



**STUDENT
HANDBOOK
2022-2023**

Mission Statement

The Mission of the Western Montgomery Career & Technology Center is to prepare quality citizens for lifelong productivity in a challenging and changing world by forming innovative partnerships among family, school and community.



Dear Students:

On behalf of the administration and faculty, we are proud and excited to welcome you to the Western Montgomery Career & Technology Center!

Due to the nature of the educational process at the Career and Technology Center, there is a great deal of student autonomy. Students have the ability to make their own decisions and move freely around their program areas. However, this independence and self-management approach must not be abused. The WMCTC student handbook provides information regarding the expectations and programs available within our building. Your handbook is a valuable tool that contains important information about **support services, policies, and student rights and responsibilities**. It is important to review and read the handbook not only to gain a general knowledge of how the school operates, but also to prevent any misunderstandings and potential problems that could occur while in the building.

We are here to provide you with the most positive, comprehensive education possible and assist you in reaching your career goals. Our faculty and staff are committed to providing a constructive learning environment. In addition, we encourage you to take advantage of Career and Technical Student Organizations such as SkillsUSA, FCCLA, and HOSA and compete against other students in your trade field at competitions that these organizations provide.

Our staff fosters an open-door policy and is happy to meet with students before minor concerns turn into bigger problems. Open communication and honesty are essential for a healthy school experience. We will continually support you to reach your full potential.

Good luck and best wishes!

Sincerely,
Mr. David Livengood
Administrative Director
Western Montgomery Career & Technology Center



77 Graterford Road Limerick, PA 19468 610-489-7272

Fax: 610-489-8778

www.westerncenter.org

WMCTC's Administration Team

Administrative Director Mr. David Livengood

610-489-7272 ext. 200

Principal

Mr. Mark Holtzman

610-489-7272 ext. 206

Business Manager

Ms. Donna Wilson

610-489-7272 ext. 203

Parents/Guardians and Students:

Please give special attention to the following sections of the handbook:

- Page 9 and continuing pages regarding the Attendance Policy
- Page 19 and continuing pages regarding the Discipline Policy
- Page 26 regarding the Limerick Township Police Involvement and Level III Offenses
- Page 28 regarding Uniform Guidelines: Your instructional area will require a dress code or uniform that must be worn throughout the school year.



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Faculty Listing

Professional Staff

School Counselor
School Counselor
School-to-Work Coordinator
Student Success Coordinator
Student Success Coordinator
Student Success Coordinator

Ms. Julia Powers
Mrs. Candice Landis
Mrs. Barbara Mueller
Mrs. Amy Rybnik
Mrs. Cindy Prindle
Mrs. Allison Stanziani

Technical Staff

Advanced Manufacturing
Automotive Technology

Intro to Medical/Biomedical Sciences
Carpentry
Collision Repair
Commercial Art
Computer Information Systems
Cosmetology

Culinary Arts

Dental Occupations
Diesel Technology
Early Childhood Education
Electrical Occupations
Health Science Technology
Heating, Ventilation, and Air Conditioning
Protective Services

Sports Medicine
Welding

Mr. Andrew Klein
Mr. Donald Bray
Mr. William Soleau
Mrs. Lisa Cassidy-Lawler
Mr. Steven Antrim
Mr. Charles Smith
Mr. David Batory
TBD
Ms. Jenni King
Mrs. Angela Reichert
Ms. Tina Arnt
Mr. Tim McGinnis
Mrs. Heather Zornek
Mr. Russell Keller
Mrs. Stephanie German
Mr. Evan Ducko
Mrs. Patricia King
Mr. Phillip Mest
Mr. Ray Bechtel
Ms. Maureen McCormick
Mr. Grant Greisler
Mr. Rock Durant

Academic Staff

Health/Physical Education

Mr. Sean English

Support Staff

Business Office Secretary
Cafeteria Manager
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant (COS)
Instructional Assistant (ECE)
Attendance Secretary
Maintenance Manager
Custodial Staff

Mrs. Melissa Kane
Mrs. Patricia Corbin
Mrs. Cynthia McDaniel
Ms. Leahann Edleman
Mr. Patrick Boyle
Mrs. Christel Smith
Mrs. Beth Murphy
Mrs. Danielle Longacre
TBD
Mrs. Lisa Berrodin
Mr. Chad Heffner
Mr. Jermaine Robinson
Mr. Dan Walker
Ms. Shannon Quinones
Ms. Dawn Davison
Mrs. Anne Marie Yusko
Mrs. Megan Alaniz

School Nurse
Secretary to the Principal
Secretary to the Administrative Director

JOINT OPERATING COMMITTEE MEMBERS

Pottsgrove School District

Joe Vecchio

Patricia Grimm, (Chairperson)

Jay Strunk

Spring-Ford Area School District

Karen Weingarten

Wendy Earle

Colleen Zasowski (Vice-Chairperson)

Upper Perkiomen School District

JP Prego

Dana Hipszer (Treasurer)

Keith McCarrick (Secretary)

Sending District Superintendents

Pottsgrove School District

Dr. David Finnerty

Spring-Ford Area School District

Mr. Robert Rizzo

Upper Perkiomen School District

Dr. Allyn Roche

WMCTC Superintendent of Record

STUDENT GRIEVANCE PROCEDURE

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process. This procedure defines the due process procedure to be followed when filing a grievance.

Step 1 Within ten (10) school days after the alleged violation, the grievant shall initiate an informal discussion with the teacher or person(s) who allegedly treated the student unfairly. If this informal discussion does not resolve the issue, the grievant shall initiate a discussion/conference with a Guidance Counselor, a home school advisor, or the supervisor in charge of student services about resolving the complaint.

Step 2 If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the individual designated as Equal Rights and Opportunities Coordinator. The Coordinator has the authority to investigate the grievance and attempt a solution. If no solution to the grievance can be mutually agreed to at this point, then the Coordinator will set up a formal meeting with the Administrative Director. Also, at this time, the grievant letter shall be passed on to the Administrative Director, along with any back-up investigative information already collected. The Administrative Director shall respond within ten (10) working days.

Step 3 If the grievance is not resolved in Step 2, the grievant shall refer the complaint (written letter) to the Chairperson of the Operating Committee within ten (10) calendar days. The Administrative Director shall respond within thirty (30) calendar days of receiving such correspondence.

Non-Discrimination Policy

WMCTC, in accordance with Title IX of the Educational Amendments of 1972, will not discriminate in educational programs which it operates, or in admission or enrollment procedures on the basis of race, religion, sex, color, age, national origin, or handicap and provides equal access to the boy scouts and other designated youth groups. The Western Montgomery Career and Technology Center is an equal opportunity employer and educational institution. We assure that procedures and practices are followed to provide equal access to all programs. Any questions concerning the application of Title IX, compliance or complaints may be referred to Donna Wilson, Compliance Officer, at 77 Graterford Road, Limerick, PA 19468 610-489-7272, ext. 203

Advisory Committee

Each technical area has an active Advisory Committee composed of teachers, industrial/ business representatives, former students, present students, and parents. The purpose of the Advisory Committee is to form a viable community, business, and educational partnership to promote the goals and objectives of the Western Montgomery Career & Technology Center. Please contact the School to Work Coordinator to join a committee.

Attendance

WMCTC Policy 204

PDE Act 138

Students are expected to attend school daily. Our attendance policy is based on the following:

- Improving the student's chances for acceptance in the workplace.
- Helping the student to develop a sense of responsibility, discipline, and good work habits.
- Developing a sense of teamwork which fosters dependability and will benefit the workforce.
- Establishing a rapport between home and school to encourage regular school attendance.
- Providing verifiable proof of excused absence by a parent/guardian, as required by the Commonwealth of PA.
- Make up work when absent from school.

Frequent absences greatly affect student accumulation of competencies and are discouraged. All regulations related to attendance and tardiness are in effect when students are on cooperative education, work-site, or clinical assignments.

Absence Procedures:

- A parent/guardian should report an intended absence from school by either (1) calling WMCTC Attendance at 610-489-7272 ext. 209 or by (2) emailing Attendance@WesternCenter.org. Automated calls are sent to guardians who have not notified Attendance of the absence.
- All students must submit a written excuse for any absence from WMCTC. The note/email must include the student's first and last name, the date(s) of absence and the reason for absence. The written excuse must be received by WMCTC Attendance in the Student Service Office within three (3) days after returning to school. After three (3) days, if a written excuse is not given to WMCTC Attendance, the absence remains unexcused.

Ways to submit the written excuse to WMCTC Attendance in the Student Services Office:

- A handwritten note that must be signed by a parent/guardian.
- An email to Attendance@WesternCenter.org from the parent/guardian's email on file.
- Doctor note can be submitted, emailed, or faxed to WMCTC (fax # 610-489-8778).

High schools are not responsible for forwarding notes to WMCTC, but staff in the Student Services Office can make a copy of a note for the student to take to the high school if asked.

When a student's consecutive-days absence is due to illness, a doctor note is preferred for excusal. A doctor note combines those days into one absence; a parent note counts each day as an absence.

Students are considered present if they participate in a sending school sponsored activity and are not able to attend WMCTC. Advanced notification is required with sending school permission.

Students who accumulate more than fifteen (15) non-consecutive days in total absences (excused or

unexcused) must have any subsequent days missed validated by a doctor's note for the remainder of the school year. If you are unable to obtain a doctor's note or if the absence was not health-related, the absence will remain unexcused. Extenuating circumstances or extended illness may be a basis for creating exceptions to the guidelines.

EXCUSABLE reasons. Excusable absences, tardiness or early dismissals, include, but are not limited to the following:

- An illness
- Family emergency
- Medical or dental appointment
- A religious holiday
- A death in the family
- Driver's test
- Mandatory court appearance
- Special circumstances as approved by WMCTC Administration. This would include pre-approved trips with the required form (Advanced Notification of Extended Absence).

INEXCUSABLE reasons: Inexcusable absences, tardiness or early dismissals, include, but are not limited to the following:

- Oversleeping
- Car trouble
- Unauthorized trip or vacation
- Missing the bus
- Working / Employment

Early Dismissal:

Students desiring an early dismissal from school for doctor appointments, college visitations or other urgent matters that cannot be conducted after school hours, must provide a written note/email to Attendance.

- A note or email to Attendance@WesternCenter.org from the parent/guardian should be received the day of the dismissal and upon the student's arrival to WMCTC. The note/email should contain the student's first & last name, date & time of dismissal, reason for dismissal, and a parent/guardian's signature and telephone number.
- No student will be permitted to leave early for any reason, without a written note from his/her parent/guardian. Parents will be required to arrange transportation to pick up their student.
- Student's without a written note will need their parent/guardian to come into the Business Office to write one. This may delay their departure at their expected dismissal time.
- Students being dismissed early must report to Attendance in the Student Services Office to get an early dismissal slip before leaving school.
- When a student is dismissed through the WMCTC nurse's office, the high school is notified. Any student wishing to be picked up by their parent/guardian for illness, must see the nurse first before dismissal.
- Classwork missed due to an early dismissal must be made up to receive credit.
- Students must be present a minimum of 1.5 hours to be considered ½ day present.

Tardiness to School:

A student is considered late to school if he/she is not in their scheduled area immediately after the district bus drop off at WMCTC.

- Students are tardy if they arrive after 8:00 a.m. for Level 0 and 1 students. Level 2 and 3 students should arrive by 11:00 a.m. (Spring-Ford and Pottsgrove) and 11:30 a.m. (Upper Perkiomen).
- A student who arrives late should report to Attendance in the Student Services Office for their Absent/Tardy Admit Slip. Once signed, this slip is given to the teacher for class entry.

- Written notes from parents may result in an excused tardy only if the student arrives with the note at the time of the tardiness.
- Excessive tardiness to school accumulates demerits, disrupts class during late entry and may result in the delay or placement in the Cooperative Education Program.
- Students who are frequently late to school due to illness may be required to bring a medical excuse from the physician once the total amount of absences reaches fifteen (15) days or if a questionable pattern of attendance emerges. Waivers of this regulation are considered for extended illness or extenuating circumstances.

Attendance Letters:

Parents/guardians and sending schools will be informed via written notification of a student's unexcused absence accumulation, unexcused tardy days and subsequent disciplinary measures will result according to the following. The attendance letter includes a copy of the student's attendance record.

- Three, five, eight, and ten accumulated unexcused absences.
- Ten days of consecutive unexcused absence that meets the guidelines of Pennsylvania School Code 11.24 could result in disenrollment from WMCTC. The technical teacher, sending school principal and parent/guardian will be notified in writing by the homeschool after five (5) consecutive days have been accumulated and when the ten (10) consecutive days of unexcused absence have been accumulated.
- Fifteen days accumulated (excused and unexcused) absences. A doctor's note must be submitted to excuse any subsequent absences for remainder of the school year.
- Two unexcused late arrivals. Warning only – no demerits.
- Three unexcused late arrivals. The student will receive 3 demerits.
- Four unexcused late arrivals. The student will receive 5 demerits.
- Five or more late arrivals. The student will receive 5 demerits. Student may also lose Co-Operative Education Privileges, extra-curricular privileges and all driving privileges to WMCTC. Student must ride district transportation to and from WMCTC.

Errors in Attendance Records:

Call the Attendance Secretary at 610-489-7272 extension 209 or email Attendance@WesternCenter.org when you believe an error has occurred with your student's attendance. Checking their attendance frequently using WMCTC's Skyward is encouraged (See Online Access for Parents/Guardians). A student not submitting a note within the 3-day period or expecting the high school to share notes are not acceptable errors. Once a quarter closes, attendance cannot be modified for that quarter. The only exception would be if the student received an Incomplete for the quarter.

Pre-planned Absence / Vacation:

When a student has a pre-planned absence, an Advanced Notification of Extended Absence form should be submitted. This form is used for vacation, out-of-state college visits, military testing, or other extended pre-arranged absences. The form can be found in the Student Services Office, online or at the back of this handbook.

Students Signing Absentee Excuses and/or Other School Documents:

The Division of Child Accounting, Department of Education in Harrisburg, has indicated that an eighteen (18) year old is no different than other students. They are still required to have their parent/guardian sign excuses if they are living with them. Emancipation must be proven to the school and is the burden of the student. To prove this would require a notarized statement from the parents absolving them of all legal responsibility and proof of a change of address (voting registration, license) or whatever other proof the school would consider appropriate. Marriage of an 18-year old is not, in itself, a criterion for emancipation. An 18-year old is treated differently only in the eyes of the law.

Students not living with parents/guardians, who are under the age of 18 and have not been emancipated, may not legally sign absence notes and/or other school documents. The school is obligated to speak to, and send school documentation to a student's legal guardian only.

Badges/Identification

WMCTC requires all students and staff to wear the appropriate WMCTC identification at all times. Therefore:

- An I.D. Badge is required to enter the school daily and must be worn all day.
- Any school personnel may request an I.D. Badge from a student at any time for a justifiable reason.
- A new I.D. Badge is issued, without charge, to each student each new school year.
- All students must have a current I.D. Badge in their possession.
- Failure to show a current ID badge may result in disciplinary action.

Replacement of a lost/broken/stolen I.D. Badge:

Students needing a replacement I.D. Badge will be charged \$5.00 for each replacement. To replace a student I.D. Badge, the procedure is as follows:

- Inform your instructor if your badge is lost.
- A \$5.00 replacement fee must be paid prior to the issuance of a replacement I.D. Badge.
- The student will be issued a new I.D. Badge.

Cafeteria Procedures

The school maintains a cafeteria for the enjoyment and convenience of the students. All students must go to the cafeteria during their assigned lunch session and stay for the entire lunch period. Students are expected to be considerate of others in the cafeteria and should follow the guidelines listed below.

Lunch is provided by the Upper Perkiomen food services.

To facilitate a more pleasant lunch period, please observe the following:

- Stand quietly in the serving line to purchase food; do not move in front of other students.
- Select food and have money or your Upper Perkiomen lunch number available for the cashier.
- Take all trays, utensils, and trash to the designated disposal area when finished eating.
- Remain at the assigned cafeteria table until the dismissal bell sounds. Do not stand at the doorway.
- Leave the cafeteria at the assigned time.
- No food or beverages may be taken from the cafeteria.

Student Conduct in the Cafeteria:

Good school citizenship demands that students refrain from:

- Shouting, making unnecessary noise, and obscene/vulgar language.

- Popping beverage cartons.
- Failing to clean up trash at their assigned table area.
- Destroying cafeteria equipment.
- Rocking, tilting, or dropping chairs.
- Taking food or beverages from the cafeteria.
- Throwing items
- Using the lavatory requires permission from the teacher on cafeteria duty.

Students involved in **major** cafeteria disturbances may be **SUBJECT TO DISORDERLY CONDUCT CHARGES** enforced by Administration and the Limerick Township Police.

In cases where the student is a habitual disturbance in the cafeteria, the student may be required to eat in a designated area other than the cafeteria.

Career & Technical Student Organizations (CTSO's)

Career & Technical Student Organizations (CTSO's)

WMCTC is an active member of the following Career & Technical Student Organizations (CTSO's): Family Career and Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), National Technical Honor Society (NTHS) and SkillsUSA.

All students have the opportunity to participate in the organization that is directly related to their technical instructional area.

Students participating in any activities will be required to be in good standing in the areas of grades, attendance, and discipline. **Students who receive OSS may not be able to attend out of the building activities and may lose CTSO membership. Any student that receives OSS (for more than one day) at WMCTC, will not be able to participate in overnight for one calendar year from the time of the incident.**

The following is a brief description of the technical organizations offered at WMCTC.

Family Career and Community Leaders of America (FCCLA):

Students enrolled in the Culinary Arts and Early Childhood Education programs, at WMCTC, may become members of FCCLA. "Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life, including planning, goal setting, problem solving, decision making, and interpersonal communication, which is necessary in the home and workplace. FCCLA promotes personal growth and leadership through family and consumer sciences education. Activities in this organization assist students in assuming their roles in society through home economics education in the areas of personal growth, family life, career preparation, and community involvement."

Additional information available at: www.fcclainc.org or www.pafccla.org

Health Occupations Students of America (HOSA)

Founded in 1976, Health Occupations Students of America is the national technical organization for secondary, post-secondary, and collegiate students enrolled in Health Science and related programs. "HOSA's mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people." The organization also provides students opportunities to develop leadership responsibilities, professional competencies, citizenship responsibilities, personal growth, and health career awareness.

Students who participate in HOSA will develop an understanding of current health care issues, environmental concerns, and survival of the community, nation, and world. HOSA assists in building self-confidence and pride in one's work, as well as helps with making realistic career choices and with seeking successful employment in the health care field.

Additional information available at: www.hosa.org

National Technical Honor Society (NTHS)

The National Technical Honor Society is a nationally based, non-profit honor organization for outstanding students enrolled in occupational or technical programs. These include high schools, private occupational institutions, technical colleges, or colleges with technical majors.

The purpose of NTHS is to:

- “Reward excellence in workforce education”
- “Develop self-esteem, pride, and encourage students to reach for high levels of achievement”
- “Promote business and industry’s critical work-place values – honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship”
- “Help schools build and maintain effective partnerships with local business and industry”
- “Champion a stronger, more positive image for workforce education in America”

Membership is limited to students who exhibit good character and leadership, and who plan to pursue a career in their field of technical study. Candidates will be evaluated based on school involvement, a review of previous school records, and approval by Administration.

WMCTC criteria for NTHS’ induction, probation and expulsion of students are as follows:

Induction: Students are recognized by WMCTC and by the National Technical Honor Society for outstanding technical and academic achievement. Students are nominated by their instructors.

Grade Qualifications: Nominee must have and maintain an “A” average in their technical program and a “B” average in their academic core courses.

Attendance Qualifications: Nominee’s attendance rate must be 97% or higher and Nominee’s absences must be excused. Nominee’s absences must not exceed 5 days.

Probation: A current member who has fallen below the established criteria for membership in NTHS and the standards of WMCTC will be placed on probation.

Expulsion: If a student’s expulsion from the society is warranted, he/she will be notified in writing and a letter will be sent to his/her sending district’s administration. (Quotes retrieved from NTHS website)

Additional information available at: www.nths.org

SkillsUSA

“SkillsUSA, a national organization, is a partnership of students, teachers and industry representatives; working together to ensure America has a skilled work force.” Their mission is to “provide quality education experiences for students in leadership, teamwork, citizenship and character development, as well as build and reinforce self-confidence, work attitudes, and communication skills.”

SkillsUSA provides opportunities for students to develop their potential through hands-on activities in the classroom and the community, where they will gain a better understanding of their community, local industry and their peers.

All students at WMCTC are eligible for membership in SkillsUSA and will have the opportunity to better themselves, the school and their communities.

SkillsUSA Motto: “Preparing for leadership in the world of work.” (Quotes retrieved from SkillsUSA website)

Additional information available at: www.skillsusa.org

Certificate of Completion

A Certificate of Completion will be issued upon successful completion of the entire Program of Study (POS) task grid.

Certificate of Participation

A Certificate of Participation will be issued for those students who have not completed the entire Program of Study (POS) task grid.

Change of Address, Email, or Phone Number

Parents or guardians are responsible for maintaining accurate address, email, and phone number at WMCTC. Any changes must be submitted in writing by the parent/guardian to the Student Services office or via email to StudentServices@westerncenter.org.

Closings and Delayed Openings

WMCTC announces closings and delays using an emergency message mass distribution system. Such messages are sent only when absolutely necessary, and are delivered via phone, or email based on the account preferences selected by parents or guardians on the school messenger site/app. Emergency messages are sent to announce school closings, early dismissals, and other events that may have an imminent impact on the educational community, and may be sent at any time, but usually between the hours of 5:00 AM and midnight.

IMPORTANT: In order to receive these messages, you must keep your account information updated through WMCTC's Skyward. Visit

westerncenter.org/alerts for details.

Closing and delay information is also made available on our school website and social media at the same time for those who are not subscribed, or those who are away from their email or phone at the time of the announcement. Local media is also contacted in addition to the above methods.

Cooperative Education (Co-op)

Cooperative Education is a structured method of instruction combining school based classroom learning with productive work-based learning in an occupation matching the student-learner's academic and career objective. Acceptance into the program is an honor and privilege. Therefore, students will be considered for this program upon recommendation.

Juniors and Seniors are eligible for the Cooperative Education Program based on their grades,

attendance, task grid completion, NOCTI pre-test score, and technical instructor and principal recommendations. **A student who has five (5) or more unexcused absences from school or more than ten (10) days excused absences from school may not be eligible for the Cooperative Education Program.**

The only exception will be for students who have had an extended illness that has been documented by a physician. In the event of extenuating circumstances, the school administration will consider Cooperative Education placement for the students in this category.

Application Procedure:

- All students must complete required paperwork, have a current I.D., working papers (if under 18 years old), and transportation to and from place of employment.
- Applications for Cooperative Education are available in the School to Work Coordinator's office.
- Application paperwork must be signed by the parent/guardian, technical instructors, guidance counselor from the sending high school, and WMCTC director or principal.

Securing a Cooperative Education Position:

- The Co-op Coordinator will attempt to secure employment for students in his/her specific technical trade area. All Cooperative Education employment must directly relate to the student's course of study. The student may assist in the search for a job by filing applications for employment with industries related to their course of study.
- Work site must be approved by Co-op Coordinator and meet state qualifications.
- Students may be terminated from the Cooperative Education Program due to poor grades, poor attendance, or disciplinary actions.
- All students must attend WMCTC at least once a week to meet with their instructors and submit weekly work reports.
- Students will be required to attend NOCTI preparation classes, as scheduled by their WMCTC instructor, beginning three weeks prior to the exam.
- Students will receive a grade from the employer, Co-op Coordinator, and instructor each marking period.

Corporal Punishment

WMCTC Board Policy 218

Corporal punishment is prohibited as a form of discipline. However, reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or property.

Cosmetology Salon

Students enrolled at WMCTC may receive services at the Salon provided they complete the required permission slip at least one day in advance and are in good standing at WMCTC. Academic, attendance, and discipline records will be reviewed before permission is granted by the technical instructor and principal.

The salon days are designated as: Thursday and Friday from 11:15 AM to 2:00 PM. Additional days and hours may be available. Contact the Cosmetology department for more information.

Counseling/Guidance Services

WMCTC School Counselors and sending district School Counselors, in conjunction with classroom instructors, are available to assist students with post-secondary plans and personal concerns.

Counselors will provide information to students regarding post-secondary presentations, SOAR credits, and any articulation agreements.

In addition, support can be obtained for personal concerns through the SAP (Student Assistance Program) team. See SAP for further information regarding this service.

Technical Program Changes during the school year:

Any student who wishes to change their program must do the following:

- Notify the WMCTC Guidance Counselor to discuss the course change and obtain a referral for the technical course change.
- Must have a Parent/Guardian signature
- Changes must be completed by the end of the 1st quarter marking period. Exceptions to this are decided on an individual basis by Administration
- Be in good academic standing

Permission to change a technical program is also based on seating availability and if the Career Objective is better met through a different program.

Technical Program Changes for the following school year:

- Based on seat availability (after application review)
- Be in good academic standing
- Change of career plans
- Administrative approval required

DAILY SCHEDULE - Bell Schedule

SPRING-FORD

7:50 – AM Arrives
10:05 – Lunch @ WMCTC
10:25 – AM Departs
11:00 – PM Arrives
2:10 – PM Departs

UPPER PERK

8:00 – AM Arrives
10:15 – AM Departs
11:30 – PM Arrives
11:30 – Lunch
2:00 – PM Departs

POTTSGROVE

7:50 – AM Arrives
9:45 to 10:05 – Lunch @ WMCTC
10:20 – AM Departs
11:00 – PM Arrives
1:50 – PM Departs

Discipline

WMCTC Joint Committee Policy 218

The purpose of American education is to produce an individual who, within his/her capacities, functions as a good citizen, lives a personally satisfying life in accordance with moral, ethical, and democratic standards, and engages in socially acceptable work.

In order to achieve these objectives, an orderly and sequential education system must be established. In our society, there are always those individuals who do not follow the accepted rules and regulations. In order to modify the behavior of these individuals, disciplinary action is mandated.

Most disciplinary problems will be resolved at the classroom level. The classroom teacher, through his/her relationship with the student and the learning conditions established in the classroom, exerts a powerful influence upon the attitude and behavior of the student. Recognizing the role of the teacher, this disciplinary code allows for most behavioral difficulties to be managed by the teacher. It is recognized, however, that at times it is necessary to make an immediate referral to the office. To deal with minor disciplinary problems, a demerit system is used. Students, as well as adults, make mistakes during their lives. Learning from our mistakes is expected. This demerit system has consequences to those individuals who habitually disobey the accepted rules and regulations. Student conduct is also a responsibility of the parent/guardian and is highly influenced by the parent/guardian. This disciplinary code stresses the importance of parental involvement and emphasizes home and school communication.

This School Disciplinary Code assures the fair and consistent treatment of all students. However, students must realize their responsibility toward the maintenance of an orderly school environment that provides an opportunity for learning. Students will be given a copy of this disciplinary code at the beginning of each school year. It is expected that each student will review this code with his/her teacher and parents and understand his/her responsibilities as a mature young adult.

Student Responsibilities Regarding Behavior

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - Dress and groom so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
 - Assist the school staff in operating a safe school for all students enrolled therein.

- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

Bus Misconduct:

The discipline guidelines established for student misconduct in school shall also apply to student misconduct on the school bus and any transportation vehicle provided for the student to and from school, field trip or off-campus activity. Student misconduct on a school bus may result in forfeiture of bus riding privileges in addition to any other discipline required by the guidelines.

Basic Principles (Policy 218):

Teachers and administrators at WMCTC are encouraged by policy to adhere to the following basic principles regarding discipline:

1. Discipline is a form of instruction leading to constructive ends both for students as individuals and society as a whole.
2. Adults, parents and school professionals have a responsibility to establish and clearly explain rules of behavior to students.
3. Professional personnel administering discipline should be guided by fairness to all parties involved, consistency of application, avoidance of anger, and respect for students as human beings.
4. Parents of students who consistently misbehave should be involved in the administration of discipline through conferences with teachers, counselors, and building administrators.
5. The administration of discipline which constantly serves to humiliate the student, and which challenges students to retaliate, is both inconsistent with professional understanding of the psychology of child development and unproductive.
6. The use of grades as a disciplinary tool and misuse of homework, extra assignments, repetitive writing, etc., as a means of punishment is inappropriate and defeats the essential purposes of the educational process.
7. Group punishment is typically inequitable and fosters resentment.
8. An educational environment in which learning activities are varied, challenging, interesting and provide opportunities for success for students with differing abilities is less likely to provide opportunities for misbehavior than an environment which bores and frustrates.

Procedures involved with discipline offenses:

Disciplinary referrals are to be used when all reasonable means of establishing and maintaining a safe and educationally sound atmosphere have been exhausted.

1. The teacher will complete the discipline referral form which includes a detailed statement describing the alleged incident.
2. The student will be informed, by the reporting person, of the specific violation(s) cited on the discipline referral form before the form is sent to an administrator for action. The student has the right to note his/her version of the alleged incident on the referral form.
3. The teacher is required to make every effort to contact the parent/guardian, especially in cases of major infractions or where there is chronic repetition of the infraction
4. The discipline referral form will be turned over to the building administrator for appropriate action.

5. Each student has the right to due process. After a review and action of the discipline case, the discipline referral form, with the appropriate administrative action taken, will become part of the student's record at WMCTC. Parent and the teacher(s) will have access to disciplinary information with its final action through WMCTC's Student and Family Access.

Students and parents should realize that the laws of the Commonwealth of Pennsylvania and local legal jurisdiction do not end at the property line of this or any other school. If a student's behavior warrants the involvement of the local or state police departments, those authorities will be called upon and the student subjected to their proceedings, as well as the school's disciplinary actions. If a conference involving the student, the student's parent/legal guardian and school representatives is considered necessary, this conference will be held at WMCTC in a timely fashion.

Weapons:

WMCTC Joint Committee Policy 218.1

In July 1995, Governor Ridge signed into law a bill that mandates a one-year expulsion from school for students found in possession of a weapon while on school property or at a school related function. This legislation is one attempt to help reduce violence across the Commonwealth and keep our school safe for all students.

The WMCTC Joint Committee prohibits possession and bringing of weapons and replicas of weapons in any school building, on school property, at any school sponsored activity and in any public conveyance providing transportation to school or a school sponsored activity.

All incidents of possession of weapons or replicas/look-a-likes shall be reported to sending school principals. Students involved in this type of offense will be handled in accordance to WMCTC disciplinary guidelines (Level III Misconduct) which may include Out-of-School Suspension up to ten (10) days and referral to the sending schools for expulsion.

WMCTC may recommend to the student's sending school expulsion for a period of not less than one

(1) year for any student who violates this weapons policy. Such expulsion will be given in conformance with formal due process proceedings required by the law. The Administrative Director or designee may recommend to the sending school Superintendent discipline short of expulsion on a case-by-case basis.

Weapons are not permitted to be in the possession of students during the school day or while participating on school-sponsored activities.

For the purpose of this policy a weapon is:

"Weapon" includes, but is not limited to, any knife, cutting instrument, cutting tool, numchuk stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, laser pointers, electro-muscular disruption weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Replica or look-a-like instruments will be treated as weapons.

"Weapon" does not include instruments, tools, implements and other devices being used as part of an approved school program by an individual participating in the program.

"Possession" includes, but is not limited to, a student who is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under a student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

In the past, students may have innocently carried items such as a small pen knife or pocket knife to

be utilized in a shop that were not intended or considered to be a weapon. Both the law and the new policy define weapons more completely, and pen knives and pocket knives would now be considered weapons. Immediate administrative action will occur for any violations of the weapons policy.

Drug/Alcohol/Controlled Substances:

WMCTC Joint Committee Policy 227

The Joint Committee recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the entire school community. As an educational institution, this school will strive to prevent abuse of controlled substances.

In all cases involving students and drugs, the need to protect the school community from undue harm and exposure to drugs will be recognized.

For purposes of this policy, controlled substances will mean:

- All controlled substances prohibited by law
- All illegal inhalants
- All look-alike drugs
- All alcoholic beverages
- Anabolic steroids
- Any drug paraphernalia
- Any prescription or patent drugs except those for which permission for use in school has been granted by the School Nurse to treat illness or injuries.

Any student in possession of or selling a controlled substance will be dealt with in accordance with the disciplinary code as established for Level III offenses. Consequences may include, but are not limited to: suspensions, police intervention and referral to the student's sending school for possible expulsion. The severity and frequency of the action will determine the extent of the discipline.

IMPORTANT: It should be noted that WMCTC is more concerned with controlling drug abuse than with punishing abusers. If a student desires assistance regarding a drug-related problem and voluntarily contacts either the school nurse or WMCTC administration with this information, every attempt will be extended to assist the student to resolve the situation and avoid punitive measures. Students will also be referred to the Student Assistance Program (SAP), and must follow recommendations of the program.

Any student who has been suspended for Drug/Alcohol/Controlled Substances will be referred to our Student Assistant Program and require they complete six mandatory sessions of counseling. Upon completion of the counseling sessions the student and parent must attend a parent conference and produce documentation of the completion of services.

Any student who has been placed regarding a health care issue (e.g. Mental Health, Rehabilitation, etc.); must notify the WMCTC School Counselor at 610-489-7272 ext. 214 of the date of admission, length of stay, and discharge. A parental conference is required for re-entry to school.

Smoking Policy:

WMCTC Joint Committee Policy 222

WMCTC is governed by Act 145 of 1996 (the School Tobacco Control Act) which prohibits the possession or use of tobacco products in school buildings, on school buses, at school sponsored

activities or on school property. Students who use or are in possession of these items will have them confiscated and be subject to the provision of the student disciplinary code which involves some form of suspension and fine.

To be in compliance with statutes governing use and/or possession of tobacco or tobacco related items, the following regulations will be in effect at all times at WMCTC.

- Tobacco use by students is prohibited in school buildings, on school buses, while participating in any activity sponsored by the school, and on school property.
- The definition of “smoking” also includes the use of electronic cigarettes, vaporizers, e-liquids, lighting of a cigar or pipe, the use of tobacco, and includes the use of smokeless tobacco in any form.
- Violation of the WMCTC smoking policy will result in disciplinary measures that include loss of educational activities or privileges through suspension in addition to a fine for violation of the Tobacco Control Act 145 of 1996.
- Any student in possession of tobacco or vaping products in school, on school property or at school approved job sites or activities will have those items confiscated and will face disciplinary action in accordance with the student disciplinary policy. Citations resulting in a minimum of a \$50.00 fine will be filed with the District Justice. (Act 145 of 1996).

Level I Misconduct (Minor)

Much of what is considered a Level I offense is misconduct that occurs in the classroom or technical area. It is the instructor’s responsibility to administer discipline in the classroom. However, repetitious disruptive behavior may escalate to insubordination and require the involvement of an administrator (Level II). All violations should be documented. The following is a general list of misconduct with consequences. **Lunch detention or temporary removal from lab/hands-on work could be used as a consequence for all Level 1 infractions. Note that with each accumulation of 10 demerits a student may be suspended out of school.**

Infraction

1. No hall pass.
2. Inappropriate attire; no uniform; no school I.D. Inappropriate clothing includes but is not limited to, politically/sexually provocative wording/images, drug, alcohol, and tobacco logo related items; chains of inappropriate length and diameter, wearing of caps and headgear at any time.
See “Dressing and Grooming” Policy for further details.
3. Disruptive behavior including rough housing, horseplay, inappropriate language not directed at a person, running in the halls, creating a disturbance by willfully disobeying

Consequence

- One (1) demerit** and notification of the teacher in charge of the student at that time.
- One (1) to three (3) demerits.** Parents will be notified if the clothing is drug related, constitutes a safety violation or student is consistently not wearing proper attire.
- Three (3) demerits.**

any intervention or rule outlined in the WMCTC Health and Safety Plan of 2022-2023, and talking excessively during instruction.

4. Technical lab safety violations (minor).

Three (3) demerits. This may vary with the incident, but must be documented in writing for each incident.

5. Possession and /or use of personal cell phones and other electronic devices in the classroom/labs/shops/hallway use

First violation: Warning.
Second violation: Three (3) demerits.
Third violation: Five (5) demerits.
Fourth violation: Five (5) demerits/OSS

6. Inappropriate public display of and/or physical contact between students.

Three (3) demerits. Parents may be affection notified.

7. Open containers of food or beverages outside the cafeteria.

One (1) to three (3) demerits. Items will be confiscated and disposed of.

8. Unauthorized use of WMCTC's telephones during instructional time.

One (1) to three (3) demerits.

9. Cheating on test/plagiarism. This includes, but is not limited to, NOCTI, NIMS, projects, essays, in-class exams, and quizzes.

Five (5) demerits
Automatic failure of test and parent notified.

Level II Misconduct (Major)

In general, conduct that can be classified as Level II if the misconduct causes a serious disruption to the educational environment of the class and/or school. At this level, an administrator will be involved.

Discipline may range from (5) demerits to Out-of-School Suspension. A student who is in chronic violation of Level II offenses may relinquish eligibility to attend WMCTC.

Infraction

1. Smoking, tobacco violation, and/or possession of tobacco, vaping or tobacco including but not limited to, lighters, matches, any and all vaping apparatus and items and rolling papers.

Consequence

Smoking on school property or use of smokeless tobacco **punishable by** products, **monetary fine** in accordance with the Provisions of the Act 145 of 1996. Items will be confiscated and destroyed. **Five (5) demerits to (3 days) Out of School Suspension and a Fine with Limerick Court.**

2. Leaving school without permission.

Leaving school grounds includes any location on a field trip or off campus activity. In this case the police will be notified of a possible

runaway situation. In all cases, parents will be notified.

Student will receive a minimum of **one (1) day Out of School Suspension.**

3. Forgery, misrepresentation of oneself.

Forging/falsifying any school-related facts materials, document, form or assignment, given false information, or lying is a serious offense and a **minimum one (1) day Out of School Suspension. Additional legal action may be necessary at the discretion of the Administrator.**

4. Illegal driving/vehicle parking lot. **This includes being the passenger in another student's car without appropriate permission.**

Students are required to take school district transportation to and from WMCTC. **Five (5) demerits to one (1) day Out of Suspension.**

5. Disruptive behavior including rough housing, horseplay, inappropriate language not directed at a person, running in the halls, and talking excessively during instruction.

Five (5) demerits to Out of School Suspensions.

6. Insubordination and/or failure to comply with school personnel.

Insubordination to school personnel or failure to comply with school rules will not be tolerated. This includes any and all willful violations of the approved WMCTC Health and Safety Plan of 2022-2023 in relation to the COVID-19 Pandemic. Any subsequent offense will be dealt with at the discretion of the WMCTC administrator and may be considered disorderly conduct in which case the police will be called to remove the student from school. Involvement of legal authorities will invariably result in fines and/or adjudication. **Five (5) demerits to Out of School Suspension.**

7. Unsafe conduct.

Safety and/or health violations including, but not limited to, unauthorized walking to/from WMCTC, horseplay, lighting of matches or lighters, use of laser pens, use of skateboards and/or water pistols, spitting within the school facility-floors, walls, ceilings, fountains, and windows or violation of dress code. This reference to "spitting" is significant due to the rise in communicable illness which is possibly spread through "spitting". These incidents will be treated in the same manner as insubordination. Involvement of legal authorities

will invariably result in fines and/or adjudication. **Five (5) demerits to Out of School Suspensions.**

8. Unauthorized and/or unsafe use of property, materials, or equipment.

Five (5) demerits to Out of School Suspensions.

9. Bullying.

The term “bullying” shall mean systematic harassment, attacks, or intentional electronic and/or written, verbal or physical acts, perpetrated by a student or group of students, on another student or students, which occurs during the school day, on school property, on a school bus, or at a school-sponsored activity. These behaviors include, but are not limited to, written-intimidating and/or threatening and/or demeaning messages, verbally intimidating and/or threatening comments, visual gestures, physical hitting, slapping, kicking, and punching, making threats of reprisal, engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student; any other behavior or acts which has the effect of substantially interfering with a student’s education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Five (5) demerits to Out of School Suspensions and citation may be filed with the Limerick Police Department

10. Violation of Acceptable Computer/Technology Use Policy

Five (5) demerits and loss of computer privileges at discretion of administration.

11. Cutting class

Five (5) demerits and parent notified.

Level III - Criminal Misconduct

A Level III offense is an extremely serious offense. All Level III offenses require the intervention of the building Principal or Administrative Director, Superintendent, and/or the Police. **All Level III violations may require up to 10 days Out-of-School Suspension** and a parent conference. Additionally, a student found in violation of a Level III offense may relinquish eligibility to attend WMCTC.

Infraction

Consequence: All up to 10 day OSS

1. Possession and/or use of alcohol.

Violations involving alcohol, drugs, theft,

Possession and/or use of drugs. Weapons violations. Assault on school personnel. Theft.	striking school personnel, or weapons will be reported to local police immediately. Charges will be filed. Student will be referred to the Student Assistance Program (SAP), and must follow recommendation of the program.
2. Felonious activities directed against school or its staff and students. These include racial and/or gender “hate crimes,” harassment, stalking, terroristic threats, sexual harassment, and sexual misconduct.	Where appropriate, charges may be filed with Limerick Police Department.
3. Fighting. - -	Disorderly conduct charges will be filed with the Limerick Police in cases of physical fighting. -
4. Vandalism. - -	Requisition or restoration of damaged property will be required. Institutional vandalism charges may be filed with the Limerick Police.
5. Illegal Gambling. -	Where appropriate, charges may be filed with the Limerick Police.
6. Any prejudicial or inflammatory remarks concerning race, religion, or gender directed at any individual.	Disorderly conduct charges may be filed.
7. Verbal and/or physical threat of school personnel.	Disorderly conduct charges may be filed.
8. Other Criminal Acts. -	Where appropriate, charges may be filed with the Limerick Police Department.

All Level III – Criminal Misconduct violations will require:

- **Up to 10 days Out-of-School Suspension**
- **Notification to sending district administration**
- **Parent conference**
- **Possible police involvement**

Any student recommended for Out-of-School Suspension will be informed of the reasons for the suspension, except where a clear threat to the health, safety or welfare of the school community exists. The parent/guardian and sending school will be notified in writing when a student is suspended.

If the Out-of-School Suspension is to exceed three consecutive school days, the student and the parent/guardian will be offered an informal hearing with the Administrative Director and Principal prior to the sixth day as per the PA State Code 12-8. If an informal hearing is requested, the student and parent/guardian will be provided written notification of the reasons for the suspension and

sufficient notice of the time and place of the informal hearing. The student and parent/guardian have the right to speak, to produce witnesses on their behalf, and to question any witness present.

Doors

Students should not open outside doors for anyone at any time. In addition, students should not be propping open any doors at any time for any reason. This poses a security threat to the building. Any violation of this procedure will result in immediate disciplinary action as unsafe conduct (Level II).

Dress and Grooming

Students are required to dress neatly and be well groomed. Extremes in dress and grooming that can be hazardous to school activities are not permitted. The following are guidelines regarding dress and grooming:

1. Dresses or skirts shorter than 3" above the knee are not permitted. Shorts must be loose fitting, near knee length and in good taste.
2. Hats, bandanas, scarves, and other head coverings are not allowed, an exception will be made for face coverings this year as outlined in the WMCTC Health and Safety Plan.
3. Clothing with rivets or other features that may damage furniture is not acceptable.
4. Sandals or open-toed shoes are prohibited in work areas.
5. Clothing or hairstyles that can be hazardous during school activities, interfere with vision, or improperly restrict movement are not allowed.
6. Slogans or symbols worn and designed to be provocative or offensive to others are unacceptable. If such clothing is worn, the student may be requested to contact his/her parent and ask that a change of clothing be brought to school.
7. Clothing describing or depicting references to alcohol, drugs, sex or violence is unacceptable. If such clothing is worn, the student may be requested to contact his/her parent and ask that a change of clothing be brought to school.
8. Outer jackets are not to be worn except in an emergency. Students must place coats, jackets, and hats in lockers upon arrival to school.
9. Pocket chains and chains of excessive length and/or gauge will not be permitted.
10. Bare midriff clothing or clothing that is too revealing is not allowed. Ragged or torn clothing is unacceptable. Undergarments may not be worn as outer garments.
11. Pants, jeans, and khakis must be worn at the waist. Pants worn lower than the waist and sliding down pose a serious safety risk. Undergarments **MUST NOT** be visible.
12. Sleeveless shirts (muscle-type), pajama pants, and bedroom slippers are not acceptable.
13. Students must wear sneakers to PE/Health class.

Violating this disciplinary action will be taken against those students who habitually violate this dress code which is considered unsafe conduct when at WMCTC (Level II)

Uniform Guidelines:

In all areas of instruction, students are required to wear clothing commonly worn in their chosen technical program. **It is the student's responsibility to purchase the needed clothing within the first two weeks of school.** It is recommended that each student have at least three sets of work

clothing so that there is always one set kept in school ready for use. Students are asked to have their uniforms laundered frequently. Individual technical teachers will determine acceptable uniforms for their program. All students must conform to the dress standards for their particular technical area or face the consequences as specified in the student disciplinary policy. Visit our website at www.westerncenter.org to find the specific uniform requirements for each program.

Electronic Devices in School

WMCTC Policy 237

Electronic devices are permitted for use during the school day for approved educational purposes and/or in approved locations under the supervision of professional staff. All use will be in line with the expectations set forth in the Student Code of Conduct and the Acceptable Use Policy. The Joint Committee expressly prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of electronic devices while on school property or while engaged in a school-sponsored activity.

Exceptions to prohibitions may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized educational program (IEP).

With prior administrative approval, exceptions can be made for the following:

- A student who has a need for such a device due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building principal.

Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy #815 (“Acceptable Use Policy”)

All students must comply with WMCTC's Acceptable Use Policy (AUP). A copy of the AUP is available on the Technology website at westerncenter.org/technology. Students and parents/guardians are required to acknowledge they received, read, understood, and will comply with the AUP in the Skyward Student and Family Access. If you have any questions about any use of WMCTC's Internet, computer, e-mail, information technology, or other technology you are required to contact 610-489-7272 or email technology@westerncenter.org. You are responsible for fully complying with the AUP.

Fire and ALICE Drills

According to the Pennsylvania School Code, each school is required to hold one fire drill per month.

It is very important to vacate students from the building as quickly as possible. To safely execute this procedure there are certain regulations that must be enforced.

- When the fire bell sounds, students are to follow the fire directions for exiting the building

that are posted in each area.

- Students should remain silent so announcements or orders can be heard.
- Students should proceed quickly to the directed exit without running.
- When outside they will walk a distance of approximately 100 feet from the building.
- They will remain with their teacher/group at all times and will not reenter the building until a signal has been given.

ALICE School Safety Drills take place at least once a quarter. These drills are essential for the knowledge of students and staff to know what to do in case an emergency takes place. The WMCTC adheres to the ALICE philosophy of Run, Hide and Fight. All protocols are practiced, discussed and assessed throughout the school year. Local police are always made aware of when drills are taking place and parents are notified of the drill after the fact. Misbehavior during drills is unacceptable and will be dealt with by the issuance of demerits and/or suspension. These drills are to be taken seriously by all.

Reunification: In the event of a serious incident where the building needs to be evacuated, instructors and staff will lead students to Evans Elementary school at 125 Sunset Road in Royersford PA. There, students will stay with their teachers until their parents arrive to pick them up from Evans Elementary. Parents must bring valid identification for their students to be released to them. In any situation, parents will be notified via our School Messenger system. **It is essential that we have updated contact information at all times.**

FID Procedures

Please see below for the procedures to be followed on a Flexible Instructional Day.

Notice:

When inclement weather seems imminent, we will send out notification through our Student information system to all families and students that there may be the possibility of poor weather conditions and to prepare for the potential of a Flexible Instructional Day (FID). If during the school day, we will utilize our intercom system to inform teachers to have students take necessary materials home and to plan to log in to our Learning Management System (LMS), google classroom, for their instruction the following day.

WMCTC will utilize SchoolMessenger for large format announcements to all families. This will be done via email and phone calls. Teachers/SSC's will utilize Skyward, Remind, and Zoom to communicate with students and families. This will also be posted on google classroom. We will also call the local news channels to let them know of the school closing decision.

Areas to find information.

- SchoolMessenger (email and phone calls)
- Website Update
- Social Media (Facebook, Twitter and Instagram)
- The digital Sign out front of the school
- News stations (3, 6, 10)

When will an FID day be used?

In our articles of agreement, if 2 of the 3 school districts call off or have an FID day, we follow the majority.

Should a student be unable to log in due to a power outage, lack of access to the Internet, or any other reason, there must be some other method for notification from the school that the student is to participate in the FID.

In this situation, there is a packet of material handed out to students at the start of the year to address this situation. In the packet will be a Phone list with a number for the student/family to use to report issues.

Attendance:

- WMCTC will be taking attendance at this time, students are expected to turn in all assigned work in a timely manner (by the stated due date). Attendance will be taken off of the synchronous learning zoom and assignment completion.
- WMCTC's daily schedule is as follows: Morning classes begin at 7:50 and end by 10:30. Afternoon classes commence at 11:00 and end by 2:10.
- Students are expected to log in to Zoom Classrooms for assistance and instruction in relation to the posted lessons.
- Students are expected to communicate with their instructor via phone or email if they do not have consistent internet access so that WMCTC can provide alternative methods of delivering content. Office hours will be implemented using Zoom technology.
- The instructional delivery for all WMCTC remote classes/courses will commence at the normal start of the academic/school day, as indicated in the Student Handbook. Instructors will be available during regular school hours, 7:50 am to 2:10 pm, and instructors will provide each student/parent with the time when their office hours will occur via email and be posted on our website.
- Students are expected to be in attendance. They are required to attend their classes virtually. If a student is unable to complete assignments and participate in classroom lessons and discussions, they will be marked absent. Teachers will take the attendance of students that attended the live instruction component of the period. They will then cross-reference that to list with the student time log in our LMS. Students that did not attend the live class, watch the recording, or complete any assignments will be marked absent.
- If you wish to have your student opt out of using Zoom for the delivery of instruction, please contact MHoltzman@westerncenter.org and we will provide you with paper copies of assignments.

Schoolwork:

- Teachers will post assignments to their google classroom for students to access on the FID. Instruction will occur synchronously.
- Students must complete and submit assignments provided by their teacher(s) on the FID or the next school day immediately following the FID.
- Our teachers will provide grades and feedback on assignments given during this time.

Free or Reduced Lunch Program

A program of free or reduced lunch is available to students who are enrolled at WMCTC.

Guidelines for this program are as follows:

- All students must apply for and meet eligibility requirements set forth by the student's sending district.
- The cafeteria will provide a regular priced lunch free of charge for those on the "free" program list and will provide a reduced price lunch for the annual designated cost for those on the "reduced" program list.
- If a student receives free or reduced lunch and opts for "extras" or a higher priced meal, the student will pay the difference.

Fundraising Guidelines

WMCTC permits fundraising activities with proper supervision and organization. The following guidelines must be followed:

- The fundraising activity must be approved by the Principal.
 - The advisor will establish guidelines for the students to follow while conducting the fundraiser. These guidelines must be printed and a copy distributed to each student.
 - Class to class canvassing is not permitted during instructional time unless approved by Administration. It is permitted before school, during lunch and after school.
 - Any student who owes money or fails to return unsold items may be referred to the District Justice for collection of debts.
-

Grade Scale

100 – 93	(A) Excellent
92 – 85	(B) Above Average
84 – 77	(C) Average
76 – 70	(D) Below Average
69 – 0	(F) Failing

Grading

Technical education involves more than academic work, therefore, it becomes necessary to consider other factors when grading students.

Attitude, knowledge and skills are prime factors in determining the grades of technical students. Students will have the opportunity to improve their performance rating in regards to competencies as determined by the technical instructor.

Teachers will gladly discuss a student's progress at any time. A grade record sheet and anecdotal record sheet are kept on every student. Grades are recorded as numerical grades. The school term is divided into two (2) semesters or four (4) marking periods.

Report cards give an objective measure of the pupil's performance and also give some indication of the following student attributes:

- Academic growth.
- Predicted ability to succeed.
- Ability to extend or limit future educational plans.
- Self-concept.
- Student's reliability.

→ **COMPUTATION OF QUARTERLY GRADES- PROCEDURES**

When computing quarterly grades, 3 major areas will be considered: Theory/Knowledge, Skill Development, and Work Attitude. A breakdown of sample criteria under each main heading follows:

1. THEORY/KNOWLEDGE – 30% of grade

Tests will be the main factor when calculating the theory grade. This portion of the grade will include:

- Written and/or oral tests and quizzes
- Written and/or oral reports
- Homework assignments

2. SKILL – 40% of grade

This portion of the grade will include:

- Demonstration of safety practices
- Projects – quality of work
- Basic skills competencies
- Procedures
- Operation of equipment

3. WORK ATTITUDE – 30% of grade

This portion of the grade will include:

- Working independently and without need for constant supervision and direction
- Staying with and following tasks through completion
- Coming to class prepared
- Participating in lab cleanup
- Showing interest, initiative and pride in work
- Respecting the authority of school staff
- Respecting the rights of others and working cooperatively with others
- Taking pride in personal appearance and dressing appropriately for the program
- Maintaining good attendance

To derive at a quarterly grade, the instructors will assign the above weighting to each of the 3 categories. The final course grade will be derived by the following: Qtr. 1 (20%), Qtr. 2 (20%), Qtr. 3 (20%), Qtr. 4 (20%), Final Exam (20%)

Program of Study Task Tracking Syllabus

The student's level of achievement for each skill/task listed on the program's task grid is tracked continuously. Task evaluation is updated on a weekly basis as a student completes skills/tasks. Students and parents shall be provided an up-to-date skill evaluation upon request and upon completion of the program. Perspective employers are encouraged to review a student's task grid to supplement the student's transcript. These skill/task grades are also used to determine the awarding of articulated credits at postsecondary institutions. This task grid is retained as part of the student's permanent performance record. The following evaluation criteria will be used and recorded when assigning the level of skill achievement for the various Program of Study tasks:

Below Basic - Student requires close supervision to complete the skill/ task. Full retraining and practice of the task/skill is required

Basic - (Pre-Entry Level) Student requires limited supervision to complete the skill/ task. Some additional training and practice is required.

Competent - (Entry Level) Student is minimally competent and able to perform skill/task independently, to industry standards, and without supervision.

Advanced - Student is proficient and has mastered skill/task. Student is considered highly-qualified for entry-level employment

Grading System:

Students' grades are reported to their respective high schools based on a numerical percentage. Students must maintain a minimum grade of 70% in their technical program to return the following year. **Students that fail may repeat their level only if there is space in that particular program level for the incoming year. WMCTC does not hold seats for students that fail the previous school year.**

Incomplete Grades:

WMCTC Joint Committee Policy 213

An individual teacher may assign an incomplete grade in any marking period except the fourth. An incomplete grade may be assigned to allow a student additional time to complete specific work or assignments. All make-up work must be completed prior to the end of the second week of the next marking period. For example, an incomplete grade assigned in the first marking period must be satisfied by the second week of the second marking period. An incomplete grade cannot be assigned as a fourth marking period grade, final exam grade and/or final grade. Students who do not complete assigned work as scheduled will receive an "F".

Make-up Work:

WMCTC Joint Committee Policy 213

A student who misses a class or classes for any valid or excused reason will be permitted to make up all work required within the curriculum. Work includes classroom, lab, shop, and homework

assignments.

However, it is the student's responsibility to make arrangements for make-up of work missed. Because of the nature of a vocational setting, the instructor will not be expected to provide exact duplicate instruction the student missed during his/her absence. **Students are expected to return any make-up work within three days without a late penalty.**

Days missed for suspension are considered as excused absences. Therefore, a student can make up for missed work. **Days in which a student is truant or unexcused will result in forfeiture of any right to make up work. Consistent lateness to class places no obligation on the part of the instructor to repeat a lesson the student may have missed.**

Hall Passes

Students are not permitted in the halls without an appropriate hall pass issued by their teacher. These passes must be shown to teachers, administrators, and staff members upon request. Only one student is permitted to leave a class at a time. Failure to possess the appropriate hall pass will result in disciplinary action. Students should have their WMCTC I.D. badge visible at all times.

Health Services

A full time nurse is available during regular school hours to treat injuries and illnesses that occur on the way to school or during school. Students who wish to see the nurse must obtain a pass from their teacher. However, in emergencies the student can go directly to the nurse's suite.

All injuries must be reported to the nurse. An accident report must be completed and signed by the teacher and student.

If a student takes medication, either on a regular basis or for an occasional condition, it must be noted on his/her emergency card at the beginning of the school year.

Dispensing of any medication to the students is done by the school nurse. Any type of prescription or non-prescriptive drug can be dispensed during school hours when the following provisions are met:

- Written permission of a parent/guardian to dispense all medications must be on file.
- Any prescriptive medication must be in its original container and be clearly labeled with the student's name, time of medication, daily dosage and type of medication. All medication will be stored in a secure area in the nursing suite.
- A written record of the time, date, and medication the student was administered will be maintained and filed in the nursing suite.
- Students are not to take any medication without the supervision of the school nurse or designee.

Health and Safety Plan

Students are expected to follow the 2022-2023 WMCTC Health and Safety and all of its updates throughout the school year. If students do not follow the guidelines as delineated in the plan, disciplinary consequences will be implemented.

The Health and Safety plan and updates will be posted on www.westerncenter.org

Lockers

Lockers are provided to all students for the safe keeping of their personal articles. Student lockers are property of WMCTC, and consequently may be opened by school officials at any time.

Every effort should be made to keep locker combinations confidential to ensure security. Students are responsible for keeping articles in their lockers, therefore the school is not liable for lost or stolen property.

Locks will be issued to all students by program specific instructors. Students are required to use the school assigned lock and locker and may not use a personal lock nor put the lock on any other locker but the one assigned to them. Any personal lock that is used will be cut off and removed from the locker. The locks are the property of the school and will be collected at the end of each school year. Each student is responsible for his or her lock and a replacement fee of six (\$6.00) dollars will be charged to any student who loses or damages the lock.

WMCTC is not responsible for lost or stolen items left unattended or stored in unlocked lockers. All locks must be in the locked position on the locker at all times.

Lost & Found

All articles found in and around school should be turned in to the lost and found located in Student Services. To claim a lost article, one must prove his/her ownership.

Lunch Accounts (Point of Sale)

The computerized meal accountability system WMCTC uses in the cafeteria is called Fast Lane Point of Sale. This point of sale system eliminates the need for students to carry cash on a daily basis to make purchases; however, students can still use cash if they wish. If students are purchasing an A LA CARTE menu item, they may use cash or the Point of Sale system.

Currently, Pottsgrove and Spring-Ford students who attend WMCTC in the AM session or Upper Perkiomen students who attend WMCTC in the PM session eat lunch at WMCTC. More information concerning the food service program at WMCTC can be found by visiting our website at: <https://www.westerncenter.org/domain/85>

Medical Information and Back to School Forms

WMCTC requires online completion of emergency forms asking parents for medical information or conditions that pertain to their child. It is of utmost importance that these forms are completed online prior to the start of the school year or for any cooperative learning placements. These forms keep the technical school staff informed of any medical condition that could affect the health and safety of a student. Failure to submit these forms will result in curtailment of certain aspects of a student's educational program and could delay some medical treatment. All medical information will be distributed to teachers on a need-to-know basis. Otherwise, all medical information will be kept confidential.

Medical Restrictions

When a student has suffered an illness or injury where he/she is restricted to perform certain activities, a doctor's note must be submitted to Attendance in the Student Services Office. The note can be emailed, faxed, or hand-delivered. This note should be received when the student arrives to school (or prior to arrival) so it can be shared immediately.

Please ask the doctor to write clear and detailed restrictions pertaining to your student's gym class **and** shop class. Some examples are listed below:

- Unable to participate in gym for *xx* days or until seen for a follow-up medical appointment.
- Unable to stand for long periods of time.
- Allow to leave class 5 minutes early.
- Allow student to have a buddy to assist with carrying belongings between classes.
- Allow the student to carry a water bottle.
- Limit screen time due to concussion.

The restrictions information will be shared with the student's teachers, guidance counselor, student success coordinator (if applicable) and school nurse for compliance. Once the restrictions are removed, please submit a new doctor's note to Attendance, so that information can be shared as well.

Online Access for Parents/Guardians

WMCTC's Student and Family Access allows students and parents the ability to view grades, attendance, and discipline information, and complete various forms online through our Skyward system. Parents will receive a letter which will contain a username and password for parents to access WMCTC's Skyward. We encourage you to log in and change your password to something you will remember. If any parent/guardian forgets his/her password, they must contact StudentServices@westerncenter.org to have their password reset. The Student and Family Access is accessible at:

www.westerncenter.org For Parents & Students -> Skyward Family/Student Access

Note: WMCTC's Skyward system is a different system with different login information than the system used by the sending districts.

Opening Exercises

Morning announcements will be performed daily. They will include the following:

- Moment of silence
- Pledge of Allegiance to the Flag
- Daily announcements

If a student has a conscientious objection to reciting the Pledge of Allegiance to the Flag, the student will maintain a respectful attitude throughout the ceremony.

Parking/Driving Regulations

WMCTC Joint Operating Committee Policy 223

The Joint Operating Committee regards the use of motor vehicles for travel to and from the center by students as an assumption of responsibility by parents/guardians and students. The Joint Operating Committee allows students to drive private vehicles onto center property. Students must obtain a parking permit from the business office and turn in the required paperwork to be eligible to park on school property. The Administrative Director or designee shall disseminate administrative regulations for the operating and parking of authorized motor vehicles to affected students.

If a student has a need to drive or is planning on being a passenger, the following rules must be followed when driving or parking on school property. Failure to abide by these rules will result in losing the privilege of bringing vehicles on the school grounds:

- All students who wish to drive to WMCTC in a private vehicle **MUST HAVE** a completed Student Driver Form
- Driver Form signed by a parent/guardian on file in the WMCTC Business Office.
- Loitering in cars before or after, school is prohibited.
- Obey all driving signs and Department of Transportation laws while on school property and when driving to and from WMCTC.
- Special care must be exercised by drivers of vehicles when buses are loading and unloading. Driving in the bus area is prohibited.
- The school cannot be held liable for any theft or damages to vehicles. Any incidents of this nature must be handled by the individual(s). It is suggested to keep your car locked.
- Unauthorized vehicles on the school property are subject to prosecution and may be towed away at the owner's expense.
- School authorities have the right to search a student's car while parked on school property if it is reasonably likely to produce tangible evidence of a violation of the law or the rules of the school.
- In accordance with the code of conduct listed in the student handbook, chronic lateness to school will affect the student's ability to drive to WMCTC by private vehicle. Refer to the arrival departure times for your school located in the Student Handbook (page 18).
- Any incident of reckless driving reported by a school bus driver or private citizen will be reported to the state and/or local police for disposition.

Student Drivers - Requirements:

- WMCTC students are permitted to drive to and from WMCTC for the 2022-2023 School Year so long as they are in good standing.
- Driving to and from WMCTC is a privilege and WMCTC has the right, at any time, to revoke the privilege to drive if conditions are not followed.
- There are no assigned parking spots.
- Students may park in the top lot on a first-come, first-served basis.
- In order to become a driver and hold a parking pass, please complete the two forms:
 - ✓ Student – Driving Request/Information Form
 - ✓ Students and Parents/Guardians – Driving Consent Form

Student Passengers - Requirements:

- WMCTC students are permitted to have passengers in their car for the 2022-2023 School Year so long as they are in good standing. Being a passenger to and from WMCTC is a privilege and WMCTC has the right, at any time, to revoke the privilege to be a passenger if conditions are not followed.
- In order to become a passenger, please complete the form:
 - ✓ Student and Parents/Guardians – Passenger Consent Form

SUBMITTING CONSENT FORMS:

The ‘Driving Consent Form’ and ‘Passenger Consent Form’ must be turned into the Business Office on or before the first day student is driving/riding. Please email Megan Alaniz at MAlaniz@westerncenter.org or physically hand in the required forms when submitting payment. If there are any changes to the original form (different car, different passengers, etc...) the Business Office **MUST** be notified as soon as possible.

Contact information:

Megan Alaniz

MAlaniz@westerncenter.org

610-489-7272 ext. 200

Paying of Bills

All personal property coming to the school for repairs, and all items built by the students, using school material, must be paid in full before they can be taken from the school. Non-payment of bills may be referred to the District Justice for collection. Student records will be withheld pending payment of outstanding debts. This same rule applies to debts, including but not limited to, incurred for damages, failure to return textbooks, and fundraising activities, supervised and administered by WMCTC.

Progress Reports

WMCTC Joint Committee Policy 212

Progress Reports are provided online four (4) times a year at the midpoint of each marking period. Their purpose is to inform parents of commendations or deficiencies. They are an assessment of work completed to date. The high schools are sent progress report grades electronically. Student progress can be accessed at any time through WMCTC’s Skyward Student and Family Access. Progress reports are not mailed home.

Prohibited Areas

At no time should students enter the boiler room, sewer plant, fenced area around electrical transformers, or any other areas considered hazardous. Students accessing these areas will receive disciplinary action.

Refund Policy (Adult Students)

No refunds of tuition will be made for any reason. The \$50.00 admission fee will be deducted from the last tuition payment if the course of instruction has been completed.

Release of Educational Records

A student's education record at WMCTC will not be released to prospective employers without a signed release from the parents of the student or from the eligible student.

Release of educational records to any other persons or agency will be done so in accordance with school policy as established by the Joint Operating Committee.

Transcripts can be obtained at the high school.

Report Cards

Report cards are provided online four (4) times a year on dates determined and published by WMCTC Student Services. Fourth quarter report cards will be mailed home. They are a measure of a student's academic performance, skill development and attitude as each relates to the program of study. They are an objective form of assessment. Grades are sent to the sending high school each marking period.

Safe2Say

www.safe2saypa.org
1-844-SAF2SAY (1-844-723-2729)

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews assesses and processes all submissions
- The crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, the crisis center may contact the tipster anonymously through the app

School Insurance

School insurance can be purchased through the student's sending district. This type of insurance covers the student while in attendance at WMCTC.

We recommend that each student carry school insurance or have another form of accident insurance.

Search & Seizure

WMCTC Joint Committee Policy 226

All parents/guardians should pay particular attention to what is brought to school in backpacks and jacket pockets. The administration has the right to search a student's personal property if, in its judgment, there is a reasonable suspicion that the student is in possession of something forbidden by policy or school regulations or which is illegal under the laws of the Commonwealth of PA. The administration may seize any unauthorized, evidential, illegal, or contraband materials as dictated by PA School Code section 12.14

- A student will be searched who raises reasonable suspicion by action, speech, expression and behavior that he/she possesses evidential or illegal items.
- Prior to any student's body search, a reasonable attempt will be made to contact parents for their consent or attendance at the search.
- Hands-on searches will be conducted by a member of the same gender and only when another member of the professional or administrative staff is present.
- The degree of intrusiveness of the search will depend upon the severity of the suspected behavior or danger to the student and/or other students. This process may include a thorough search of clothing, handbags, wallets, etc.
- Students who do not cooperate with a reasonable search may be subject to further disciplinary action.

Staff Contact Information

Staff contact information can be found on the WMCTC website at the link below:

<https://www.westerncenter.org/domain/50>

Student Assistance Program (SAP)

The Student Assistance Program is designed to help identify students who are faced with personal problems, such as drug and alcohol abuse, depression, and suicidal ideation, which may interfere with educational success. Students may be referred by instructors, administrators, parents or other students.

Students seeking help for themselves or others for personal problems are encouraged to consult with professional staff members. WMCTC will make referrals to the Student Assistance Programs at the three sending high schools for possible assessments and interventions.

Surveillance Cameras

The Board of School Directors recognizes the need to provide a safe learning environment for students and staff and to protect district property and equipment. Therefore, video surveillance cameras may be used as a security measure per WMCTC Board Policy No. 816.

Telephone

Classroom telephones are not public phones, therefore are not for student use without permission. Incoming calls for students will be accepted only if there is an emergency and the caller states his/her name and the nature of the call.

During class time, emergency calls may be made through Student Services with prior teacher approval.

If a parent has an emergency and a student must be contacted immediately, parents may call the Student Services Office at 610-489-7272, Extension 208.

Transportation

School buses are provided to transport students to and from the sending districts and WMCTC. Students must ride their assigned bus and are not allowed to ride another bus without permission from the student's sending district.

When students miss the bus to WMCTC, they are to report to their sending schools' office. If the reason for missing the bus is determined to be the students' fault, they will be marked in accordance with the guidelines of tardiness and absence. The high school will contact WMCTC immediately. Driving to WMCTC is not permitted without prior written approval. The discipline guidelines established for student misconduct in school will also apply to student misconduct on the school bus. This includes any

transportation provided for the student to and from school, a field trip or an off campus activity. Student misconduct on a school bus may result in forfeiture of bus riding privileges. Please notify the sending school transportation department if there any issues regarding bussing.

Visitors

Visitors are **NOT** allowed in the school without prior permission from the Student Services Office or Administrative/Business Office. Upon receiving this permission, visitors must sign the register in the Administration Office and receive a Visitor's Pass. Visitor passes must be worn at all times while in the building.

Withdrawals

Students who withdraw from school must follow the procedure outlined by their sending school district. Students should make an appointment with the guidance counselor from his/her sending schools. In addition, the student must report to WMCTC to return all books and supplies. Failure to

follow the required guidelines may affect the release of student's records for future reference. Any unsatisfied student debt shall be referred to the District Justice for dispositions.

Working Papers

No student under 18 years of age may be employed without an employment certificate. These certificates must be obtained at the student's sending school district.



ADVANCED NOTIFICATION OF EXTENDED ABSENCE

This form must be presented prior to the absence. Excused, unexcused, or present status shall be determined within the guidelines of the WMCTC and the Sending High School's attendance regulations.

Students must obtain written approval from their high school principal prior to submitting to WMCTC.

Student Name: _____ Date: _____

Technical Shop: _____ High School: _____ Grade: _____

Dates Planned for Absence: _____

Reason for Planned Absence: _____

Parent Signature _____

Daytime Phone Number _____

WMCTC Instructor: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Instructor Signature: _____

High School Principal Recommendation Approved Not Approved (if Not Approved, provide reason)

Reason: _____

High School Principal Signature: _____

Absence is recorded as: Excused Unexcused

NOTE: You must have WMCTC Instructor and High School Principal signatures before obtaining approval from WMCTC Principal

WMCTC Principal Recommendation: Approved Not Approved (if Not Approved, provide reason)

Reason: _____

WMCTC Principal Signature: _____

Absence is recorded as: Excused Unexcused



2022-2023 SCHOOL YEAR

Updated: 3-28-22
Approved:

Student Days Teacher Days

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August		
23	First Teacher Day	
23-25	In-Service Days	
26	No School	
29	First Student Day	
		3 6

September		
2	No School	
6	School Closed - Labor Day	
		20 20

October		
		21 21

November		
8	In-Service Day	
21-22	In-Service Days	
23-25	Thanksgiving Break	
		16 19

December		
26-30	Winter Break	
		17 17

January		
2	School Closed - Winter Break	
16	School Closed - Martin Luther King Jr	
		20 20

February		
20	School Closed - President's Day	
		19 19

March		
		23 23

April		
5	Spring Break (Snow Makeup Day)	
6-10	Spring Break	
		16 16

May		
16	In-Service Day	
29	School Closed - Memorial Day	
		21 22

June		
8	Last Student Day	
9	Last Teacher Day	
		6 7
		182 190

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- = No School
- = In-Service Day
- = First/Last Student Day