

Greater Johnstown Career and Technology Center



2024-2025 Student Handbook Adult Education Programs

Adopted
August 7, 2024

Greater Johnstown Career and Technology Center



Student Handbook

445 Schoolhouse Road
Johnstown, PA 15904
(814) 266-1300

www.gjctc.org

Post-Secondary Edition

August 7, 2024

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GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

MISSION STATEMENT

Ensure Student Success.

VISION STATEMENT

Positively impacting an ever-changing workforce.

ETHICAL OBLIGATIONS

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

ADMINISTRATIVE STAFF

Mr. Arnold Nadonley, 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

Chairperson – Mr. Galen George (Forest Hills SD)
Vice-Chairperson – Mr. David Hudak (Richland SD)
Treasurer – Dr. Richard Knavel (Forest Hills SD)

Mr. Jeffrey Alesantrino (Conemaugh Township SD)
Mr. Julian Beglin (Richland SD)
Dr. William Carney (Westmont Hilltop SD)
Mr. Steven Kormanik (Windber SD)
Dr. Rocco Mantini (Conemaugh Township SD)
Dr. Timothy Ondrejik (Forest Hills SD)
Mr. Eugene Pentz (Greater Johnstown SD)
Mr. Joseph Podrebarac (Westmont Hilltop SD)
Mr. Mark Portante (Windber SD)
Mr. Stephen Thompson (Ferndale Area SD)
Mrs. Amy Rummel (Windber SD)
Mrs. Antoinette Rummel (Windber SD)

Mr. Ronald Repak, Solicitor
Mr. Alan Tresnicky, Secretary, Non-Voting Member

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.

COVID-19 INFORMATION:

Please refer to the GJCTC Adult Education Phased School Reopening Health and Safety Plan and COVID-19 Comprehensive Guide found on gjctc.org. GJCTC will follow the PA Governor's order(s) in effect.

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/APPROVALS:

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

PA Department of Education
PA State Board of Nursing

The Student Handbook is subject to change. Students will be notified of changes in writing.

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
HSBA	Homebuilders Association

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:

WIOA	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:

Public Notice of Non-Discrimination

The Greater Johnstown Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and Technical education program offerings include: Secondary programs – Advanced Manufacturing/Robotics, Automotive Repair Technology, Collision Repair & Refinishing, Construction Technology, Cosmetology, Culinary Arts, Diesel Mechanics, Graphic & Digital Media Design, Health Assistant, Laboratory Technology, Machine Tool Technology, Pre-Teacher Preparation, and Welding. Adult Education programs – Auto Inspection, Commercial Driver Training, Cosmetology, Drone Training, Electrical Technology, HVAC, Intergenerational Advanced Manufacturing/Robotics, Intergenerational Automotive Technology, Intergenerational Collision Repair, Intergenerational Construction Trades, Intergenerational Cosmetology, Intergenerational Culinary Arts, Intergenerational Diesel Mechanics, Intergenerational Machine Tool Technology, Intergenerational Welding, Mobile Equipment Operations, Practical Nursing, Robotic Technology in Manufacturing, and Welding. Inquiries may be directed to: Title IX Coordinator at 445 Schoolhouse Road, Johnstown, PA 15904 or at (814)266-6073 ext. 121 or trummel@gjctc.org.

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, age, race, color, religion,

national origin, or non-job related handicaps or disabilities. Inquiries should be directed to: The Title IX Coordinator at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. (814) 266-6073, ext. 121 or trummel@gjctc.org.

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	1500 Hours	12 Months
Mobile Equipment Operations	800 Hours	6 Months
Electrical Technology	720 Hours	6 Months
Heating and Air Conditioning Technology	720 Hours	6 Months
Welding	720 Hours	6 Months
Cosmetology	1250 Hours	10 Months
Commercial Driver (CDL)	240 Hours	6 Weeks
Robotic Technology in Manufacturing	720 Hours	9 Months
Automotive Repair Technology	720 Hours	9 Months
Collision Repair Technology	720 Hours	9 Months
Construction Technology	720 Hours	9 Months
Culinary Arts	720 Hours	9 Months
Diesel Mechanics	720 Hours	9 Months

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. GJCTC maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, and that if previous education/training is granted, that training time will be shortened and tuition reduced proportionately. For VA beneficiaries, the VA and the VA student will be notified.

ADMISSION POLICY:

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

1. Applicants must request the high school they graduated from send an official transcript indicating a graduation date be sent to the GJCTC Adult Education Office in an official, sealed envelope and a member of the Adult Education Department will review the transcript;
Or a copy of a GED certificate or transcript. 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.
3. At the time of registration, all applicants must pay a \$100 registration fee.

If the school believes that there is an issue with the student's qualifications or if the Department of Education considers student's high school credentials questionable, steps to validate the high school credentials must be completed. A member of the Adult Education Department will use the necessary tools to verify validity of a student's high school credentials such as reviewing the final transcript (which must be sent directly to GJCTC from the school in which it was granted) or the National Center for Education Statistics (NCES). Additionally, a member of the Adult Education Department will confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Credentials that are issued by another country other than the United States must be verified by an approved Education Credential Evaluator. This evaluator must verify that the prospective students' credentials are equivalent to a High School Diploma or GED issued in the United States. This will be the responsibility of the prospective student. Educational Credential Evaluators (ECE) is a possible site that offers this service (ece.org). 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) 266-1300 or check the website at gjctc.org for current fees.

Tuition Policy:

Program tuition varies depending on the type and length of the program. Contact the Adult/Workforce Development Office at 814-266-1300 for current fees.

Tuition payments are divided into payment periods for 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 will be billed over four (4) payment periods. The payment periods will be broken down according to hours:

- 0-450 first billing period
- 451-900 second billing period
- 901-1200 third billing period
- 1201-1500 fourth billing period

Students with confirmed financial 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 next 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.

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.

All student invoices must be paid by the due date on the invoice or withdrawal from the program may occur.

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

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.

Nurse Aide Registration Procedure:

1. Schedule an appointment to register by calling (814) 266-6073 x201.
2. Be prepared to pay the \$100 registration fee at the time of the registration (non-refundable)
3. After registering, individuals are responsible for completing all entrance requirements as specified in the information packet.

Please note the following:

1. In order to complete the registration and hold a seat in the class, students must pay the \$100 registration fee.
2. The registration fee will be applied to the cost of tuition.
3. The \$100 registration fee is non-refundable under any circumstances.
4. Tuition must be paid in full 3 weeks prior to the first day of class.
5. If a student does not complete the NATP entrance requirements prior to the first day of class, the registration fee will not be refunded.
6. If a student chooses to delay participation in the NATP program until a later date, the registration fee will not be refunded. The student will pay the \$100 registration fee again when registering for the next class. Only \$100 will be applied toward the student's tuition.
7. If a student chooses to not attend the NATP program prior to the first day of class, the student will be refunded any tuition money paid minus the \$100 registration fee.
8. If a student withdraws from class after the first class session, the student will not receive any refund for tuition.
9. The student must have uniforms purchased by the beginning of the second week 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

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P co g' qh' r tqi tco * u' "
F cvg' qh' eqo r nvgk' p' "

Vq' kpuw' t' gtegr v' qh' v' j' g' 't' cpuetkr v' d' { 'v' j' g' r' tqr gt' r' gtuq. 'kpenm' g' v' j' g' hqmjy kpi 'kphqto cvkqp' <

P co g' qh' qh' leg. 'f gr ctvo gpv' qt' r' gtuq' k' p' v' g' f' 'v' q' t' gtegr' x' g' 't' cpuetkr v'
P co g' qh' k' p' u' k' w' k' p' ' qt' ' eqo r cp { "
Cf f tguu' k' penm' kpi ' u' t' gg' v' pco g' ' cpf ' pwo dgt. ' ek' { . ' u' cvg. ' cpf ' | k' ' eqf g' "

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

CLOCK HOUR/CREDIT HOUR CONVERSION POLICY:

Cm' cf wñ' Gf wecvkqp' eqwtugu' cpf ' hwmko g' r tqi tco u' cv' I LEVE ' ctg' ðE' m' en' J qwt' ð' dcugf . ' k' q' 0' uwf gpv' "
y j q' uweegu' hwm' { ' eqo r nvg' ' t' c' k' p' i ' ctg' cy ctf gf ' em' en' j' qwtu' cu' r' t' g' u' p' v' g' f' " qp' ' v' j' g' ' uej qqrñ' ' em' en' "
j qwt' letgf k' j' qwt' ' eqpxgtukqp' ' ej ctu. ' i tcf g' tgr qt' u' cpf ' qh' h' leg' ku' v' q' dg' kphqto gf ' ko o gf kvgn' { ' qh' cp { ' ej cpi g' v' q' }
It should be noted that there is no system in place for GJCTC to award "Credit Hours" or "Credits." " Vj g' uej qqrñ' "
r' t' g' u' p' v' k' p' i' qh' ðE' t' g' k' J' qwtu' ð' cpf ' ðE' t' g' k' u' ð' cu' t' g' r' v' g' f' ' v' q' ðE' m' en' J' qwtu' ð' ku' k' p' v' g' f' g' f' qpn' { ' cu' c' i' w' k' f' g' "
qt' ' uwi i' g' u' g' f' ' hqto cv' v' q' ' v' j' q' u' g' u' w' f' gpv' y j q. ' cv' u' qo g' h' w' w' t' g' r' q' l' p' v' ' tgs wguu' em' en' j' qwt' ' v' q' ' etgf k' j' qwt' "
eqpxgtukqp' cu' r' ct' v' qh' v' j' g' k' t' ' cr r' ð' ec' v' k' p' ' v' q' ' cp' q' v' gt' r' quv' u' g' eqpf ct { ' uej qqrñ' ' K' c' nu' q' ' u' j' qwf ' dg' p' q' v' g' f' ' v' j' cv. "
y k' j' ' v' j' g' ' g' zegr v' k' p' ' qh' I LEVE ð' qh' h' leg' ku' v' q' dg' kphqto gf ' ko o gf kvgn' { ' qh' cp { ' ej cpi g' v' q' }
wp' k' x' g' t' u' k' k' u' . ' v' j' g' ' uej qqrñ' b' n' g' u' p' q' ' en' k' o ' v' j' g' ' em' en' j' qwtu' ct' g' t' g' c' f' k' { ' t' cp' u' h' t' c' d' r' g' ' v' q' v' gt' r' quv' u' g' eqpf ct { "
k' p' u' k' w' k' p' u' 0'' ' U' k' p' eg' v' j' g' ' ceegr v' p' eg' qh' ' em' en' j' qwtu' hq' t' etgf k' j' qwt' ' eqpxgtukqp' t' g' u' u' y' k' j' ' v' j' g' ' t' g' e' g' k' p' i' "
k' p' u' k' w' k' p' . " y k' j' ' v' j' g' ' g' zegr v' k' p' ' qh' v' j' g' ' ch' q' t' go gpv' k' p' g' f' " ct' v' e' w' r' v' k' p' " ci t' g' go gpv' . " I LEVE " o' c' n' g' u' p' q' "
cu' u' g' t' v' k' p' ' v' j' cv' cp { ' q' v' j' g' ' k' p' u' k' w' k' p' ' y' k' m' ' ceegr v' k' u' ' em' en' j' qwtu' hq' t' etgf k' v' eqpxgtukqp' 0'

The following clock hour/credit hour conversion formula, as used by GJCTC, is based upon the Pennsylvania State Board for Vocational Education's (PA-SBVE), suggested format for clock hour to credit hour conversion as presented in the "Accreditation Guidelines for the Accreditation System of Institutions for Adult Education," September, 2011:

- 10 Theory Hours = 1 Credit Hour**
- 20 Lab Hours = 1 Credit Hour**
- 30 Internship/Externship Hours = 1 Credit Hour**

RELEASE OF INFORMATION:

Vj g'Hco kn 'Gf wecvkqpcnTki j w'cpf 'Rtkxce{ 'Cev'qh'3; 96'ku'c'hgf gtcn'icy 'vj cv'uxv'vj g'twgu'tgi ctf kpi " vj g'kpuvkwkqpcn'tgs wktgo gpw'ht'bo c'pvc'k'p'ij g'eqphk'gpv'k'v'q'q'hw'w'f'gpv'gf wecvkq'p'0'"

P q'qpg'qwukf g'vj g'kpuvkwkq'uj cml'j cxg'ceegu'vq. "pqt'y km'vj g'kpuvkwkq'f'kuenq'cp{ 'kphqto cvkq'p' hqo . "uwf gpv'u'gf wecvkqpcn'tgeqtf u'y kj qw'vj g'y tkwgp"eqpugp'q'hw'vj g'uwf gp'v'Gzegr vkpu'qpn{ "cu" r gto kwgf "wpf gt'vj g'Cev'y km'cr r n'0'

Uwf gpv'kpcpek'n'kphqto cvkq'p' qd'v'k'p'gf "htqo "kpcpek'n'ckf "f qewo gpw'y km'tgo c'k'p'eqphk'gpv'k'v'k'p' eqo r r'k'peg"y kj "Hgf gtcn'i w'k'g'k'p'gu."eqphk'gpv'k'v'k'p'kphqto cvkq'p'y km'pqv'dg" f'kuenq'gf "gk'j'gt"v'q"vj g' uwf gpv'qt'vj g'r'ctgpv'y kj qw'r gto k'uk'q'p'0'

Uwf gpw' tgs w'gu'k'pi " tgeqo o g'p'f'cvk'q'pu" hqt" go r m'q'f' o gpv' htqo " I tgc'v'gt" Lqj puqy p" Ectggt" cpf " Vgej pqrqi { 'Egpvgt'k'p'ut w'v'qtu'bo wuv'j cxg'c'uki pgf "Release of Information'htqo 'k'p'vj g'k' h'k'g'0'

Vj ku'htqo "ecp'dg'q'd'v'k'p'gf 'k'p'vj g'C'f w'v'G'f wecvkq'p'Q'h'h'eg'0'

REPLACEMENT DIPLOMA POLICY:

C'f'f'k'k'q'pcn'eqr k'gu'q'h'r quv'geq'p'f'ct { 'f'k'r'q'o cu'ecp'dg'r w'ej'cugf "cp{ 'k'o g'c'h'v'gt'f' t'cf'w'cv'k'q'p'0'k'p'f'k'k'f'w'c'u' o w'v'eqo r ngv'vj g'Request for Replacement Diploma'htqo "cx'k'c'k'c'd'g'k'p'vj g'C'f w'v'G'f wecvkq'p'Q'h'h'eg'p' cpf 't'g'w'p'k'y'kj 'vj g'h'g'q'h'&3202'r'gt'f'k'r'q'o c'0'P'q'f'k'r'q'o cu'y km'd'g't'g'k'u'w'gf "w'p'k'v'c'h'v'gt'vj g'htqo 'ku' eqo r ngv'f "cpf 'uki pgf ."cpf 'vj g'h'g'ku'eqm'ge'v'f'0'

Vj g'r' t'q'eg'u'k'pi "k'o g'ht' t'g'r'w'ego gpv'f'k'r'q'o cu'ku'q'p'g'v'q'y'q'y'g'gm'0'F'k'r'q'o cu'y km'd'g'k'p'vj g'ew'tt'gp'v' u'v'ig'cpf 'h'p'v'cpf 'd'g'ct'vj g'uki'p'c'w'w'g'u'q'h'vj g'ew'tt'gp'v'f' o k'p'k'v'c'v'qtu'0'

Vj ku'r'q'r'k' { 'ku'g'h'h'g'v'k'g'ht'c'm'i' t'cf'w'cv'g'u'q'h'c'p' { 't' quv'geq'p'f'ct { 'q't'c'f'w'v'g'f' wecvkq'p'r' t'q'i' t'c'o 'c'v'vj g'I' tgc'v'gt" Lqj puqy p'Ectggt'cpf "Vgej pqrqi { 'Egpvgt'0'

SAFETY AND SECURITY:

Vj g"eco r wu" qh" I tgc'v'gt" Lqj puqy p" Ectggt" cpf " Vgej pqrqi { "Egpvgt."y j'k'ej "k'p'ew'f'g'u"vj g" I LEVE" d'w'k'f'k'pi . "u'w'tt'q'w'p'f'k'pi 'r'c't'm'k'pi "m'q'u."cpf "i' t'q'w'p'f' u'ku'c"o'f' t'w'i "H'f'g'g'\ q'p'g'o'0'Q'w'uej'q'q'n'w'k'x'g'u'v'q'r' t'q'x'k'f'g" c'uch'g'g'p'x'k'q'p'o gpv'ht'c'm'uw'f'gpw."go r m'q'f'g'g'u."cpf "x'k'k'q'q'tu'0'C'm'x'k'k'q'q'tu'ct'g't'g's'w'k'f'gf "v'q't'g'i'k'v'gt"at the" Welcome Desk f'w'k'pi "hours of operation.

C'p"gr'd'q't'c'v'g'h'k'g'c'm't'o "u'f'w'g'o "ku'o c'k'p'v'c'k'p'gf'0'H'k'g'f' t'k'm'i'cpf "d'w'k'f'k'pi "g'x'c'ew'c'v'k'q'p'f' t'k'm'i'ct'g't'q'w'k'p'g'n{ " eq'p'f'w'ev'g'f'0'G'o'g't'i'g'p'e{ 'cpf "g'x'c'ew'c'v'k'q'p'r' t'q'eg'f'w'g'u'ct'g'r'q'u'v'g'f'k'p'c'm'i'c'u'ut'q'q'o u'cpf "" u'j'q'r "ct'g'c'u'0'C" h'm'n'k'o'g" o c'k'p'v'g'p'c'p'eg"ew'u'q'f'k'c'n'w'c'h'h"o q'p'k'q'q'tu'uej'q'q'n'r' t'g'o'k'g'u."y j'k'g"uw'f'gpw'ct'g" c'w'g'p'f'k'pi'0'"

Eco r wu'ugew'k'v{ 't'g'r'q't'u'ct'g'r'q'u'v'g'f'k'p'vj g"C'f w'v'G'f wecvkq'p'Q'h'h'eg'cpf "eq'r'k'gu'ct'g'c'nu'q'cx'k'c'k'c'd'g'htq" t'g'x'k'g'y 'ht'k'p'v'g't'g'u'g'f'k'p'f'k'k'f'w'c'u'0'"

Uwf gpw'cpf "go r m'q'f'g'g'u'ct'g'g'p'eq'w't'c'i'g'f "v'q't'g'r'q't'v'et'k'o'k'p'c'n'c'ev'k'q'p'u'q't'c'p{ "q'v'j'gt'go'g't'i'g'p'el'g'u'f'k'g'ew'f{ "v'q'vj g'w'c'h'h'k'p'vj g'c'f'w'v'g'f' wecvkq'p'q'h'h'eg'htq'k'o' o'g'f'k'c'v'g'c'ev'k'q'p'0'Vj g'w'c'h'h'y'k'm'ij'g'p'p'q'v'h{ 'vj g'c'r'r' t'q'r' t'k'c'v'g" c'w'j'q't'k'k'g'u'vj c'v'w'i'g'p'v'c'ev'k'q'p'ku't'g's'w'k'f'0'

Hqto u'hqt'tgr qt'vpi "etko kpcn'cevkqpu"ctg'cnuq'cxckrcdng'hqt"lpekf gpvu'pqv'tgs vkt'kpi "ko o gf kcyg'cevkqp0' Vj gug'hqto u'y kn'dg'tgxkgy gf "d{'eco r wu'ugewkx'cpf 'y g'cr r tqr tlcvg'uej qqn'cf o kpkw'cevkqp0Chgt 'y ku' tgxkgy ."y g'r tqr gt"o gcuwtgu'y kn'dg'cngp'y j lej "o c{"qt"o c{"pqv'kpenw'g'pqv'h{kpi "y g'mqecn'rcy " gphqtego gpv0'Vj g'r gtuqp'hk'kpi 'y ku'tgr qt'v'y kn'dg'pqv'hk'gf "cu'v'y g'cevkqp'cngp0'"

PARKING:

Cf gs wcvg'r ctnkpi "ku'cxckrcdng'ctqwpf "y g'uej qqn'cpf "ku'r tqxkf gf "qp"o hktuv'eqo g'dcuku0J cpf kccr r gf " r ctnkpi "ku'r tqxkf gf "qp"o hko kgf "dcuku0" F guki pcvgf 'r ctnkpi "ctgeu'hqt'cf wu'uwwf gpvu'y kn'dg'cf f tguugf " cv'uwwf gpv'qt'kpcv'kqp0' Cmi'uwwf gpvu'o wu'r ctnk'p"o c'r ctnkpi "mq'0' Cp {"xgj kerg'r ctnmf "kp'y g"i tcuu."cnp'pi "y g'tqcf ."qt"kp"qy gt" ctgeu'pqv'f guki pcvgf 'hqt'r ctnkpi 'y kn'dg'vqy gf "cv'y g'xkqrcv'qt'au'g'zr gpug0'"

FOOD SERVICE:

Cf wu'uwwf gpvu'cwpgf kpi "gxgpkpi "emcuugu'o c {"wug'y g'xgpf kpi "o cej kpgu'hqecvgf 'kp'y g'echvgtk'f wtkpi " uej gf wgf "dtgemu0" P q'hqf "qt" f tkp'muj qwf "dg'tgo qxgf "h'qo "y g'echvgtk'cv'cp {"vko g0" Gcvkpi "cpf " f tkp'kpi "ku'r tqj kdkgf "kp'emcuutqo u.'eqo r wgt'rcdu'cpf "uj qr "ctgeu0'

DRESS CODE:

Uwwf gpvu'ctg'g'zr gev'gf "vq" f tguu'cr r tqr tlcvgn' "hqt"y g'gf wecvkqpcn'gp'xk'qpo gpv0'Uqo g'r tqi tco u'o c {" j cxg'ur gekke'f tguu'tgs vkt'go gpvu.'uwej "cu'erkp'ecn'w'pk'qto u'hqt'pwtukpi "uwwf gpvu."qt"uchgv' "" cr r ctgn'hqt'uj qr "ukw'cvkqpu0" Hc'kw'g'vq' f tguu'kp'y g'r tqr gt "uchgv' "cwk'g."qt"t'gs vkt'gf "cr r ctgn'y kn'tguwn' kp"o uwwf gpv'pqv'dgkpi "r gto kwgf "vq"r ct'v'ekr cv'g'kp'uj qr "cpf "erkp'ecn'cevk'xk'k'gu0'

STUDENT CODE OF CONDUCT:

Vj g'cf o kpkw'cevkqp"cpf "hcewn' {"qh'y g'I tgcvt"Laj puqy p"Ectgg't"cpf "Vgej pqm' {"g'zr gev'cm'uwwf gpvu" gptqmgf "kp"cf wu'cpf "r quugeqpf ct {"gf wecvkqp"r tqi tco u'cpf "eqwtugu"vq"eqpf wev'y go ugr'gu"kp"o c" o cppgt"cr r tqr tlcvg"vq"o c"o cwt'g'rgctpkpi "gp'xk'qpo gpv0" Cp {"uwwf gpv'gpi ci kpi "kp"o kueqpf wev'o c {"dg" uwdlgev'vq'f k'ekr r'k'pct {"cevkqpu0" Vj gug'cevkqpu'kpenw'g."dw'ctg'pqv'hko kgf "vq."r tqdcv'kqp."f luo ku'cn'ht'qo " emcu'qt"uej qqn'cpf "tgr qt'u"vq'y g'cr r tqr tlcvg'rcy "gphqtego gpv'ci gpe {"y j lej "o c {"rgcf "vq"etko kpcn' cpf lq't'ek'k'le'qwt'0"

Vj g'v' r gu'qh'dgi cxkqt'rgcf kpi "vq"o dtgcej "qh'y g'Uwwf gpv'E'qf g'qh'E'qpf wev'kpenw'g."dw'ctg'pqv'hko kgf " vq."y g'hqmy kpi <

- 30 Xkqrcv'kqp'qh'r wdr'kuj gf 'uej qqn'r qn'ekgu."tw'gu."qt't'gi wrcv'kqpu0
- 40 F kut'w'v'kqp"qt"qduw'w'v'kqp'qh'y g'v'gcej kpi "r tqegu0" P q'uwwf gpv'o c {"f kut'w'v'y g'v'gcej kpi . rgctpkpi ."cpf "gf wecvkqp"r tqegu'hqt' hcewn' {"cpf "uwwf gpvu."kp"cp {"o cppgt0
- 50 Xkqrcv'kqp'qh'hgf gtcn'ucv'g."cpf lq't'mqecn'rcy u'qp'uej qqn'r tgo kugu0
- 60 W'ug."r quugu'k'qp"qt"eqpegcm gpv'qh'cp {"wpcw'j qtk'gf "hkt'gcto u."g'zr mq'k'x'gu."qy gt'y gcr qpu. qt" f cpi g'q'wu'ej go k'cnu0
- 70 Xkqrcv'kqp'qh'cecf go k'e'j qpguv' {"kpenw' kpi ."dw'pqv'hko kgf "vq."ej gcv'kpi ."hcn'kh' {"kpi "f cvc. o kut'gr t'gug'v'kpi "uej qqn'y qtm'qt"cecf go k'e't'geq'f u."gr'ge'v'q'ple" *eqo r wgt'+f kuj qpguv' {"cpf

hcekkcvkpi "cecf go ke" f kuj qpguv{0'
 80 I co drkpi "kp"cp{ "hqt"o "qp"uej qqn'r tgo kugu0
 90 Wug. "r quuguukqp. "qt" f kurtkwkqp "qh"pcteqvku"qt"qvj gt "eqpvtqmgf "uwducpegu"pqv'r gto kwgf "d{
 rxy ."qp"uej qqn'r tgo kugu0
 : 0 Wug. "r quuguukqp. "qt" f kurtkwkqp "qh"creqj qrke"dgxgtci gu0
 ; 0 Rqtpqi tcr j ke"o cvgtken "qp"eco r wu"kp"cp{ "hqt"o "ku"r tqj kdkxgf 0
 320Eqpf wev'y j lej "ku" f kuqtf gtn{ . "ngy f . "qt" kpf gegpv="dtgcej "qh"r gceg. "ckf kpi "qt"cdgwkpi 0
 Wukpi "kpcr r tqr tkcvg"rcpi wci g"qt"o cpgtkuo u"qt"i guwtgu="eqo o gpw. "qt"dqf { "rcpi wci g"y j lej
 ku"dgrkwkpi "qt"vj tgcvgpkpi 0
 330Rj { ulecn'cpf lqt"xgtdcn'cdwug. "vj tgcwu. "kpvko kf cvkqp. "uvcmkpi . "j ctcuuo gpv"eqgtekqp"cpf lqt
 cp{ "qvj gt"eqpf wev'y j lej "vj tgcvgpu"qt"gpf cpi gtu"vj g"uchgv{ "qh"cpqvj gt"r gtuqp0

HEALTH POLICIES:

J gcmj "o ckpvpcpeg. "f gpvni'cpf "g{ g"ectg"ctg"vj g"tgur qpukdkk{ "qh"vj g"uwf gpv0"P gkxj gt "vj g"Uej qqn'pqt"
 cp{ "chkkcvkpi "ci gpe{ "ku"tgur qpukdng"ht"cp{ "j gcmj "ectg"equu"kpewt"gf "d{ "vj g"uwf gpv0"Vj g"U tgcvgt"
 Lqj puqy p"Ectggt"cpf "Vgej pqmji { "Egpvgt" f qgu"pqv'r tqxkf g"o gf lecn'lectg"qt"o gf lecn'kpwtcpeg"ht"vj g"
 uwf gpv0" Uwf gpw" ctg" tgur qpukdng"ht" cm'j gcmj "ectg"equu" vj tqwi j "kpwtcpeg" eqxgtci g" qt" ecuj "
 r c{ o gpv0"K'ku"j ki j n{ "tgeqo o gpf gf "vj cv'uwf gpw"ectt { "r gtuqpcn'j gcmj "kpwtcpeg0

Ki'vj g"uwf gpv'dgeqo gu'km'qt "kplwtgf "y j krg"kp"ercuu. "vj g"kpwtwevqt "ku"vq"dg"pqvkhgf "ko o gf kcvgn{0"J gcmj "
 ectg"ugt'xlegu"cpf "tghgttcu"ht"ko o gf kcvg"j gcmj "ectg"pggf u"ctg"vj g"hkpcpekn'tgur qpukdkk{ "qh"vj g"
 uwf gpv0

C"r j { ulekcpx"u"tgrgcug"ku"pgeguuct { "vq"tgwtp"vq"Uej qqn'hqmjy kpi "cdugpegu"qh"vj tgg"fc{ u"qt"mipi gt."
 j qur kcnk' cvkqpu. "kplwtkgu"qt"ceekf gpv0"C'r j { ulekcpx"u"lucvgo gpv0 c { "dg'tgs wguvgf "ht"tgr gcvgf "cdugpegu"
 qt"cdugpegu"qh'rguu"vj cp"vj tgg"fc{ u"cv'vj g" f kuetgvkqp"qh"vj g"kpwtwevqt0""

CELL PHONE USE:

Rationale:

Vj g"hcwmx{ "cpf "uchh"qh"vj g"U tgcvgt"Lqj puqy p"Ectggt"cpf "Vgej pqmji { "Egpvgt"*I IEVE+"xkgy "vj g"
 uwf gpv0'r gtuqpcn'wug"qh'egm'r j qpgu" f wt kpi "ercuu"cu'i gpgtcm{ "f kutw vxg"cpf "f kutgur gev'wv'vq"vj g"ercuu"
 cpf "kpwtwevqt0"" Wukpi "egm"r j qpgu" f wt kpi "ercuu"o c { "cmq"r qug" c" vj tgcvg"vq"vj g"uwf gpv0"uchgv{0"
 Vj gtghqtg. "vj g'hqmjy kpi "r qrke{ "j cu'dggp"cf qr vgf "d{ "vj g"Cf wv'Gf wecvkqp"cpf "Rquvgeqpf ct { "Gf wecvkqp"
 f kxkukqpu"qh"IEVE"tgrcvxg"vq"egm'r j qpg"vug" f wt kpi "ercuu0

Policy:

Uwf gpv'r gtuqpcn'wug"qh'egm'r j qpgu" f wt kpi "ercuu"ku"v'wv'vq" r tqj kdkxgf 0"Egm'r j qpgu"o wv'dg"r rcegf "kp"
 vj g"oq'ho"ugwkpi "y j krg"ercuu"ku"kp"uguukqp0""Vj g"kpwtwevqt"j cu"vj g"cvwj qtkv{ "vq" f kgev'uwf gpv'egm'r j qpg"
 wug"y j krg"ercuu"ku"kp"uguukqp0"C" hco kn{ "go gti gpe { "kuwv"ku"vj g"qpg"gzegr vkqp"vq"vj g"r qrke { 0""Kp"vj g"
 gxgpv'qh" c" hco kn{ "go gti gpe { "kuwv"*qt"r quukdng"kuwv+ "vj g"uwf gpv'o wv'qdvkpr"r gto kuukqp"htqo "vj g"

kputwevt "vq" r nceg"qt" tgegkxg"egm'r j qpg"ecm0""Cm'uwf gpw'uj qwf "f kaeqwtci g" hco kn' "o go dgtu"cpf " hkgpf u'htqo "ecm'kpi "vj go "y j krg"vj g{ "ctg"kp"ercuu0Cm'egm'r j qpgu"o wu'dg"wtpgf "kp"vq"vj g" kputwevt " f wtkpi "gzco kpcv'kpu0'

Uwf gpw'y j q"xlqrcv"vj g"egm'r j qpg"r qrke { "d { "hrci tcpv'wug"qh"vj gk"r j qpg" f wtkpi "ercuu"ctg"xlqrcv'kpi "vj g" r tqhguakpcn'cpf " gj kecn'ucpf ctf u"ugv'd { "vj g"uej qqn0"Vj ku"xlqrcv'kpi"o c { "tguwn"kp" c"ny g'kpi "qh"vj g" uwf gpw'i tcf g0'

SOCIAL MEDIA:

Uqekn'o gf kc"ku" c" r qy gthwi'eqo o wplecv'kqp"vqni'vj cv'o c { "j cxg" c"uki p'k'kecpv"ko r cev"qp"r gtuqpcn" r tqhguakpcn'cpf "qti cpk' cvkpcn'tgr wcv'kpu0"Vj g'g'ctg'pwo gtqwu"o gf kecn't guqwtegu"cxckrdrg"dw'ctg" pqv'no k'gf "vq"Vy kwgt. "Hcegdqgm"O { Ur ceg. "I qw'wdg"cpf "Nk'p'ngf k'p0"Uwf gpw'ctg'rkcdrg"ht"cp { vj kpi " vj cv'ku'r quvgf "qp"e' uqekn'p'gy qtnkpi "ukg0"Uqekn'o gf kc"ku" c" f k'nc'ni . 'pqv'c' b' apqmi w'g0Mp'qy "cpf "h'q'ny " h'ct "wug"r'cy u. "eqr { tki j w"r'cy u. "eqf g"qh"vj g'ku. "J RRRC"tgi w'cv'kpu. "cpf "i q'qf "eqpf wev'i w'kf g'k'p'gu"qh" dgkpi "c" r tqhguakpcn'cpf "tgr t'gugp'v'kxg"qh"vj g"Rt'ce'v'kecn'P w'k'p'i "Rt'qi t'co "cpf "I t'g'c'v'g't"l'qj p'u'q'y p" Ect'g'g't"cpf "V'g'ej p'q'm'i { "E'g'p'v'g't0"R'q'u'k'p'i "q'h'r' k'ew't'g'u'uj q'w'f "d'g'h'rc'w'g't'k'p'i "cpf "y j cv' { q'w'y q'w'f "r n'ceg"kp" vj g'p'gy ur cr g't0" f q'p'q'v'r t'q'x'k'f g'c'p' { "e'q'p'h'k'f g'p'v'k'c'n'q't"r t'q'r t'k'g'v'c't { "k'p'h'q'to c'v'k'p'0"D'g't'g'ur g'e'v'h'w'i'q'h' { q'w' "" c'w'f k'p'eg0" [q'w'c't'g'p'q'v'r g'to k'w'g'f "vq" r q'u'v'o c'v'g't'k'c'n'v'j c'v'k'u'q'd'ue'g'p'g. "vj t'g'c'v'g'p'k'p'i . "j c't'c'u'k'p'i . "c'd'w'k'x'g. " urc'p'f g't'q'w'u. "j c'v'g'h'w' "go d'et't'c'u'k'p'i "q't" w'p'r'c'y h'w'i0" [q'w'c't'g'p'q'v'r g'to k'w'g'f "vq" w'k'k'k' g'v'j g'I t'g'c'v'g't"l'qj p'u'q'y p" Ect'g'g't"cpf "V'g'ej p'q'm'i { "E'g'p'v'g't"r'q'i q0'

Rtk'x'ce { "f q'g'u'p'q'v'g'z'k'u'v'k'p' u'q'ek'n'o gf kc0"Vj g"H'ce'g'd'q'q'm'i Rtk'x'ce { "R'q'r'ke { "u'c'v'g'u"
 o' [q'w'r' q'u'v'w'g't' E'q'p'v'g'p'v'q'p"vj g"U'k'g'c'v' { q'w' "q'y p't'k'u'n0" C'n'j q'w'i j "y g'c'm'q'y " { q'w'v'q' u'g'v'r t'k'x'ce { "q'r v'k'p'u" vj cv' r'ko k'v' ce'g'u'u" vq" { q'w' "r ci gu" r r'g'c'ug" dg" cy ctg" vj cv' p'q" u'g'ew't'k'v' { "o g'c'u'w't'g'u" ctg" r g't'h'g'e'v' q't" ko r g'p'g'v'c'd'rg0"Y g'ec'p'p'q'v'e'q'p'v'q'n'v'j g'c'e'v'k'p'u'q'h'q'y g't" W'ug't'u'y k'j "y j q'o " { q'w'o c { "e'j q'q'ug"v'q' u'j ctg" { q'w' "r ci gu" c'p'f "k'p'h'q'to c'v'k'p'0"Vj g't'g'h'q't'g. "y g'ec'p'p'q'v'c'p'f "f q'p'q'v'i w'c't'c'p'v'g'g"vj c'v'w'g't' E'q'p'v'g'p'v' { q'w' r q'u'v'q'p"vj g"U'k'g'y k'n'p'q'v'd'g'x'k'g'y g'f "d { "w'p'c'w'j q't'k' g'f "r g't'u'q'p'u0"

D'g'u'v'Rt'ce'v'ke'g'u" <

- Vj k'p'm'v'y k'eg'd'g'h'q't'g'r q'u'k'p'i 0
- D'g't'g'ur g'e'v'h'w'i'q'h' { q'w' "c'w'f k'p'eg"q't" r q'v'g'p'v'k'c'n'c'w'f k'p'eg0
- Rj q'v'q'i t'c'r j u'uj q'w'f "t'g'r t'g'ug'p'v'j q'y " { q'w'y c'p'v'v'j g'r w'd'r'ke "c'v'r'c't'i g"q't" h'w'w't'g"go r m'j { g't"v'q" x'k'g'y { q'w'c'u" c" r g't'u'q'p'0
- T'g'ur g'e'v'c'm'ir'y u0
- F q'p'q'v'w'ug' r'q'i q'u'q't" k'o c'i g'u'y k'j q'w'r g'to k'u'k'p'0
- R't'q'v'g'e'v'e'q'p'h'k'f g'p'v'k'c'n'c'p'f "r t'q'r t'k'g'v'c't { "k'p'h'q'to c'v'k'p'0
- H'q'm'q'y "eqf g"qh"eqpf wev'i w'kf g'k'p'gu0
- Vt { "vq" c'f f "x'c'n'w'g"v'q"q'v'j g'tu0
- K'g'p'v'k'h' { "q'w' "x'k'g'y u'c'u" { q'w' "q'y p0
- R't'q'v'g'e'v'v'j g'k'p'u'k'w'k'p'c'n'x'q'le'g0
- F q'p'q'v'j c'x'g'v'j g'k'm'w'k'p'v'j c'v'c'p' { vj kpi " { q'w'f q'q't" u'c { "k'u'r t'k'x'c'v'g0

C"uk'w'c'v'k'p'v'j c'v'eqo gu"vq"vj g"cw'g'p'v'k'p'v'q'h"vj g"uej qqn'y k'n'dg"tgr q't'v'g'f "vq"vj g"Assistant Director. "C" f k'uekr n'p'c't { "f g'e'k'k'q'p"y k'n'dg"o c'f g'd { "vj g'c'f o k'p'k'v'c'v'k'x'g"v'g'co "qh"vj g"I t'g'c'v'g't"l'qj p'u'q'y p"Ect'g'g't" (" V'g'ej p'q'm'i { "E'g'p'v'g't0"

PERSONAL COUNSELING SERVICES:

Vj g'hcewm' c'p'f 'u'ch'h'c'v'I t'ge'v'g't 'L'q'j p'u'q'y p'E'c't'g'g't 'c'p'f 'V'g'e'j p'q'm'i { 'E'g'p'v'g't 't'g'c'r'k' g'v'j c'v'u'w'f g'p'u'h'c'e'g' r't'q'd'r'g'o u'q'w'u'k'f g'v'j g'e'c'u'ut'q'q'o "v'j c'v'o c' { 'c'h'h'g'e'v'v'j g'k't'r' g't'h'q't'o c'p'e'g'o' "U'w'f g'p'u'g'z'r g't'k'g'p'e'k'p'i "c'p' { 'u'w'e'j " u'k'w'c'v'k'q'p' 'u'j q'w'f 'h'g'g'r'i'l't'g'g'v'q' 'e'q'p'w'e'v'c'p' { 'u'c'h'h'o g'o d'g't'v'q' 'c'u'u'k'u'v'j g'o O'V'j g'u'w'f g'p'v'y k'n'v'j g'p'd'g't'g'h'g't't'g'f " v'q'v'j g'c'r'r't'q'r't'k'c'v'g' 'e'q'w'p'u'g'r'k'p'i 'u'g't'x'l'e'g'o'

SCHOOL DELAY/CANCELLATIONS PROCEDURE:

Q'p'n'f 'k'p'v'j g'g'x'g'p'v'q'h'g'o g't'i g'p'e'k'g'u'q't' 'g'z'v't'g'o g'y g'c'v'j g't'y k'n'f'c'f w'u'G'f w'e'c'v'k'q'p' 'c'p'f 'R'q'u'u'g'e'q'p'f c't' { " G'f w'e'c'v'k'q'p' 'e'c'u'g'u'd'g' 'e'c'p'e'g'r'g'f O'F g'u'r k'g'v'j g'y g'c'v'j g't. 'u'w'f g'p'u'v'j q'w'f 'r' 'c'p'v'q' 'c'w'g'p'f 'e'c'u'g'u'o'

K'i'e'c'u'g'u'c't'g' 'e'c'p'e'g'r'g'f 'h'q't' 'c'f w'u'w'f g'p'u. 'g'c'e'j 'r' t'q'i t'c'o 'k'p'u't'w'e'v'q't'y k'n'f'c'c'm'j' k'u'q't' 'j' g't' 'u'w'f g'p'u'v'q' " p'q'v'h' { 'v'j g'o 'q'h'v'j g'c'c'e'l'l'a't'i'o'n' *f' q'g'u'p'q'v'c'r' n'f 'v'q' 'u'w'f g'p'u'k'p' 'k'p'v'g't'i g'p'g't'c'v'k'q'p'c'n'f' 'e'c'u'g'u'o' " W'h'k'o c'v'g'n'f . " g'c'e'j 'u'w'f g'p'v'y q'w'f 'w'u'g'j' k'u'l'j g't' 'd'g'u'v'w'f 'i' o' g'p'v'y j' g'p' 'o' c'n'k'p'i 'v'j g'f' g'e'k'u'k'q'p'v'q' 'c'w'g'p'f 'q't' 'o' k'u'u' 'e'c'u'f' w'g' " v'q' 'k'p'e'r'g'o g'p'v'y g'c'v'j g't'o' " K'i'v'j g' 'u'w'f g'p'v'k'u' 'w'p'c'd'r'g'v'q' 'u'c'h'g'n'f 't'g'r' q't'v'v'q' 'u'e'j' q'q'n' 'c'd'u'g'p'v'k'o g'o c' { 'd'g'v'w'g'f' O'

U'w'f g'p'u'y j' q' 'c'w'g'p'f 'I'n't'e'r'g'e'n'e'r'a't'i'o'n'a'l' C'l'a's's'e's' 'f' w't'k'p'i 'v'j g' 'd'a'y' 'y' k'n'f'g'e'g'k'x'g' 'c'p' 'c'w'q'o c'v'g'f 'r' j' q'p'g' 'e'c'm'f' x'k'c'v'j g' 'P'a'r'e'n't' 'S'q'u'a'r'e' 'u' { 'u'g'o 'c'r'g't'v'k'p'i 'v'j g'o 'q'h'c' 'e'c'p'e'g'r'c'v'k'q'p' 'q't' 'f' g'r'c' { O'F' g'r'c' { u'c'p'f 'e'c'p'e'g'r'c'v'k'q'p'u'y k'n'f' p'q'v'd'g'c'k't'g'f 'q'p' 'v'g'r'g'x'l'k'q'p' 'q't' 'v'j g't'c'f' k'q'o' " K'i' 'e'c'u'g'u' 'h'q't' 'v'j g'j' k'j ' 'u'e'j' q'q'n'c't'g' 'e'c'p'e'g'r'g'f . 'v'j g' { 'u'j' q'w'f 'n'o't' t'g'r' q't'v'o' " K'i' 'e'c'u'g'u'c't'g'f' g'r'c' { g'f 'h'q't' 'v'y' q'j' q'w't'u. 'u'w'f g'p'u'v'j q'w'f 't'g'r' q't'v'v'q' 'q'j' q'w't'u' 'r'c'v'g't' O'

CHILD CARE SERVICES:

N'g'e't'p'k'p'i "N'c'o' r' "R't'g' 'U'e'j' q'q'n' 'c'p'f "F'c' { 'e'c't'g' 'r' t'q'x'k'f' g'u'f'c' { " 'e'c't'g' 'u'g't'x'l'e'g'u' 'h'q't' "c' "h'g'g'v'q' "v'j g' 'e'j' k'f' t'g'p' "q'h' 'u'w'f g'p'u'c'p'f "v'q'v'j g'r' 'w'd'r'k'e' O'J' q'w't'u' 'q'h' 'q'r' g't'c'v'k'q'p' 'c't'g' "9-22" c'w' O'v'q' "7-37" 'r'w' O'O' q'p'f'c' { "v'j t'q'w'i' j' "H'k'f'c' { O' U'w'f g'p'u'v'j q'w'f 'e'c'm'*. 36-488/53; 2'h'q't'o' q't'g' 'k'p'h'q't'o' c'v'k'q'p'o'

ATTENDANCE AND TARDINESS:

Attendance

C'm' 'u'w'f g'p'u'c't'g' 't'g's' w'k'g'f 'v'q' 'o' c'k'p'v'k'p' 'o'U'c'v'k'u'c'e'v'q't' { "C'w'g'p'f' c'p'e'g'o'v'j t'q'w'i' j' q'w'v'j g'k't' "g'p't'q'm'o' g'p'v'k'p'v'j g'k't' " r't'q'i' t'c'o' "c'p'f' 'c't'g' 'g'z'r' g'e'v'g'f 'v'q' 'd'g' 'r' t'g'u'g'p'v' 'h'q't' "c'm' 'u'e'j' g'f' w'g'f' 'e'c'u'g'u'o' "P'q'r' q'r'k'e' { "q't' 'u' { 'u'g'o' 'q'h' 'o'g'z'e'w'g'f' " c'd'u'g'p'e'g'o' "k'u' 't'g'e'q'i' p'k' 'g'f' "d' { "v'j g' 'u'e'j' q'q'r'o' "U'w'f g'p'u' 't'g'e'g'k'x'k'p'i "V'k'r'g' "K'X' "h'w'p'f' u' 'o' w'u'v' 'o' c'k'p'v'k'p' "c"; 2' . "q't' 'd'g'w'g't' . "c'w'g'p'f' c'p'e'g' "t'g'e'q't'f' "v'j t'q'w'i' j' q'w'v'j g'k't' "r't'q'i' t'c'o' "k'p' "q't'f' g't' "v'q' 'd'g' "e'q'p'u'k'f' g't'g'f' "c'u' 'o' c'k'p'v'k'p'k'p'i " u'c'v'k'u'c'e'v'q't' { "c'w'g'p'f' c'p'e'g'o' "C'm' 'u'w'f g'p'u' 'o' w'u'v' 'c'w'g'p'f' ": 7' . "q't' 'o' q't'g' . "q'h'v'j g'k't' 'u'e'j' g'f' w'g'f' "e'c'u' 'u'g'u'k'q'p'u' 'k'p' " q't'f' g't' 'v'q' 'i' t'c'f' w'c'v'g' 'c'p'f' 't'g'e'g'k'x'g' 'c' 'f' k'r' m'o' c'o' "U'w'f g'p'u' 'p'q'v'c'e'j' k'g'x'k'p'i' ": 7' "q't' 'd'g'w'g't' 'c'w'g'p'f' c'p'e'g' 'd' { 'v'j g' 'g'p'f' " q'h'v'j g'k't' 'h'k'u'v'c'p'f' 'l'q't' 'u'g'e'q'p'f' 'u'g'o' g'u'v'g't' 'y' k'n'f'd'g' 'k'p'x'q'n'w'p'v'c't'k'n'f' 'y' k'j' f' t'c'y' p' 'h'q't'o' 'v'j g'k't' 'r' t'q'i' t'c'o' O'

C'p' { 'u'w'f g'p'v'c'd'u'g'p'v' 'h'q't'o' 'e'c'u' 'o' w'u'v' 'd'g' 'r' t'g'r' c't'g'f' 'v'q' 'o' c'n'g' 'w'r' 'v'j g'o' k'u'g'f' 'k'o' g'c'p'f' 'e'q'o' r' n'g'v'g' 'c'p' { 'e'q'w't'u'g' " y' q't'n'f'o' k'u'g'f' 'y' j' k'g' 'c'd'u'g'p'v' "V'j g'r' t'q'i' t'c'o' 'k'p'u't'w'e'v'q't' 'y' k'n'f'j' c'x'g' 'e'q'o' r' n'g'v'g' 'e'q'p'v'q'r'k'p' 'f' g'v'g't'o' k'p'k'p'i' 'h'k' 'c'p'f' " j' q'y' 'o' k'u'g'f' 'k'o' g'c'p'f' 'y' q't'n'f'y' k'n'f'd'g' 'o' c'f' g'w'r' O' " " "

K'i'c' 'u'w'f g'p'v'k'u' 'c'd'u'g'p'v' 'h'q't' 'v'j t'g'g' 'e'q'p'u'g'e'w'k'x'g' 'k'p'u't'w'e'v'q't' 'c' { 'u' . 'j' g'l'u'j' g'o' w'u'v' 'r' t'q'x'k'f' g'y' t'k'w'g'p' 'p'q'v'h'k'c'v'k'q'p' " v'q'v'j g' 'A's's'i's't'a'n't' D'i'r'e'c't'o'r' . 'k'p'f' k'e'c'v'k'p'i' 'v'j g't'g'c'u'q'p' 'h'q't' 'v'j g' 'c'd'u'g'p'e'g'o' " K'i'v'j g' 'u'w'f g'p'v'k'u' 'c'd'u'g'p'v' 'f'o'r' f'i'v'e' o'r' "

o qtg'f c { u. 'y kj qw'pqvkh { kpi 'y g'uej qqn'j g'lj g'y kn'dg'kpxqnpvctkn { 'y kj f tcy p'htqo 'y gk'r tqi tco 0' k'p'v ku'ecug. 'y g'öY kj f tcy cnihtqo 'Uej qqnIT ghwpf 'Rqike { ö'y kn'cr r n { 0'

Tardiness

Cm'uwf gpv'ctg'g'zr gev'f 'v'q'hqm'y 'cm'r tqi tco 'ercuu'uvctv'cpf 'gpf 'vko gu'cpf 'y kn'qpn { 'dg'r gto kw'f 'vq' dg'vctf { 'cpf lqt'igcxg'ercuu'gctn { 'kpenwf kpi 'tgwtpkpi 'htqo 'hwpej +hw'v'vko gu'r gt'ugo guvgt0'Vj g'uwf gpv' ku'tgs vkt gf 'v'q'tgr qtv'v'q'v'j g'cf wv'Gf wecvkqp'Qh'leg'gcej 'vko g'j g'lj g'ku'vctf { 'qt'igcxg'ercuu'gctn { 0'Ch'gt' v'j g'ugeqpf. 'v'j kf 'cpf 'hqw'v'v'ctf { 'igcxg'gctn { . 'v'j g'uwf gpv'y kn'it'gegkxg'c'y tkwgp'y ctpkpi 'igwgt0'Ch'gt' v'j g'h'h'j 'v'ctf { 'igcxg'gctn { . 'v'j g'uwf gpv'y kn'it'gegkxg'c'igwgt'y kj f tcy kpi 'j ko lj gt'htqo 'y g'r tqi tco 0Vj g' öY kj f tcy cnihtqo 'Uej qqnIT ghwpf 'Rqike { ö'y kn'cr r n { 0'

MAKE-UP TIME POLICY:

Rationale for Postsecondary Education Student Makeup Time:

Cm'j qwi j 'uwf gpv'ctg'g'zr gev'f 'v'q'dg'r tgugpv'ht'cm'uej gf w'gf 'ercuugu. 'y g'uej qqn'wpf gtuv'cpf u'v'j cv'kp' uqo g'ecugu. 'go gti gpek'u'ctkug'v'j cv'r tqj kdk'u'wf gpv'htqo 'cwgpf kpi 'ercuu0'Y j gp'v'j ku'qee'wtu. 'uwf gpv' o c { 'ej qqug'v'q'r c { 'hqt'cf f k'k'qpcn'o cng/wr 'vko g'v'q'tgo clp'kp'eqo r r'k'peg'y kj 'v'j g'h'k'p'ep'ek'n'ck' 'cpf' i tcf wecvkqp'tgs vkt go gpv'0'

Procedure to Use Postsecondary Education Student Makeup Time:

Uwf gpv'y j q'ctg'cdugpv'ht'ercuugu'cpf 'pggf 'v'q'o cng'wr 'j qwtu'o c { 'f'q'v'q'h'q't'c'hgg. 'cuwo kpi 'vko g'cpf' k'p'ut wev'qt'cxck'rd'k'k'v'0'Uwf gpv'y kn'dg'ej cti gf 'r'gt'j qwt'ht'cm'o cngwr 'vko g'0'Vj g'j qwt'n { 'equv'ku'cu' hqm'y u<

- G'gevt'k'ec'n'V'gej pqm'i { '('J XCE' *Gx'g'p'kpi +<' " &52'r gt'j qwt "
- K'p'v'gti g'p'gt'cv'k'q'pcn'Rt'q'i tco u<' " &52'r gt'j qwt "
- O'q'd'k'g'G's w'r o g'p'v'Q'r g't'cv'k'q'pu<' " &56'r gt'j qwt "

Cm'o cng/wr 'vko g'y kn'dg'uej gf w'gf 'cv'v'j g'f k'uet'g'v'k'p'q'h'v'j g'k'p'ut wev'qt'cpf 'cr r tqxgf 'd { 'v'j g'r tqi tco " cf o k'p'k'ut'ev'qt'0'k'p' uqo g'ecugu. 'c's w'cn'h'k'g'f 'u'w'd'uk'w'w'g'k'p'ut wev'qt'o c { 'dg'w'ug'f 0'Vj g'r tqi tco 'k'p'ut wev'qt' y kn'r tqx'kf g'v'j g'k'p'ut wev'k'q'pcn'o cv'gt'k'n'j qo gy qtm'cu'ki po gpw. 'v'guu. 'gve'0'f w'k'p'i 'v'j g'o cngwr 'ugu'k'q'p'0'

Vj g'u'wf gpv'lj cm'r c { 'v'j g'v'q'v'cn'h'gg'f'ht'cm'q'h'v'j g'j qwtu'pggf gf +q'pg'd'w'uk'p'guu'f c { 'r' t'k'q't'v'q'v'j g'uej gf w'gf " o cng/wr 'ugu'k'q'p'0'Vj g'r c { o g'p'v'lj cm'dg'o cf g'k'p'v'j g'cf wv'Gf wecvkqp'Qh'leg'f w'k'p'i 'd'w'uk'p'guu'j qwtu'0'C" o cng/wr 'ugu'k'q'p'y kn'p'q'v'dg'eq'p'uk'f g'g'f 'uej gf w'gf 'w'p'v'k'i'v'j g'h'w'n'r c { o g'p'v'ku'o cf g'd { 'v'j g'u'wf gpv'0'Vj g' uej qqn'y kn'p'q'v'k'p'ew'cp { 'cf f k'k'q'pcn'g'zr g'p'ug'u' *g's w'r o g'p'v't'g'p'v'cn' 'er'k'p'ek'n'g'zr g'p'ug'u. 'cf f k'k'q'pcn'u'w'r r'k'gu. " gve'0'f w'k'p'i 'v'j g'o cng/wr 'ugu'k'q'p'u'0' " O qtg'v'j cp'q'pg'u'wf gpv'o c { 'dg'uej gf w'gf 'v'q'cwg'pf " c'o cng/wr " ugu'k'q'p'0' "

Cp { 'u'wf gpv'y j q'uej gf w'gu'd'w'f q'gu'p'q'v'cwg'pf " c'o cng/wr 'ugu'k'q'p'y kn'p'q'v'dg'g'r'ki k'd'rg'h'q't'c't'gh'wp'f 0'k'i' c'u'wf gpv'p'gg'f u'v'q'ec'p'eg'n'c'uej gf w'gf " o cng/wr 'ugu'k'q'p'k'p'cf xc'p'eg. " j g'qt'uj g'o w'w'p'q'v'kh { 'j ku'qt'j gt' k'p'ut wev'qt'46'j qwtu'r t'k'q't'v'q'v'j g'uej gf w'gf 'ugu'k'q'p'v'q'dg'g'r'ki k'd'rg'h'q't'c't'gh'wp'f 0'

Satisfactory Academic Progress (SAP):

Students are responsible for maintaining satisfactory academic progress during their enrollment in a program at GJCTC. Federal regulations require that to be considered making satisfactory academic progress towards a postsecondary diploma, students must maintain a specified grade average as well as a satisfactory attendance level. This policy applies to both Title IV and non-Title IV students.

Students receiving funds under any Federal Title IV program must maintain satisfactory progress to continue eligibility for funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

SAP is defined as meeting the Academic Progress standards outlined in the Student Handbook for each program.

Attendance Standard: Students in all programs must maintain a 90% attendance rate.

The instructor is not obligated to offer makeup opportunities to students for absences unless, in the instructor's judgement, the reason for the absence warrants such consideration.

Program Lengths:

720 Hours: Electrical Technology, HVAC Technology, Welding Technology, Intergenerational programs

800 Hours: Mobile Equipment Operations

1250 Hours: Cosmetology

1500 Hours: Practical Nursing

Evaluation Periods for SAP:

720 hour programs- 2-360 hour evaluation periods

800 hour programs-2-400 hour evaluation periods

1250 hour programs- 450 hours, 900 hours, 1075 hours, 1250 hours

1500 hour programs- 450 hours, 900 hour, 1200 hours, 1500 hours

Students will be evaluated at the final evaluation period to determine if graduation requirements have been met.

Calculation of SAP:

At the end of the **first** evaluation period, if a student is not meeting SAP in either academic performance or attendance, he/she will be issued a written SAP warning. Student will still receive financial aid.

At the end of the **second** evaluation period, if a student is not meeting SAP in either academic performance or attendance for the first time, he/she will be issued a written SAP warning. Student will still receive financial aid.

If this is the second consecutive written SAP warning issued, no additional financial aid will be processed unless the student files an appeal and the appeal is accepted under the process outlined below.

At the end of the **third** evaluation period, if a student is not meeting SAP in either academic performance or attendance, he/she will be issued a written SAP warning and the following may occur:

- Student will still receive financial aid if this is the student's first written warning.
- If this is the second consecutive written SAP warning issued, no additional financial aid will be processed unless the student files an appeal and the appeal is accepted under the process outlined below.

- Kĩ'y ku'ku'y g'y ktf "eqpugewkxg'y tkwgp"UCR'y ctpkpi . "pq"o qtg"hpcepekn'ckf "y kn'dg'r tqeguugf cpf "c"uwf gpv'y kn'pggf "vq"hpof "cp"cngtpcv'kxg'y c{ "vq"r c{ "hqt"y g'r c{ o gpv'r gtkqf 0

SAP Appeal Process:

Uwf gpv'pqv'o cnpki "UCR"o c{ "ej qqug"vq'y tkw"cp"er r gcn'vq"y g"Assistant Director"cpf "Hkpcepekn'ckf " qh'hegt "f gckkpi <

- 1.) Y j { "y g'o kpk wo "tgs wkt go gpv'qh"UCR'y gtg'pqv'o gv.
- 2.) Vj g"uwf gpv'u'r rcp"vq"o ggV"UCR"d{ "y g'pgz v'gxcn'wckqp"r gtkqf .

Vj g'ch'gevgf "uwf gpv'y cu"9"dwukpguu"fc{ u"vq"uwdo kv'y ku'y tkwgp"cr r gcn"0"Vj g'cr r gcn'uj qwf "kpenmf g" cp{ "f qewo gpv'kqp"vq"uwr r qtv'k0""Cm'cr r gcn'f qewo gpv'y kn'dg'tgxkgy gf "cpf "c"f gekukqp"y kn'dg"o cf g" cpf "tgr qtvgf "vq"y g"uwf gpv'y kj k'9"dwukpguu"fc{ u0"Vj g"uwf gpv'o c{ "tgo ckp"kp"uej qqn'f wtkpi "y ku'k0 g0

Ih'y g'cr r gcn'ku'i tcvp'g' <

- 1.) Vj g"uwf gpv'y kn'dg'r r'ceg'f "qp"cp"cecf go k'r rcp'y j kej "y kn'qwrk'p'y j cv'uwr u'y g"uwf gpv' o wv'v'cng"dg'htg"y g'pgz v'gxcn'wckqp"r gtkqf 0""
- 2.) Vj g"uwf gpv'y kn'dg'rki kdr'vq"t'gegkxg'hkpcepekn'ckf 0'

Kĩ'y g'cr r gcn'ku'f gpk'f "qt"y g"uwf gpv'f qgu'pqv'y tkw"cp"cr r gcn' <

- 1.) Vj g"uwf gpv'y kn'pqv'dg'rki kdr'vq"t'gegkxg'hkpcepekn'ckf 0'
- 2.) Vj g"uwf gpv'o wv'wug'cngtpcv'g'o gv' qf u'qh'r c{ o gpv'vq"uc'vkh{ "j kulj gt"uej qqn'ceeqwpv0'

Re-establishment of SAP:

Uwf gpv'o c{ "t'g/gucdr'kuj "cecf go k'r tqi tguu"cpf "hkpcepekn'ckf . "cu"cr r r'ecdr'g. "d{ "o ggkpi "o kpk wo " cwgpf cpeg"cpf "cecf go k'r tgs wkt go gpv'd{ "y g'gpf "qh'y g'y ctpkpi "r gtkqf 0'

Grading Procedures and Scale:

Uwf gpv'ctg"gzr gevgf "vq"eqo r ngv"cuuki po gpv'k"p"c"vko gn{ "o cppgt0""Hckm'g"vq"f q"uq"o c{ "cf xgtugn{ " ch'hev'y g"uwf gpv'u'i tcf g'hqt"y cv'eqwtug0'

Uwf gpv'y kn'tgegkxg"ci tcf g'tgr qtv'cv'y g"gpf "qh'gcej "vgt0 " *tko guvt. "s wctvgt. "gve0"

Uwf gpv'ctg"gzr gevgf "vq"o ck'vckp"o"oEo"qt"dgwgt"cxgtci g'hqt"geej "vgt0 . "k'p"qtf gt"vq"cf xcp'eg"vq"y g" hqm'y kpi "vgt0 0""Uwf gpv'y j q"ctg"pqv'r gthqto kpi "cv'gzr gevgf "ucpf ctf u"*c'wckkpi "nguu"y cp"o"oEo" cxgtci g+y kn'dg'r r'ceg'f "qp"cecf go k'r tqd'v'kqp"ht"qpg"vgt0 0""Uwf gpv'qp"r tqd'v'kqp"y kn'dg'tgs wkt gf " vq"o gg'v'y kj "y g"Cf wv'Gf wecv'kqp"Ectggt"Eqwpug'nt"vq"f g'xgn'r "c"r rcp"ht"cecf go k'r r tqxgo gpv'0' C'ecf go k'r uwr r qtv'lt go gf k'v'kqp"ugt'x'legu"ctg"cxck'rdrg"vq"cm'uwf gpv'cpf "o c{ "v'cng"y g'hqto "qh'qpg'qp/ qpg"qt"i tqwr "uguuk'p'u0""Ugt'x'legu"o c{ "v'cng"r r'ceg"q'wuk'f g"qh"tgi w'ctn{ "uej gf w'rgf "em'uu"vko g0"" Vj g" uwf gpv'y kn'o gg'v'y kj "y g"Cf wv'Gf wecv'kqp"Ectggt"Eqwpug'nt"cpf "ug'v'w' "c"r rcp"ht"tgo gf k'v'kqp"kp" c'eeqtf c'peg"y kj "y g'r tqi tco "k'p'ust'w'v'q't'u0""Uwf gpv'y kn'tgo ckp"qp"cecf go k'r tqd'v'kqp"ht"y g'vgt0 " cpf "y kn'pqv'dg"eqpuk'f gtgf "cu"j c'xkpi "uc'v'k'hev'qt{ "cecf go k'r tqi tguu"uc'w'u"wp'v'k'y g{ "j c'xg"cw'ck'p'gf "c" oEo"qt"dgwgt"cxgtci g0"Kĩ'y g"wp'uc'v'k'hev'qt{ "r tqi tguu"eqp'v'k'p'w'gu"dg{ qpf "y g'r tqd'v'k'p'ct{ "r gtkqf . "y g" uwf gpv'u' "tck'kpi " y kn' dg" ko o gf k'v'gn{ " k'p'v'gt'w'v'g'f " cpf " cm' r ct'v'ku" eqpeg'tpgf " y kn' dg" pq'v'k'gf " c'eeqtf kpi n{ 0"" Vj g" uwf gpv'y kn' dg" f kuo ku'gf "ht'qo " y g'r tqi tco "ht"hc'k'kpi "vq"o gg'v'y g"cecf go k'r tgs wkt go gpv'0""Uwf gpv' f kuo ku'gf "d'gecv'ug" qh"wp'uc'v'k'hev'qt{ "r tqi tguu"o c{ " cr r n{ "ht"tg'pvt'c'peg"= j qy g'xgt"geej "ecug"y kn'dg"eqpuk'f gtgf "qp"y g'd'cuku"qh'y g'h'cew"l'p'x'q'x'g'f 0""P qv'g<Uwf gpv'y j q"j c'xg" pqv'o ck'v'ck'p'gf "c"oEo"qt"dgwgt"cxgtci g'f wtkpi "tck'kpi "cpf l'q't'f q"pqv'j c'xg"cp"q'x'g't'cm'oEo"cxgtci g"qt" dgwgt"cv'y g'gpf "qh'y gk"tck'kpi "y kn'pqv'dg'rki kdr'vq"t'gegkxg"ci f k' r nqo c0'

Kpust wevqtu'y kn'cf xlug'uwf gpv'lp'y tkkpi 'qh'y g'i tcf kpi 'uecng'y cv'y kn'dg'wugf 'hqt'gcej 'eqwtug'f wtkpi " y g'htuv'ercuu'uguukp0'

Vj g'v'r kecn'i tcf kpi l'gxcn'v'kqp'uecng'wugf 'lp'r quugeqpf ct { 'r tqi tco u'ku'cu'hqmqy u<

C'000; 2/'322'" D'000": 2/'": ; "
E'00092/'9; " " F'000"82/'8; "
H'000"7; "cpf "dgmqy "

, K000Kpeqo r rgyg , Y '000Y kj f tcy
, Cp'öIö'i tcf g'lpf lecvu'y g'uwf gpv'ht'y j cvxgt'tgcuq. 'j cu'pqv'eqo r rgyf 'y g'tgs wktgf 'y qtm'ht'y g'eqwtug0
Cp""I""i tcf g'o wu'dg'ucv'k'kf 'y kj lp'y kv'f'c{u'chgt'y g'uctv'qh'y g'pgy 'vgo 'qt'y g""I""i tcf g'y kn""cwqo cv'ecm{
tgxgt'v'cp""F""i tcf g0

, , C""W""i tcf g'lpf lecvu'y g'uwf gpv'y kj f tgy 'htqo 'y g'ercuu'dghqtg'y g'gpf 'qh'y g'vgo 0

Appealing a Grade or the Grading Process:

Cp{'uwf gpv'y kuj kpi 'v'cr r gcn'c'i tcf g'qt'y g'i tcf kpi 'r tqegu'o wu'htuv'o ggv'y kj 'y g'kpust wevqt'cpf lqt" r tqi tco "eqqtf kpcvqt'hqt'tguqnwkp0'"K'c"tguqnwkp"ku"pqv'tgcej gf ."y g'uwf gpv."r tqi tco "kpust wevqt" cpf lqt'r tqi tco "eqqtf kpcvqt'y kn'o ggv'y kj 'y g'cr r tqr tk'v'cf o kpkutcvqt'hqt'tguqnwkp0'

CHEATING POLICY:

Cp"lpf k'kf wcn'qdugtxgf "ej gcv'kpi "qp"gzco u"qt"r tce'kcn'v'guu"uj cm'dg"vgo r qtctkn{ "uwur gpf gf "htqo " hwt'y gt"r ct'v'ekr cv'kqp"lp"cp{ "ercuu'qgo "ce'v'k'k'kgu0"lpf k'kf wcn'y kn'j cxg'cp"qr r qt'w'pkv{ "v"f'kuewuu'y g" ukwcvkqp'y kj 'y g'cr r tqr tk'v'cf o kpkutcvqt0'

REQUIREMENTS FOR GRADUATION:

Vq'dg'grki kdr'g'ht'c'f kr mqo c'htqo 'c'r quugeqpf ct { 'r tqi tco ."y g'uwf gpv'o wuv<

- 30 C wgp'f 'y g'tgs wktgf "pwo dgt'qh'ercuugu0
- 40 O ggv'y g'cecf go k'uc'p'f ctf u'qh'y g'r tqi tco 0
- 50 O ggv'y g'r tqi tco 'tgs wktgo gpw'cu'f lecv'gf "d{ "ceetgf k'kpi "ci g'pek'gu0
- 60 O ggv'y g'r g'htqo c'pegldg' c'xkqtcn'uc'p'f ctf u'qh'y g'r tqi tco 0
- 70 Hw'kn'cm' h'k'p'ek'nc'p'f "qv'gt" qdr'ki cv'k'pu"v" y g' k'p'uk'w'k'p'0' Ugg"ngi cn' uc'p'ev'k'pu" w'p'f gt h'k'p'ek'nc'k'f "uge'v'k'p'0

DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989:

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

Vj g'I tgcvt "Lqj puqy p" Ectggt" cpf "Vgej pqm { "Egpvt "ku" eqo o kwgf "vq" c" f twi /ht gg" eco r wu" hqt "ku" uwf gpw' cpf "go r m { ggu0 Cu' r ctv' qh' vj cv' eqo o ko gpv' vj ku' f qewo gpv' r tqxkf gu' lphqto cvkqp' r wtuwcpv' vq" vj g' "Drug-Free Schools and Communities Act" Amendments of 1989 (Public Law 101-226) 0' Vj g' cev' tgs wkt gu' vj cv' cu' c" eqpf kxkp' qh' tgegkxkpi "hwf u' qt" cp { "qvj gt" hqto "qh' hkpceker' cuukvpeg" wpf gt" cp { " hgf gtcnr' tqi tco " vj g' uej qqr' ku' eqo o kwgf "vq" r' tggxgpv' vj g' wprey hwn' r quuguukqp. "wug" qt' f kwtkdwkqp' qh' krekv' f twi u' cpf "creqj qnd { "uwf gpw' cpf "go r m { ggu0

SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICY:

Vj g' r wtr qug' qh' cp { 'r qrk { "o wwtgrcv' vq' vj g' y grhctg' cpf 'y gmidgkpi 'qh' kpf kxk wcn' uwf gpw. "go r m { ggu. " cpf "vj g' uej qqr' r qr wcvkqp' "kp" i gpgtc' r' kpf kxk wcn' wpf gt "vj g' kphwpgpeg" qh' f twi u. "creqj qn" qt "o qqf / cngtkpi "uwdvpegu" o c { 'j cxg' vj gkt "o gpvnr' tqeguugu' cngtgf . "vj wu' ko r gf kpi "vj gkt" qy p' hgtcpkpi "cpf lqt" r tgu' gpv' uqeknr' cpf "dgj cxkqtcnr' tqdrgo u' y kj kp' vj g' uej qqr' eqo o wpkv' 0' Vj g' I tgcvt "Lqj puqy p" Ectggt" cpf "Vgej pqm { "Egpvt "tgeqi pk' gu' vj cv' vj g' wug' cpf "cdwug' qh' f twi u' cpf "creqj qnr' ku' c" ugtkqwu' cpf "f kthew" r tqdrgo "hqt" cp' gf wecvkpcnr' u' ugo 0

Qw' r qrk { "ku' dcugf "qp" vj g' dgrkgh' vj cv' ej go kecn' f gr gpf gpe { "ku' c" rkhg/ vj tgcvgkpi "kmpguu" vj cv' chgeu" kpf kxk wcn' kp' cni' ct' gcu' qh' vj gkt "kxgu" *go qv' kpcm' . 'r j { ukecm' . kpvngewcm' { "cpf "uqekm' +0' K' ku' cnuq' qwt" dgrkgh' vj cv' ej go kecn' f gr gpf gpe { "ku' c" t' gcvcdrg' kmpguu0

K' ku' vj g' kpv' p' v' cpf "qdrki cvkqp' qh' qwt" uej qqr' vq" r tqxkf g' c" f twi /ht gg. "j gcmj hwn' uchg" cpf "ugewt g' y qtn' gp' xktpo gpv' ht gg' qh' f twi "cpf "creqj qnr' cdwug0

Vj g' I tgcvt "Lqj puqy p" Ectggt" cpf "Vgej pqm { "Egpvt" r tqj kdku" vj g' wprey hwn' r quuguukqp. "wug" qt" f kwtkdwkqp' qh' krekv' f twi u' cpf "creqj qnd { "uwf gpw' cpf "go r m { ggu' qp' ku' r tq' r gtv' { "qt" cu' cp { 'r ctv' qh' ku" cev' kxkku0

SUBSTANCE ABUSE POLICY:

Rules and Regulations

C "uwf gpv' qt" go r m { gg' y j q' ku' qp' uej qqr' i tqw' pf u' f wtkpi "c" uej qqr' uguukqp" qt" cp { y j gtg' cv' c" uej qqr' ur qpuqtgf "cev' kxk { "cpf "ku" wpf gt" vj g' kphwpgpeg" qt" creqj qn" f twi u. "qt" o qqf / cngtkpi "uwdvpegu" qt" r quuguugu. "f kur gpugu. "ugm. "qt" ckf u' kp' vj g' r tqewt go gpv' qh' creqj qn' p' cteq' v' ku. "t' gut' kev' gf" f twi u. "cpcdqrk" u' gt' qk' u. "o qqf / cngtkpi "uwdvpegu. "qt" cp { "uwdvpegu" r wtr qt' v' gf "vq" dg' c" t' gut' kev' gf "uwdvpegu" qt" qxgt/ vj g' eqw' v' gt' f twi "uj cni' dg' uwdl' gev' gf "vq" f' k' ek' r' kp' g' r wtuwcpv' vq' vj g' r tqxkukqp' cpf "r tqegf wt' gu' q' w' k' p' gf" kp" dqctf "r qrk' kgu0

C "uwf gpv' qt" go r m { gg' y j q' ku' qp' uej qqr' i tqw' pf u' f wtkpi "c" uej qqr' uguukqp" qt" c' uej qqr' ur qpuqtgf "cev' kxk { " y j q' xk' kv' u' h' q' ecn' u' cv' g' qt' h' gf gtcnr' ey u' eq' egt' p' kpi "r quuguukqp. "wug" qt' f kwtkdwkqp' qh' "

eqpvtqmgf "uwducpegu" cpf lqt "r cter j gtpcrk" eqpvcłkpi "gxkf gpeg" qh"uwej "uwducpeg" vq" f kuekr rkpct { "cevkap" r vtuwcpv"vq" vj g'r tqxkukqpu"cpf "r tqegf vtgu"qwnkpgf "kp"dqctf "r qrleku"84; 20

School Guidelines

Cu'cp'kpvgi tcnf ctvqh'vj g'I tgcvt 'Laj puqy p'Ectgg't'cpf 'Vgej pqmji { 'Egpvt'Ugeqpf ct { .Rquugeqpf ct { ." Cf wv'Gf wecvkp."cpf 'Go r m{ gg'F twi "cpf 'Creqj qnRt gxgpv'kp'Rtqi tco ."vj gug'i wkf grkpgu'tgr tgu'p'v'qpg" eqo r qp'p'v'kp"cp"gh'qt'v'vq"t'gur qpf "gh'ge'v'x'gn" "vq" f twi ."o qqf /cnvgtkpi "uwducpeg"cpf "creqj qn't'gr'v'gf" ukwcvkqpu'vj cv'bo c { "qeewt'cv'uej qqn'uej qqn'ur qpuqt'gf "cev'x'k'ku'gt"y kj "vj g'i gp'tc'nf wdrk'cu'vj g { 'j cxg" eqp'v'ce'v'y kj "qwt'uwf gp'u'cpf "uch'h'y kj kp"vj g'Uej qqr'u'F twi "Hgg'Uej qqr'\ qp'g0

Vj gug'i wkf grkpgu'ctg'kp'v'p'gf "vq"r tqxkf g'c'eqpukv'p'v'bo k'pko wo "f kuekr rkpct { "o gcpu'vq"t'gur qpf "vq" f twi ." o qqf /cnvgtkpi " uwducpegu" cpf " creqj qn' tgr'v'gf " kpekf gp'u0 " Vj g" I tgcvt " Laj puqy p" Ectgg't" cpf " Vgej pqmji { 'Egpvt'y kn'r tqxkf g'c'uch'g"cpf "j g'cnj { "gp'x'k'q'po gp'v'ht'uwf gp'u'cpf "go r m{ ggu'y kj "f wg" eqpuk' g'cv'kp'ht'v'j g'k' h'gi c'n'k'j v'v'cp'f "t'gur qpuk'k'k'ku'gt"Vj g'I tgcvt 'Laj puqy p'Ectgg't'cpf 'Vgej pqmji { " Egpvt'v'Qr g'cv'kpi "Eqo o kv'gg"cpf "ku'cf o k'p'k'v'cv'kp' t'gug't'x'g'v'j g't'k'j v'v'q'wug" cp { "gz'v'c'q'f'k'p'ct { "o gcu'w'gu" f ggo g'f "p'ge'gu'ct { "vq" eqpvt'qn' uwducpeg" cdwug" gx'gp" kh'v'j g'uco g'ku'pqv" r tqxkf g'f "ht'ur gek'k'ecm { "kp"cp { "tw'g"qt' t'gi w'cv'kp' gp'wo g'cv'gf "j g't'k'p0" Cf qr v'gf "6461; 2"

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

88460B Vj g'I tgcvt 'Laj puqy p'Ectgg't'cpf 'Vgej pqmji { 'Egpvt't'gs w'k'gu'vj cv'cm'uwf gp'u'kp'vj g' Eqo o g'tek'n'F t'x'gt'V't'c'k'p'pi "cpf 'O qd'k'g'Gs w'k' o gp'v'Qr g'cv'k'p'u'Rtqi tco "eqo r n' "y kj " Hgf g'tc'n'O q'q't' 'E'ct'k'g't' 'U'ch'v' { 'T'gi w'cv'k'p'u'R'ct'v'5: 4/Eqpvtqmgf 'Uwducpegu'cpf 'Creqj qn' Wug'cpf "Vguk'pi 0""

88460I Cm'uwf gp'u'o wuv'uwdo k'v'q" c'f twi "uetggp" d'gh'q't'g" dg'k'pi "v'g'v'gf "ht"cp { "eqo o g'tek'n' f t'x'gt'v' r'eg'p'ug0" Vj g'r g'tu'q'p'p'g'n'q'h'v'j g'uej qqn'y kn'eq'q't'f k'p'cv'g'v'j ku'f twi "uetggp0" Vj g' uej qqn'eq'x'gtu'vj g'equ'q'h'v'j g'k'p'k'c'n'f twi "uetggp0""

88460S K'ic'uwf gp'v'j cu'q'p'g'r qu'k'k'x'g't'g'c'f k'pi "f w'k'pi "vj g'eq'v't'ug'q'h'v'j g'v'c'k'p'k'pi "r t'qi tco "j g'q't'uj g' y kn'dg"gzr gmg'f "ht'qo "vj g'r t'qi tco "y kj "pq"t'gh'w'p'f "q'h'w'k'k'p'cpf "pq" f k'r m'qo c'y kn'dg" i t'cp'v'gf 0'

Qpeg" c'uwf gp'v't'geg'k'gu" c'r qu'k'k'x'g't'g'c'f k'pi . "j g'q't'uj g'y kn'dg" r t'qj k'k'k'g'f "ht'qo "f t'k'k'k'pi "cp { "gs w'k' o gp'v' q'h'q'h'uej qqn'i t'q'w'p'f u'q't' g'pi ci k'pi "kp"cp { "r q't'v'k'p'q'h'c'Eqo o g'tek'n'F t'x'gt'v'v'g'u0'

ADULT AND POSTSECONDARY EDUCATION DRUG AND ALCOHOL POLICY: 6625

88470B "Vj g'uwf gp'u'cpf "uch'h'q'h'vj g'I tgcvt "Laj puqy p"Ectgg't" ("Vgej pqmji { "Egpvt" *I I E V E + "ct'g" eqo o kv'gf "vq"cp"creqj qn'ht'gg"cpf "f twi /ht'gg"gp'x'k'q'po gp'v0" K'ngi c'n'r qu'gu'uk'p. "qt" wug"q'h'qt" k'p'x'q'r'go gp'v'y kj "uwej "uwducpegu"q'p'I I E V E "gf wecv'k'p'c'n'i t'q'w'p'f u'y kn'p'q'v'dg"v'q'ng't'cv'gf 0'K'i'cp" k'p'ut'v'v'q't'uwur g'ev'u'c'uwf gp'v'k'u'w'p'f g't'v'j g'k'p'h'w'g'peg'q'h'f twi u'q't'creqj qn'v'j g'k'p'ut'v'v'q't'gug't'x'gu' v'j g't'k'j v'v'q"t'gh'w'ug"vq"cm'qy "vj g'uwf gp'v'vq"qr g'cv'g"cp { "gs w'k' o gp'v'q't'g'pi ci g"kp"cp { "v'c'k'p'k'pi "cev'x'k'ku'gt0'

88470I X'k'q'r'v'k'p'u'q'h'v'j g'F twi "cpf 'Creqj qn'R'qr'k' { <

- "884704c" , Rquuguukqp. "wug. "qt "f kwtkdwkqp "qh'kngi cnlf twi u'cpf lqt "eqpvtqmgf "uwducpegu0
- "884704d" Rquuguukqp. "wug. "qt "f kwtkdwkqp "qh'r cter j gtpcrk "eqpvcłkpi "gxkf gpeg "qh'uwej " uwducpegu0'
- "884704e" Rquuguukqp. "wug. "qt "f kwtkdwkqp "qh'creqj qrk "dgxgtci gu0'
 * Possession is defined as being present at the time of discovery of drugs and/or alcohol.
- 884705 "Rtqegf wtg<" Uwf gpvu'y j q'r quuguu. "wug. "qt "f kwtkdwg'kngi cnlf twi u. "eqpvtqmgf ""
 884705c" uwducpegu. " f twi " r cter j gtpcrk. " qt " creqj qrk " dgxgtci gu" y j krg" qp" I LEVE"
 i tqwfp u'qt "cv'cp { "I LEVE "ur qpuqtgf "cevkxk { "qt "vkr "y knidg'tgr qt vgf "v'j g'mecn'
 r qrk "f gr ctvo gp0'
- 884706 "Ucpevkqpu<" Kihqwpf "i wkm { "qh'f twi "qt "creqj qn'qh'hpugu "cu'qwkłpgf "cdqxxg+ "vj g'uwf gpv"
 884706c" y knidg'f kuo kuugf "hqt "vj g'tgo cłpf gt "qh'vj g'uej qn'vgt "y kj "pq'tghwpf "qh"
 wkkłp0 "P q "f kr mo c "qt "egt v'krcv "qh'eqo r v'kłp "y knidg'kuuwgf "v'j g'uwf gp0'
- 884707 "Crr gcn'Rtqegu<" Kc "uwf gpv' hggm "j g"qt "uj g"j cu" dggp "wphckn { "f kuo kuugf "htqo "c" r tqi tco "cv"
 "884707c" I LEVE. "vj g'uwf gpv"j cu"vj g'tki j v'v' "hkg" "c" i tkxcpeg "hqmj kpi "vj g"i tkxcpeg"
 r tqegf wtg "cu" qwkłpgf "k" v'j g"rcv "gf kłqp" qh" v'j g" I LEVE "Adult Education"
 Student Handbook.
- 884708 "Eqwpugrłpi <" Uwf gpvu'ctg "gpeqwtci gf "v'ur gcn'v'j g' Cf wv'Gf wecvkqp "Ectggt "Eqwpugrt"
 884708c" tgi ctf kpi " v'j gk " r tqdrgo u" y kj " f twi u' cpf " creqj qn' cpf " uggm' cf f kłqpcn' j gr "
 v'j tqwi j "vj g'cr r tqr tkv' "tguqwtegu0

TOBACCO POLICY:

Greater Johnstown Career and Technology Center Tobacco Policy #6280

K0Vqdcee/"Go r m { ggu. 'r quv'ugeqpf ct { "cpf lqt "cf wv'gxgpłkpi "uwf gpw<
 C0 Go r m { ggu. 'Rquv'ugeqpf ct { "cpf lqt "cf wv'gxgpłkpi "uwf gpw'qh'vj g'I tgcvt "Lqj puqy p
 Ectggt "cpf "Vgej pqm { "Egpvt "ctg "pqv' r gto kwgf "v'wug'vqdcee" r tqf wev'k'vj g'uej qqn
 dwkf kpi . "qp "vj g'uej qqn' tqwfp u. "pqt "cv'cp { "uej qqn'ur qpuqtgf "gxgp0

30 Wug'qh'vqdcee" r tqf wev'ku' r tqj kłkxgf "kpkf g'vj g'I tgcvt "Lqj puqy p "Ectggt "cpf
 Vgej pqm { "Egpvt "Uej qn'dwrf kpi u'cv'cp { "vko g'd { "cp { qpg0

40 Wug'qh'vqdcee" r tqf wev'ku' r tqj kłkxgf "kpkf g'qh'vj g'kpf kłk' wcn'go r m { gg'u'qt "cf wv'
 gf wecvkqp "uwf gpv'u'xgj kerg" y j gp "ugeqpf ct { "encuugu'ctg'k'p'uguukqp="pqt "cp { y j gtg'qp
 uej qqn' tqwfp u

K0Vqdcee/"I gpgtcn'Rwdrk<

C0Vqdcee" wug'd { "vj g'i gpgtcn' r wdrik "y kn'pqv'dg' r gto kwgf "cp { y j gtg' y kj k'vj g'dwrf kpi "qt
 cp { y j gtg'qp "vj g'r tqr gtv' "qh'vj g'I tgcvt "Lqj puqy p "Ectggt "cpf "Vgej pqm { "Egpvt

D0Uo qnkpi 'y kml'pqv'dg'r gto kwgf 'kp'yj g'dwkrf kpi 'qt'qp'uej qqn'r tqr gtv\ 'cv'cp\ 'vko g0

KKGo r m\{ ggu.'r quv'ugeqpf ct\{'cpf lqt'cf wv'gxgpkpi 'uwf gpv'u'xlqrv'kpi 'yj g'v'qdcee'q lu0 qnkpi
t'wgu'uj cml'tge'gkxg'yj g'"hqmjy kpi <

C0 Hktuv'qhhgpug.'&47022'hkpg'qt'o ci kwt'cv'g'u'qhhleg0
D0 Ugeqpf 'cpf 'hwt'vj gt'qhhgpug.'&72022'hkpg'gcej 'qt'f kwt'lev'o ci kwt'cv'g0
E0 C'eqwv'equv'y kml'cee'qo r cp\{'gcej 'hkpg0
F0 Egt'w'lec'v'g'u'qh'eqo r m'v'k'p'y kml'dg'y kj j grf 'w'v'k'c'm'l'hkpgu'j c'xg'dggp'r c'kf 0

KKOP q'go r m\{ gg'o c\{'wug'v'qdcee'q'qt'c'v'qdcee'q'r tqf wev'y j gp'y qtnkpi 'y kj 'c'uwf gpv'kp'c
r tqh'gu'k'q'p'c'n'ecr c'ekv\ 'qt'y kj kp'yj g'I tgcvt' Laj puqy p'Ectgg't'cpf 'Vgej pqmji {'Egpvt'dwkrf kpi 'qt
r tqr gtv\.'v'k'p'emf'g'cp\{'uwf gpv'ce'v'k'k'v\ 0

LQE' Cf qr vgf ': 461; 5"

UNLAWFUL HARASSMENT:

Vj g'I tgcvt'Laj puqy p'Ectgg't'cpf 'Vgej pqmji {'Egpvt'ut'k'x'g'u'v'q'r tqx'kf'g'c'uchg.'r qu'k'k'x'g'r'g'c't'p'k'pi '
erko cvg'hqt'uwf gpw'kp'yj g'uej qqn'0'Vj g'tg'ht'g.'k'v'uj c'm'dg'yj g'r qn'k'{'qh'yj g'Uej qqn'v'q'o c'k'p'v'k'p'cp"
gf we'v'k'q'p'c'n'g'p'x'k't'q'p'o gpv'kp'yj j lej 'j c't'c'u'o gpv'kp'cp\{'h'q'to 'ku'p'q'v'v'q'ng't'c'v'g'f 0'Vj g'Uej qqn'r t'qj k'k'u'c'm'
h'q'to u'q'h'w'p'r'c'y h'w'n'j c't'c'u'o gpv'q'h'uwf gpw'cpf 'yj k'f'r c't'v'k'u'd\{'c'm'Uej qqn'uwf gpw'cpf 'u'c'h'i'o go d'g'tu."
e'q'p't'c'v'g'f 'k'p'f'k'k'f'w'c'm.'x'g'p'f'q'tu.'x'q'm'p'v'g'g'tu'c'p'f 'yj k'f'r c't'v'k'u'k'p'yj g'uej qqn'0'Vj g'Uej qqn'g'p'eq'w't'c'i'g'u'
uwf gpw'cpf 'yj k'f'r c't'v'k'u'yj j q'j c'x'g'd'g'g'p'j c't'c'u'g'f 'v'q'r t'q'o r v'v\{'t'g'r'q't'v'uej 'k'p'ek'f'g'p'w'v'q'yj g'f'g'u'k'i'p'c'v'g'f "
c'f'o k'p'k'w't'c'v'q'tu'0

Vj g'uej qqn'f'k'g'ew'yj c'v'eqo r m'k'p'w'q'h'j' c't'c'u'o gpv'uj c'm'dg'k'p'x'g'u'k'i'c'v'g'f'r t'q'o r v'v\.'c'p'f' 'e'q't't'g'ev'k'x'g'c'ev'k'p'
d'g'v'c'ng'p'yj j gp'c'm'g'i'c'v'k'p'u'c't'g'u'w'd'u'c'p'k'c'v'g'f 0'

Wp'r'c'y h'w'n'j c't'c'u'o gpv'ecp'v'c'ng'yj g'h'q'to 'q'h<

- X'g't'd'c'n'y t'k'w'g'p.'i t'c'r'j'k'e'q't'r'j {'u'k'c'n'eq'p'f'w'e'v't'g'r'c'v'k'p'i 'v'q'c'p'k'p'f'k'k'f'w'c'm'u't'c'eg.'e'q'm't.'p'c'v'k'q'p'c'n
q't'k'i'k'p'lg'y'p'k'k'v\.'i'g'p'f'g't.'c'i'g.'f'k'u'c'd'k'k'v\.'u'g'z'w'c'n'q't'k'p'v'c'v'k'q'p.'g'f'w'ec'v'k'q'p'q't't'g'r'k'i'k'q'p'yj j gp'u'w'ej
e'q'p'f'w'e'v'k'u'w'h'k'el'g'p'v'v\{'u'g'x'g't'g.'r'g't'u'k'v'g'p'v.'q't'r'g't'x'c'u'k'x'g'yj c'v'k'c'h'g'ew'c'p'k'p'f'k'k'f'w'c'm'u'c'd'k'k'v\ 'v'q'
r c't'v'k'k'c'v'g'k'p'q't'd'g'p'g'h'k'h'q'o 'c'p'g'f'w'ec'v'k'q'p'c'n'r'q'i't'c'o 'q't'c'ev'k'k'v\ 'q't'et'g'c'v'g'u'c'p'k'p'v'k'o'k'f'c'v'k'p'i .
yj t'g'c'v'g'p'k'p'i 'q't'c'd'w'k'x'g'g'f'w'ec'v'k'q'p'c'n'g'p'x'k't'q'p'o gpv0
- T'g'h'g't'g'p'eg'u'v'q'u'g'z'w'c'n'c'ev'k'k'v\ 0
- F'g't'q'i'c'v'q't\{'l'q'n'g'u'q't'eqo o gpw'd'c'ug'f'q'p'u'g'z 0
- W'p'y'g'r'eqo g'v'q'w'ej k'p'i 'q't'h'g'g't'k'p'i 0
- W'p'y'c'p'v'g'f'c'f'x'c'p'eg'u 0
- E'q'g't'el'q'p.'y'k'j 'y'j g'r't'q'o k'ug'q'h't'g'y'c't'f 0
- V'j't'g'c'u.'y'k'j 'y'j g'r't'q'o k'ug'q'h'r'w'p'k'uj o gpv0
- R'j\{'u'k'c'n'c'u'uc'w'm 0
- D'w'm\k'p'i I'E\{'d'g't'd'w'm\k'p'i 0

Cu't'g's'w'k'g'f'd\{'r'c'y.'l'p'h'q'to'c'v'k'q'p't'g'i'c't'f'k'p'i 'et'k'o'g't'c'v'g'u.'k'p'em'f'k'p'i 'y'q'ug'k'p'x'q'r'k'k'p'i 'u'g'z'w'c'n'c'u'uc'w'm.'k'u'
c'x'c'k'r'c'd'ng'd\{'e'q'p'c'ev'k'p'i 'y'j g'Assistant Director IY q't'n'h'q't'eg'F'g'x'g'r'q'r o gpv0

WEAPONS POLICY:

Vj g'I tgevg'tlaj puqy p'Ectgg'('Vgej pqrqi { 'Egpvt *I LE VE +tgeqi pl gu'vj g'ko r qtvcpeg'qh'c'uchg" uej qqn'gp'xktqpo gpv'tgr'vkg'v'vj g'gf wecvkqpcnr tqegu0'Rquuguukp'qh'y gcr qpu'kp'vj g'uej qqn'ugv'kpi " ku'c'vj tgev'v'vj g'uchgv' 'qh'uwwf gpw'cpf 'u'ch'cpf 'ku'r tqj kdkgf 'd { 'rcy *I LE VE 'Rqrk { '43: 0-0

Y gcr qpu'ctg'r tqj kdkgf "qp'uej qqn'r tqr gtv'0"Y gcr qpu'kpenf g."dw'ctg'pqv'rko kgf "vq."cp { 'hpkhg." eww'kpi 'kpu'wo gpv.'eww'kpi "vqqn'pwpej wmu."dtcuu'qt"o gvcn'hpwemgu."hkt gcto ."uj qvi wp."tkhg."DD"qt" r gmgv'i wp."hqqm/c/rkng'i wp."r ckp'dcm'i wp."ej go kecn'ci gpv."gzz r'ukxg'f gx'leg."tgr r'ec'qh'c'y gcr qp." cpf lqt"cp { "qvj gt"vqqn'kpu'wo gpv'qt'ko r ngo gpv'ecr cdng"qh'kph'k'kpi "ugt'k'wu'dqf kn' 'kplwt { 0I LE VE " r tqj kdku'uwwf gpw'htqo 'r quuguukpi "cpf "dtkpi kpi "cp { "qh'vj g'chqtgo gpv'kqpgf "y gcr qpu'kp'v'uej qqn' d'w'kf kpi u."qp'v'uej qqn'r tqr gtv'."v'uej qqn'ur qpu'qtgf "ce'v'k'k'kgu."cpf "qp'v'cp { 'x'gj keng'r tq'x'kf kpi " v'cpur qt'v'k'q'v'v'uej qqn'qt"c'uej qqn'ur qpu'qtgf "ce'v'k'k'k'0

Uwwf gpw'htq'wpf "v'q'dg'kp'x'k'q'v'k'q'v'qh'vj ku'r qrk { 'y kn'dg"gzr gmgf "htqo "vj gk'gf wecvkqpcnr tqi tco "cv" I LE VE 'hqt'c'r g'k'kf "qh'qpg'*3+"{ gct0

Qpn' "hpk'x'gu'tgs wktgf "d { 'vj g'r tqi tco "cpf "cr r tq'x'gf "qh'cpf "ku'w'gf "d { 'vj g'kpu'w'v'qt "uj cm'dg" r gto kw'gf 0"Vj qug'hpk'x'gu'ctg"v'q'dg'w'ugf "qt"ectt'kgf "qpn' 'kp'vj g'cu'ki pgf "r tqi tco "ctgc0"Uwwf gpw'ctg" pqv'r gto kw'gf "v'q'ectt { 'hpk'x'gu'htqo "j qo g'y kj "vj go "v'uej qqn'qt"j cxg'vj go "cp { y j gtg'qp'uej qqn' r tqr gtv'0

BULLYING/CYBERBULLYING POLICY 249

Purpose

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the center.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.[1]

Authority

The Joint Operating Committee prohibits all forms of bullying by students.[1]

The Joint Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[2][3]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the center's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.[1]

The administration shall annually provide the following information with the Safe School Report:[1]

1. Joint Operating Committee’s Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the center's website, if available.[1]

Education

The center may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][7][11]

1. Parental conference.
2. Loss of center privileges.
3. Exclusion from center-sponsored activities.
4. Suspension.
5. Expulsion.
6. Referral to law enforcement officials.

- Legal
1. 24 P.S. 1303.1-A
 2. 24 P.S. 1302-E
 3. Pol. 236.1
 4. Pol. 103
 5. Pol. 103.1
 6. 22 PA Code 12.3
 7. Pol. 218
 8. 24 P.S. 1302-A
 9. Pol. 236
 10. 20 U.S.C. 7118
 11. Pol. 233
 - Pol. 113.1

Revised: October 26, 2021

ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY:

Relative To: GJCTC Secondary Students, 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 Assistant Director or designee. A second offense may result in suspension or involuntary discharge from the school, based upon the decision of the Assistant Director.

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. (Please note: persons applying for admission to the GJCTC Practical Nursing program require candidates for admission to apply for background checks). 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 acknowledgment 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 Clearance and Act 151 Child Abuse Clearance. Any intergenerational student who has lived outside Pennsylvania for the past two years, or more, will also be required to have FBI Clearance. A copy of all agency-returned checks must be included in the student’s main facility folder.
- ❑ Intergenerational students must have the Act 34 (PA State Police “Request for Criminal Record 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 <https://epatch.pa.gov/home> or completed in the GJCTC Adult Education Office. In either case there is a \$22.00 fee. **Note: Students will not be permitted to begin class without having the Act 34 background check completed and reviewed by GJCTC administration.**
- ❑ Intergenerational students must have the Act 151 (“Pennsylvania Child Abuse History Clearance”) completed **or** proof of submission returned to the school before the first day of class. The proof of submission can be in the form of the money order receipt and a copy of the completed application. Once the student receives the actual clearance in the mail, he/she must bring it to the Adult Education Office to be copied and reviewed.

Applications for the Act 151 clearance may be obtained in the GJCTC Adult Education Office. The completed application, as well as a money order for \$13.00, must be sent to the Childline and Abuse Registry, Department of Public Welfare, Harrisburg, PA. **Note: Students will not be permitted to begin class without having the the Act 151 background check completed and reviewed by GJCTC administration or submitting proof of submission (money order receipt and copy of completed application) by the first day of class.**

- Intergenerational students who have not been official residents of Pennsylvania for the past two years or more will also be required to apply for a Federal Bureau of Investigation (FBI) background check. The application is completed on line and there is a \$26.20 fee. Specific instructions for applying can be obtained in the GJCTC Adult Education office. **Note: Students who have not been official residents of Pennsylvania for the past two years or more will not be permitted to begin class without having the FBI background check completed and reviewed by GJCTC administration.**

Note: Intergenerational students, who have a record with a felony or felonies on their record, will not be permitted to 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 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 Assistant Director as the center's Compliance Coordinator.

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- 70 Uwf gpv"Gxcnvcvqp"ó" Tgxkgy "qh"vguu."r tqegf wtgu"cpf "i wkf cpeg"cpf "eqwpugr"pi "o cvgtknu"ht uvgtgqv{r kpi "cpf "f kuetko kpcvqp0

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- 30 Kphqto "vj g"uwf gpv"qt"vj kf "r ctv{"qh"vj g"tki j v"vq" hkg" c"eqo r rncpv"cpf "vj g"eqo r rncpv'r tqegf wtg0
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- 50 P qvkh{ "vj g"eqo r rncpv'cpf "vj g"ceewugf "qh"vj g'r tqi tguu"qh"cr r tqr tkcv"uvcu gu"qh"vj g'r tqegf wtg0
- 60 Tghgt "vj g"eqo r rncpv'vq"vj g"Ego r rncpeg"Eqqtf kpcvqt"kh"vj g"dwrk kpi "cf o kpkutcvqt"ku"vj g uwdlgev"qh"vj g"eqo r rncpv0

COMPLAINT PROCEDURE – STUDENT/THIRD PARTY:

Step 1 – Reporting:

C"uwf gpv"qt"vj kf "r ctv{"y j q"dgrkxgu"uj g"lj g"j cu'dggp"uwdlgev"vq"eqpf wev"vj cv'eqpukwgu" c" xkqrvcvqp"qh"vj ku'r qrke{"ku"gpewtci gf "vq"ko o gf kvgn{ "tgr qtv"vj g"lpekf gpv"vq"vj g"dwrk kpi "" cf o kpkutcvqt0

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Kl"vj g"dwrk kpi "cf o kpkutcvqt"ku"vj g"uwdlgev"qh" c"eqo r rncpv."vj g"uwf gpv."vj kf "r ctv{"qt"go r m{gg" uj cm'tgr qtv"vj g"lpekf gpv" f kvgn{ "vq"vj g"Ego r rncpeg"Eqqtf kpcvqt0

Vj g"eqo r rncpv'qt"tgr qtv" kpi "go r m{gg"ku"gpewtci gf "vq"vug"vj g"tgr qtv"hto "cxckndrg"htgo "vj g" dwrk kpi "cf o kpkutcvqt."dw'qtcn'eqo r rncpv"uj cm'dg"ceegr vcdrg0

Step 2 – Investigation:

Wf qp'tgeglxkpi "c"eqo r nkpvn'qh'f kuetko kpcvkp."vj g'dwxf kpi "cf o kpkutcvqt'uj cm'ko o gf kvgnf " pqvkh{"vj g'Eqo r nkepeg'Eqqtf kpcvqt0"Vj g'Eqo r nkepeg'Eqqtf kpcvqt'uj cm'cwj qtk g'vj g'dwxf kpi " cf o kpkutcvqt'kpxguki cvg'vj g'eqo r nkpvn."wprguu'vj g'dwxf kpi "cf o kpkutcvqt'ku'vj g'uwdlgev'qh'vj g' eqo r nkpvt'ku'wpcdng"v"eqpf wev'vj g'kpxguki cvkqp0'

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Step 3 – Investigative Report:

Vj g'dwxf kpi "cf o kpkutcvqt'uj cm'r tgr ctg"cy tkvgr'tgr qt v'y kj k'kxggp"*37+f c{u."wprguu"" cf f kkpccn'ko g'v"eqo r nkv'vj g'kpxguki cvkqp'ku'tgs vkt gf 0"Vj g'tgr qt v'uj cm'kpenmf g'c'uwo o ct {"qh"" vj g'kpxguki cvkqp."c"fgvto kpcvkp'qh'y j gvj gt"vj g'eqo r nkpvn'j cu'dggp'uwducpvcv'cu'hcewen'cpf " y j gvj gt'k'ku'c'xkqrcvqp'qh'vj ku'r qrke{"."cpf "c'tgeqo o gpf gf "f kur qukkqp'qh'vj g'eqo r nkpvt0' Vj g'hpf kpi u'qh'vj g'kpxguki cvkqp'uj cm'dg'r tqxkf gf "v"vj g'eqo r nkpvcv."vj g'ceewugf "cpf "vj g'e" Eqo r nkepeg'Eqqtf kpcvqt0'

Step 4 – Action of Center:

Ki'vj g'kpxguki cvkqp'tgwnu'kp"c'hpf kpi "vj cv'vj g'eqo r nkpvn'ku'hcewen'cpf "eqpukwgu'c'xkqrcvqp'qh'" vj ku'r qrke{"."vj g'egpvt'uj cm'cng'r tqo r v."eqttgevxxg'cevqp"v"gpwvtg'vj cv'uwej "eqpf we'vegcugu"cpf " y kmpqv'tgewt0'

F kxk r pct {"cevqpu'uj cm'dg'eqpukv'gpv'y kj "vj g'Uwf gpv'Eqf g'qh'Eqpf wev.'Lqkv'Qr gtcvki " Eqo o kvgg'r qrkeku'cpf "egpvt'r tqegf wtgu."cr r nkecdng'eqmgevxxg'dcti c'k'kpi "ci tggg' gpv."cpf "ucv" cpf "hgf gtcn'cy u0'

Appeal Procedure:

30 Ki'vj g'eqo r nkpvcv"ku"pqv'ucvuhgf "y kj "c"hpf kpi "qh"pq"xkqrcvqp"qh"vj g'r qrke{"qt"y kj "vj g eqttgevxxg'cevqp'tgeqo o gpf gf "k'vj g'kpxguki cvkxg'tgr qt v."ulj g'bo c{"uwo k'c'y tkvgr"cr r gcn'v' vj g'Eqo r nkepeg'Eqqtf kpcvqt'y kj k'kxggp"*37+f c{u0'

STUDENT GRIEVANCE PROCEDURE:

Vj g'I tgevt"Lqj puqy p"Ectgg"cpf "Vgej pqmji {"Egpvt'tgeqi pk'gu'vj g'tki j v'qh'vj g'uwf gpv'v"r tggp'v' eqo r nkpvn'v"vj g'uej qqt0'Vj qug'r gtuqpu'y j q'j cxg'eqo r nkpvn'bo c{"uwo k'v'go "vj tqwi j "vj g'hqmqy kpi " i tkxcpv"r tqegf wtg<'

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- Cp'kphqto cn'eqphgt gpeg'y kj "cmf ct vku'kpxqrxgf "uj cm'dg'ecmgf "kp'qtf gt "v'j uqrxg"v'j g'r tqdrgo 0
- Vj g'rgcf "kputwevt"uj cmf gekf g'v'j g'kuuwg"cpf "tgr n' "kp'y tkkpi "v'j v'j g'i tlgxcpeg"y kj kp "hxg" *7+ "f c {u0

UVGR"K'""

- K'v'j g'i tlgxcpeg"ku'pqv't guqrxgf "wvf gt "Ugr "K'v'j g'i tlgxcpv'j cu'hxg" *7+ "f c {u"v'j g'ghgt"v'j g y tkwgp"eqo r rkp'v'v'j tqwi j "v'j g'uwf gpv'cf xkuqt"cuuki pgf "v'j v'j g'uwf gpv0
- Vj g'uwf gpv'cf xkuqt"y knitgr n' "kp'y tkkpi "v'j v'j g'i tlgxcpeg"y kj kp "hxg" *7+ "f c {u0

UVGR"K'K'

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- Vj g"Assistant Director"uj cm'tgwtp"v'j g'y tkwgp" f gekukqp"v'j v'j g'rgcf "kputwevt"qh"v'j g" r tqi tco "y kj hxg" *7+ "f c {u0

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- K'v'j g"Assistant Director"ku'wpcdrn"v'j t guqrxg"v'j g'eqo r rkp'v'v'j g'ci i tlgxgf. "y kj kp "hxg" *7+ "f c {u. "o c { "tgs wguv"v'j g'eqo r rkp'v'dg" t ghgttgf "v'j ""v'j g Cf o kpkutcvxg" F kgevt0
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- CVj g'f kuetgkqp"qh'vj g'Ej kgh'Uej qqriCfo kpkwtcvqt."c'eqo r nckpvy knldg'fk gevgf "v'vj g'Lqkv Qr gtcvpi "Eqo o kwgg" hqt "**final resolution**" cv'vj g'pgzv'uej gf wrgf "o ggkpi "hqmqy kpi "vj g fgekukp"fcvg"qh'Ugr "K"%"D+0

Tuition

Please see the annual tuition sheets.

Staff

OFFICE STAFF:

Administrative Director	John S. Augustine II	Master's Degree Penn State University
Assistant Director	Tricia Rummel	Master's Degree Indiana University of PA
Assistant Administrator of Program Operations	Amanda Harrington	
Practical Nursing Coordinator	Laura Hollis	CRNP, MSN, RN Carlow University
Financial Aid Officer	Kevin Snyder	Associate's Degree ICM School of Business
Career Counselor	Fran Kazmierczyk	Bachelor's Degree Indiana University of PA
Adult Education Secretary Mount Aloysius College	Jennifer Steele	Associate's Degree Mount Aloysius College

INSTRUCTIONAL STAFF:

CDL Instructor	Keith Custer	Class A CDL
Cosmetology Instructor	Darius Kovacina	Licensed Cosmetology Operator/ Teacher
Electrical Technology Instructor Heating & Air Conditioning Instructor	William Olecki Devan Irvin	
Industry Instructor	Michael Riggenbach	Bachelor's Degree IUP
Practical Nursing Coordinator	Laura Hollis	CRNP, MSN, RN Carlow University
LPN Instructor	Mary Partch	BSN Mount Aloysius College

LPN Instructor	Brandon Solnosky	MSN St Francis University
Mobile Equipment Operation Instructor	David Mitchell	NCCER Curriculum Certified 3 rd Party CDL Examiner
Welding Instructor	David Mohr	Associate's Degree Westmoreland County Community College
Collision Repair Instructor	Joel Yoder	Associate's Degree Pennsylvania College of Technology
Auto Technology Instructor	Corey Leahey	
Construction Technology Instructor	Scott Thomas	
Culinary Arts Instructor	Zachary Buchholz	Voc Ed I Certification Indiana University of PA Academy of Culinary Arts ServeSafe Proctor
Micro-certifications Instructor	Patrick Wallet	Voc Ed II Certificate
Machine Technology Instructor	Scott Pritts	
Diesel Technology Instructor	Christopher Farabaugh	Associates Degrees Penn College of Technology St. Francis University

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.

Veteran's Benefits and Transition Act of 2018 S.2248

Section 103.1. (b)

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.
- The Greater Johnstown Career and Technology Center (GJCTC) will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 to 33.
- The Greater Johnstown Career and Technology Center (GJCTC) will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to GJCTC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website-eBenefits, or a VAF28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates :
 - *The date on which payment from VA is made to GJCTC.
 - *90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.