formerly employed the police officer for the non-reimbursable portion of the salary paid to the police officer while complying with the provisions of this act.
- (e) The commission shall have the authority to pay for the cost of mandatory in-service training for all police officers, to the extent determined by the commission. (amended Dec. 21, 1988, P.L., No. 180).

- Section 11. “Repeals” - All acts or parts of acts inconsistent with the provisions of this act are repealed to the extent of such inconsistency.
- Section 12. “Appropriation” - The sum of five hundred thousand dollars (\$500,000.), or as much thereof as may be necessary, is hereby appropriated for the fiscal year beginning July 1, 1974 and ending June 30, 1975 to the Pennsylvania State police for the use of the Municipal Police Officers’ Education and Training Commission in carrying out the provisions of this act. (amended Oct. 10, 1974, P.L. 729, No. 246).
- Section 13. “Effective Date” - This act shall take effect immediately.

POLICIES FOR STUDENT VETERANS/ELIGIBLE PERSONS/RESERVISTS
RECEIVING V.A. EDUCATIONAL ASSISTANCE ALLOWANCE

LEAVE

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. Administration will be notified immediately when a veteran student is granted a leave of absence.

CLASS CUTS & TARDINESS

Class cuts are not permitted and shall be recorded as absences. Tardiness is not permitted and any student not physically present at the start of his/her scheduled class will be considered tardy, and the exact number of minutes will be recorded.

MAKE-UP WORK

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowances.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate credit is given for comparable previous education and training and the training period will be shortened accordingly.

LEAVE OF ABSENCE

A leave of absence for personal reasons must be made in advance and in writing. The Department of Veterans Affairs will be notified when a veteran student is granted a leave of absence.