

# Greater Johnstown Career and Technology Center



## 2023-2024 Student Handbook Adult Education Programs

Adopted  
June 27, 2023

# Greater Johnstown Career and Technology Center



## Student Handbook

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

[www.gjctc.org](http://www.gjctc.org)

## Post-Secondary Edition

June 27, 2023

## TABLE OF CONTENTS

MISSION STATEMENT	1
VISION STATEMENT	1
ETHICAL OBLIGATIONS	1
ADMINISTRATIVE STAFF	1
PARTICIPATING SCHOOL DISTRICTS	1
JOINT OPERATING COMMITTEE	1
PHILOSOPHY	2
COVID-19 INFORMATION	2
HISTORY	2
ACCREDITATIONS	2
MEMBERSHIPS	3
NON-DISCRIMINATION POLICY STATEMENT	3
ADULT EDUCATION/WORKFORCE DEVELOPMENT OFFICE	4
POSTSECONDARY PROGRAMS	4
ADVANCED PLACEMENT POLICY	5
ADMISSION POLICY	5
REGISTRATION PROCESS	6
TUITION AND FEES	6
ADULT SHORT TERM TUITION	8
WITHDRAWAL FROM SCHOOL/REFUND POLICY	8
CHANGE OF NAME OR ADDRESS	10
TRANSCRIPT SERVICE	10
CLOCK HOUR/CREDIT HOUR CONVERSION POLICY	10
RELEASE OF INFORMATION	11
REPLACEMENT DIPLOMA POLICY	11

SAFETY AND SECURITY	11
PARKING	12
FOOD SERVICE	12
DRESS CODE	12
STUDENT CODE OF CONDUCT	12
HEALTH POLICIES	13
CELL PHONE USE	13
SOCIAL MEDIA	14
PERSONAL COUNSELING SERVICES	15
ADULT AND POSTSECONDARY CLASS CANCELLATION POLICY DUE TO INCLEMENT WEATHER	15
CHILD CARE SERVICES	15
ATTENDANCE	15
MAKE-UP TIME POLICY	16
SATISFACTORY ACADEMIC PROGRESS	17
CHEATING POLICY	19
REQUIREMENTS FOR GRADUATION	19
DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT ACT OF 1989	20
SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICE	20
SUBSTANCE ABUSE POLICY	20
CDT AND MOBILE EQUIPMENT OPERATIONS PROGRAMS DRUG TESTING POLICY 6624	21
ADULT AND POST SECONDARY EDUCATION DRUG AND ALCOHOL POLICY 6625	21
TOBACCO POLICY	22
UNLAWFUL HARRASSMENT	23
WEAPONS POLICY	24
BULLYING/CYBERBULLYING POLICY	24

ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY	26
ADULT STUDENT BACKGROUND CHECK APPLICATION POLICY	27
NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES	28
COMPLAINT PROCEDURE – STUDENT/THIRD PARTY	29
STUDENT GRIEVANCE PROCEDURE	30
TUITION	33
STAFF	34
POLICIES FOR STUDENT VETERAN’S/ELIGIBLE PERSONS/RESERVISTS RECEIVING BENEFITS	36

# **GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER**

## **MISSION STATEMENT**

Ensure Student Success.

## **VISION STATEMENT**

Positively impacting an ever-changing workforce.

## **ETHICAL OBLIGATIONS**

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

## **ADMINISTRATIVE STAFF**

Mr. Arnold Nadonley, Chief School Administrator

Mr. John S. Augustine II, Administrative Director

## **PARTICIPATING SCHOOL DISTRICTS**

Conemaugh Township Area

Ferndale Area

Forest Hills

Greater Johnstown

Richland

Westmont Hilltop

Windber Area

## **JOINT OPERATING COMMITTEE MEMBERSHIP**

Chairperson – Mr. Galen George (Forest Hills SD)

Vice-Chairperson – Mr. David Hudak (Richland SD)

Treasurer – Dr. Richard Knavel (Forest Hills SD)

Mr. Jeffrey Alesantrino (Conemaugh Township SD)

Mr. Julian Beglin (Richland SD)

Mr. Roger Birkhimer (Windber SD)

Dr. William Carney (Westmont Hilltop SD)

Mr. Robert Gleason (Westmont Hilltop SD)

Mr. Edward Hudak (Forest Hills School District)

Mr. Steven Kormanik (Windber SD)

Dr. Rocco Mantini (Conemaugh Township SD)

Dr. Timothy Ondrejik (Forest Hills SD)

Mr. Eugene Pentz (Greater Johnstown SD)

Mr. Stephen Thompson (Ferndale Area SD)

Mrs. Amy Rummel (Windber SD)

Mr. Ronald Repak, Solicitor

Mr. Alan Tresnicky, Secretary, Non-Voting Member

## **GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER**

### **PHILOSOPHY:**

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

### **COVID-19 INFORMATION:**

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

### **HISTORY:**

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

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

### **ACCREDITATIONS/APPROVALS:**

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

PA Department of Education  
PA State Board of Nursing

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

## **MEMBERSHIPS:**

AVA	American Vocational Association
AWS	American Welding Society
	Cambria County Literacy Council
	Greater Johnstown Chamber of Commerce
	National Criminal Justice Association
PAACE	Pennsylvania Association of Adult Continuing Education
PACTA	Pennsylvania Association of Career & Technical Administration
PSBA	Pennsylvania School Boards Association
	Southern Alleghenies Tech Prep Consortium
HSBA	Homebuilders Association

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

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

## **NON-DISCRIMINATION POLICY STATEMENT:**

### ***Public Notice of Non-Discrimination***

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

*The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national*

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

### **ADULT EDUCATION/WORKFORCE DEVELOPMENT OFFICE:**

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

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

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

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

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

### **POSTSECONDARY PROGRAMS:**

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

Licensed Practical Nursing - Full Time	1603 Hours	12 Months
Mobile Equipment Operations	800 Hours	6 Months
Electrical Technology	720 Hours	6 Months
Heating and Air Conditioning Technology	720 Hours	6 Months
Welding	720 Hours	6 Months
Cosmetology	1250 Hours	10 Months
Commercial Driver (CDL)	240 Hours	6 Weeks
Advanced Manufacturing & Programming	720 Hours	9 Months
Automotive Repair Technology	720 Hours	9 Months
Collision Repair Technology	720 Hours	9 Months
Construction Technology	720 Hours	9 Months
Culinary Arts	720 Hours	9 Months
Diesel Mechanics	720 Hours	9 Months

## **ADVANCED PLACEMENT POLICY:**

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

Request for transfer credit must be submitted in writing to the Adult Education/Workforce Development Office for consideration. After reviewing the request for transfer, the student will be notified of transfer acceptance or denial. Some programs do not accept transfer credits due to the structure of the curriculum. GJCTC maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, and that if previous education/training is granted, that training time will be shortened and tuition reduced proportionately. For VA beneficiaries, the VA and the VA student will be notified.

## **ADMISSION POLICY:**

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

1. Applicants must request the high school they graduated from send an official transcript indicating a graduation date be sent to the GJCTC Adult Education Office in an official, sealed envelope and a member of the Adult Education Department will review the transcript;  
Or a copy of a GED certificate or transcript. Students must bring the original GED certificate to the Adult Education Office to be copied.
2. Candidates for admission must have a personal interview with a member of the adult education staff.
3. At the time of registration, all applicants must pay a \$100 registration fee.

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

Credentials that are issued by another country other than the United States must be verified by an approved Education Credential Evaluator. This evaluator must verify that the prospective students' credentials are equivalent to a High School Diploma or GED issued in the United States. This will be the responsibility of the prospective student. Educational Credential Evaluators (ECE) is a possible site that offers this service ([ece.org](http://ece.org)). Acceptance into a program of study is based upon the applicant meeting the requirements of the specific program.

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

## **REGISTRATION PROCESS:**

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

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

## **TUITION AND FEES:**

Program tuition varies depending on the type and length of the program. Contact the Adult Education/Workforce Development office at (814) 269-3874 or check the website at [gjctc.org](http://gjctc.org) for current fees.

### **Tuition Policy:**

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

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

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

A minimum of six to eight weeks processing time is needed for most types of financial aid. Financial assistance is accepted for tuition payments and fees, upon receipt of appropriate written notification of such approval. This must be submitted to the school according to the payment schedule. Students are responsible for paying the difference between what is owed and what is

expected to be received in aid when the first half of tuition and fees are due. Students with delinquent accounts over ten days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma/certificate, transcript of grades and other records of achievement. Any delinquent accounts (unpaid balances) are subject to the collection procedures established by school policy.

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

Failure to submit documentation will result in the student being suspended from class.

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

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

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

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

## **ADULT SHORT-TERM TUITION:**

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

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

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

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

## **Nurse Aide Registration Procedure:**

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

Please note the following:

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

## **Withdrawal from School/Refund Policy:**

Students considering withdrawing from a program should schedule an appointment with the Adult Education Career Counselor located in the Adult Education Workforce Development office. The

student will be instructed of the options available. If the student decides to withdraw, a written letter must be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

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

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

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

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

\*Student withdrawal may be voluntary or involuntary.

### **CHANGE OF NAME OR ADDRESS:**

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

### **TRANSCRIPT SERVICE:**

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

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

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

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

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

### **CLOCK HOUR/CREDIT HOUR CONVERSION POLICY:**

All adult education courses and fulltime programs at GJCTC are "Clock Hour" based, i.e., students who successfully complete training are awarded clock hours as presented on the school's clock hour/credit hour conversion charts, grade reports and official transcripts, et. al. **It should be noted that there is no system in place for GJCTC to award "Credit Hours" or "Credits."** The school's presentation of "Credit Hours" and "Credits" as related to "Clock Hours" is intended only as a guide or suggested format to those students who, at some future point, request clock hour to credit hour conversion as part of their application to another postsecondary school. It also should be noted that, with the exception of GJCTC's official articulation agreements with postsecondary colleges and universities, the school makes no claim the clock hours are readily transferable to other postsecondary institutions. Since the acceptance of clock hours for credit hour conversion rests with the receiving institution, with the exception of the aforementioned articulation agreements, GJCTC makes no assertion that any other institution will accept its clock hours for credit conversion.

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

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

## **RELEASE OF INFORMATION:**

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

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

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

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

This form can be obtained in the Adult Education Office.

## **REPLACEMENT DIPLOMA POLICY:**

Additional copies of postsecondary diplomas can be purchased any time after graduation. Individuals must complete the ***Request for Replacement Diploma*** form (available in the Adult Education Office) and return it with the fee of \$10.00 per diploma. No diplomas will be reissued until after the form is completed and signed, and the fee is collected.

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

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

## **SAFETY AND SECURITY:**

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

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

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

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

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

### **PARKING:**

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

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

### **FOOD SERVICE:**

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

### **DRESS CODE:**

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

### **STUDENT CODE OF CONDUCT:**

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

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

1. Violation of published school policies, rules, or regulations.
2. Disruption or obstruction of the teaching process. No student may disrupt the teaching, learning, and education process for faculty and students, in any manner.
3. Violation of federal, state, and/or local laws on school premises.
4. Use, possession or concealment of any unauthorized firearms, explosives, other weapons, or dangerous chemicals.
5. Violation of academic honesty including, but not limited to, cheating, falsifying data, misrepresenting schoolwork or academic records, electronic (computer) dishonesty, and

- facilitating academic dishonesty.
6. Gambling in any form on school premises.
  7. Use, possession, or distribution of narcotics or other controlled substances not permitted by law, on school premises.
  8. Use, possession, or distribution of alcoholic beverages.
  9. Pornographic material, on campus in any form is prohibited.
  10. Conduct which is disorderly, lewd, or indecent; breach of peace, aiding or abetting.  
Using inappropriate language or mannerisms or gestures; comments, or body language which is belittling or threatening.
  11. Physical and/or verbal abuse, threats, intimidation, stalking, harassment, coercion and/or any other conduct which threatens or endangers the safety of another person.

### **HEALTH POLICIES:**

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

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

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

### **CELL PHONE USE:**

#### **Rationale:**

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

#### **Policy:**

Student personal use of cell phones during class is strictly prohibited. Cell phones must be placed in the "off" setting while class is in session. The instructor has the authority to direct student cell phone use while class is in session. A family emergency issue is the one exception to the policy. In the event of a family emergency issue (or possible issue), the student must obtain permission from the

instructor to place or receive cell phone calls. All students should discourage family members and friends from calling them while they are in class. All cell phones must be turned in to the instructor during examinations.

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

### **SOCIAL MEDIA:**

Social media is a powerful communication tool that may have a significant impact on personal, professional and organizational reputations. There are numerous medical resources available but are not limited to Twitter, Facebook, MySpace, You-tube and LinkedIn. Students are liable for anything that is posted on a social networking site. Social media is a dialog, not a monologue. Know and follow fair use laws, copyrights laws, code of ethics, HIPPA regulations, and good conduct guidelines of being a professional and representative of the Practical Nursing Program and Greater Johnstown Career and Technology Center. Posting of pictures should be flattering and what you would place in the newspaper. Do not provide any confidential or proprietary information. Be respectful of your audience. You are not permitted to post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing or unlawful. You are not permitted to utilize the Greater Johnstown Career and Technology Center logo.

Privacy does not exist in social media. The Facebook Privacy Policy states:

“You post User Content on the Site at your own risk. Although we allow you to set privacy options that limit access to your pages, please be aware that no security measures are perfect or impenetrable. We cannot control the actions of other Users with whom you may choose to share your pages and information. Therefore, we cannot and do not guarantee that User Content you post on the Site will not be viewed by unauthorized persons.”

Best Practices:

- Think twice before posting.
- Be respectful of your audience or potential audience.
- Photographs should represent how you want the public at large or future employer to view you as a person.
- Respect all laws.
- Do not use logos or images without permission.
- Protect confidential and proprietary information.
- Follow code of conduct guidelines.
- Try to add value to others.
- Identify your views as your own.
- Protect the institutional voice.
- Do not have the illusion that anything you do or say is private.

A situation that comes to the attention of the school will be reported to the Supervisor of Adult Education. A disciplinary decision will be made by the administrative team of the Greater Johnstown Career & Technology Center.

## **PERSONAL COUNSELING SERVICES:**

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

## **SCHOOL DELAY/CANCELLATIONS PROCEDURE:**

Only in the event of emergencies or extreme weather will Adult Education and Postsecondary Education classes be canceled. Despite the weather, students should plan to attend classes.

If classes are canceled for adult students, each program instructor will call his or her students to notify them of the cancelation (does not apply to students in intergenerational classes).

Ultimately, each student should use his/her best judgment when making the decision to attend or miss class due to inclement weather. If the student is unable to safely report to school, absent time may be used.

Students who attend **Intergenerational Classes** during the **day** will receive an automated phone call via the *One Call* system alerting them of a cancellation or delay. Delays and cancellations will not be aired on television or the radio. If classes for the high school are canceled, they should **not** report. If classes are delayed for two hours, students should report two hours later.

## **CHILD CARE SERVICES:**

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

## **ATTENDANCE AND TARDINESS:**

### **Attendance**

All students are required to maintain "Satisfactory Attendance" throughout their enrollment in their program and are expected to be present for all scheduled classes. No policy or system of "excused absence" is recognized by the school. Students receiving Title IV funds must maintain a 90%, or better, attendance record throughout their program in order to be considered as maintaining satisfactory attendance. All students must attend 85%, or more, of their scheduled class sessions in order to graduate and receive a diploma. Students not achieving 85% or better attendance by the end of their first and/or second semester will be involuntarily withdrawn from their program.

Any student absent from class must be prepared to make up the missed time and complete any course work missed while absent. The program instructor will have complete control in determining if, and how missed time and work will be made up.

If a student is absent for three consecutive instructional days, he/she must provide written notification to the Supervisor of Adult Education, indicating the reason for the absence. If the student is absent

for five or more days, without notifying the school, he/she will be involuntarily withdrawn from their program. In this case, the “Withdrawal from School/Refund Policy” will apply.

## **Tardiness**

All students are expected to follow all program class start and end times and will only be permitted to be tardy and/or leave class early (including returning from lunch) four times per semester. The student is required to report to the Adult Education Office each time he/she is tardy or leaves class early. After the second, third and fourth tardy/leave early, the student will receive a written warning letter. After the fifth tardy/leave early, the student will receive a letter withdrawing him/her from the program. The “Withdrawal from School/Refund Policy” will apply.

## **MAKE-UP TIME POLICY:**

### **Rationale for Postsecondary Education Student Makeup Time:**

Although students are expected to be present for all scheduled classes, the school understands that in some cases, emergencies arise that prohibit students from attending class. When this occurs, students may choose to pay for additional make-up time to remain in compliance with the financial aid and graduation requirements.

### **Procedure to Use Postsecondary Education Student Makeup Time:**

Students who are absent for classes and need to make up hours may do so for a fee, assuming time and instructor availability. Students will be charged per hour for all makeup time. The hourly cost is as follows:

Electrical Technology & HVAC (Evening):	\$30 per hour
Intergenerational Programs:	\$30 per hour
Mobile Equipment Operations:	\$34 per hour

All make-up time will be scheduled at the discretion of the instructor and approved by the program administrator. In some cases, a qualified substitute instructor may be used. The program instructor will provide the instructional material, homework, assignments, tests, etc. during the makeup session.

The student shall pay the total fee (for all of the hours needed) one business day prior to the scheduled make-up session. The payment shall be made in the Adult Education Office during business hours. A make-up session will not be considered scheduled until the full payment is made by the student. The school will not incur any additional expenses (equipment rental, clinical expenses, additional supplies, etc.) during the make-up sessions. More than one student may be scheduled to attend a make-up session.

Any student who schedules but does not attend a make-up session will not be eligible for a refund. If a student needs to cancel a scheduled make-up session in advance, he or she must notify his or her instructor 24 hours prior to the scheduled session to be eligible for a refund.

**Satisfactory Academic Progress (SAP):**

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

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

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

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

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

**Program Lengths:**

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

**800 Hours:** Mobile Equipment Operations

**1250 Hours:** Cosmetology

**1603 Hours:** Practical Nursing

**Evaluation Periods for SAP:**

**720 hour programs- 2-360 hour evaluation periods**

**800 hour programs-2-400 hour evaluation periods**

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

**1603 hour programs- 450 hours, 900 hour, 1252 hours, 1603 hours**

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

**Calculation of SAP:**

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

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

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

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

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

- If this is the third consecutive written SAP warning, no more financial aid will be processed and a student will need to find an alternative way to pay for the payment period.

#### **SAP Appeal Process:**

Students not making SAP may choose to write an appeal to the Supervisor of Adult Education and Financial Aid officer detailing:

Why the minimum requirements of SAP were not met

The student's plan to meet SAP by the next evaluation period

The affected student has 7 business days to submit this written appeal. The appeal should include any documentation to support it.

All appeal documents will be reviewed and a decision will be made and reported to the student within 7 business days.

The student may remain in school during this time.

If the appeal is granted:

The student will be placed on an academic plan which will outline what steps the student must take before the next evaluation period.

The student will be eligible to receive financial aid.

If the appeal is denied or the student does not write an appeal:

The student will not be eligible for financial aid.

The student must use alternate methods of payment to satisfy his/her school account.

#### **Re-establishment of SAP:**

Students may re-establish academic progress and financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

#### **Grading Procedures and Scale:**

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

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

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

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

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

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

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

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

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

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

### **Appealing a Grade or the Grading Process:**

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

### **CHEATING POLICY:**

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

### **REQUIREMENTS FOR GRADUATION:**

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

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

## **DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989:**

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

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

## **SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICY:**

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

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

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

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

## **SUBSTANCE ABUSE POLICY:**

### **Rules and Regulations**

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

A student or employee who is on school grounds during a school session or a school-sponsored activity who violates local, state or federal laws concerning possession, use or distribution of

controlled substances and/or paraphernalia containing evidence of such substance to disciplinary action pursuant to the provisions and procedures outlined in board policies #6290.

### **School Guidelines**

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

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

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

- 6624.1 The Greater Johnstown Career and Technology Center requires that all students in the Commercial Driver Training and Mobile Equipment Operations Program comply with Federal Motor Carrier Safety Regulations Part 382-Controlled Substances and Alcohol Use and Testing.
- 6624.2 All students must submit to a drug screen before being tested for any commercial driver's license. The personnel of the school will coordinate this drug screen. The school covers the cost of the initial drug screen.
- 6624.3 If a student has one positive reading during the course of the training program he or she will be expelled from the program with no refund of tuition and no diploma will be granted.

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

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

- 6625.1 The students and staff of the Greater Johnstown Career & Technology Center (GJCTC) are committed to an alcohol-free and drug-free environment. Illegal possession, or use of or involvement with such substances on GJCTC educational grounds will not be tolerated. If an instructor suspects a student is under the influence of drugs or alcohol, the instructor reserves the right to refuse to allow the student to operate any equipment or engage in any training activities.

- 6625.2 Violations of the Drug and Alcohol Policy:

- 6625.2a      \*Possession, use, or distribution of illegal drugs and/or controlled substances.
- 6625.2b      Possession, use, or distribution of paraphernalia containing evidence of such substances.
- 6625.2c      Possession, use, or distribution of alcoholic beverages.  
                  \* *Possession is defined as being present at the time of discovery of drugs and/or alcohol.*
- 6625.3 Procedure:      Students who possess, use, or distribute illegal drugs, controlled  
 6625.3a                   substances, drug paraphernalia, or alcoholic beverages while on GJCTC grounds or at any GJCTC sponsored activity or trip will be reported to the local police department.
- 6625.4 Sanctions:      If found guilty of drug or alcohol offenses (as outlined above), the student  
 6625.4a                   will be dismissed for the remainder of the school term with no refund of tuition. No diploma or certificate of completion will be issued to the student.
- 6625.5 Appeal Process:
- 6625.5a                If a student feels he or she has been unfairly dismissed from a program at GJCTC, the student has the right to file a grievance following the grievance procedure as outlined in the latest edition of the *GJCTC Adult Education Student Handbook*.
- 6625.6 Counseling:      Students are encouraged to speak to the Adult Education Career Counselor  
 6625.6a                   regarding their problems with drugs and alcohol and seek additional help through the appropriate resources.

## **TOBACCO POLICY:**

### **Greater Johnstown Career and Technology Center Tobacco Policy #6280**

- I. Tobacco - Employees, post-secondary and/or adult evening students:
- A. Employees, Post-secondary and/or adult evening students of the Greater Johnstown Career and Technology Center are not permitted to use tobacco products in the school building, on the school grounds, nor at any school sponsored event.
1. Use of tobacco products is prohibited inside the Greater Johnstown Career and Technology Center School buildings at any time by anyone.
  2. Use of tobacco products is prohibited inside of the individual employee's or adult education student's vehicle when secondary classes are in session; nor anywhere on school grounds
- II. Tobacco - General Public:
- A. Tobacco use by the general public will not be permitted anywhere within the building or anywhere on the property of the Greater Johnstown Career and Technology Center.

B. Smoking will not be permitted in the building or on school property at any time.

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

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

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

JOC Adopted 8/24/93

### **UNLAWFUL HARASSMENT:**

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

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

Unlawful harassment can take the form of:

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

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

## **WEAPONS POLICY:**

The Greater Johnstown Career & Technology Center (GJCTC) recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law (GJCTC Policy 218.1).

Weapons are prohibited on school property. Weapons include, but are not limited to, any knife, cutting instrument, cutting tool, nunchuks, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-a-like gun, paintball gun, chemical agent, explosive device, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. GJCTC prohibits students from possessing and bringing any of the aforementioned weapons into school buildings, onto school property, to school-sponsored activities, and onto any vehicle providing transportation to school or a school-sponsored activity.

Students found to be in violation of this policy will be expelled from their educational program at GJCTC for a period of one (1) year.

Only knives required by the program and approved of and issued by the instructor shall be permitted. Those knives are to be used or carried only in the assigned program area. Students are not permitted to carry knives from home with them to school or have them anywhere on school property.

## **BULLYING/CYBERBULLYING POLICY 249**

### **Purpose:**

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

### **Definitions SC 1303.1-A:**

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority** - The Joint Operating Committee prohibits all forms of bullying by students.

The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the principal or designee.

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's (center's) legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

**Delegation of Responsibility SC 1303.1-A:**

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

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

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

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

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

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

**Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218:**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.

**Education SC 1302-A, 1303.1-A Pol. 236:**

The school (center) may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

**Consequences for Violations SC 1303.1-A Pol. 218, 233:**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with

the Code of Student Conduct, which may include:

- Counseling within the school (center).
- Parental conference.
- Loss of school privileges.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Counseling/Therapy outside of the school (center).
- Referral to law enforcement officials.

### **References:**

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Joint Operating Committee Policy – 000, 218, 233, 236, 248

### **PSBA Revision 10/08**

## **ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY:**

**Relative To: GJCTC Secondary Students, Pre-School and Daycare  
Students**

### **Rationale:**

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

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

### **Policy:**

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

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

### **Breaking the Policy:**

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

### **ADULT STUDENT BACKGROUND CHECK APPLICATION POLICY:**

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

- ❑ Adult students enrolling in programs in which secondary students are participating (hereafter referred to as “intergenerational students”) are required to apply for Act 34 Clearance and Act 151 Child Abuse Clearance. Any intergenerational student who has lived outside Pennsylvania for the past two years, or more, will also be required to have FBI Clearance. A copy of all agency-returned checks must be included in the student’s main facility folder.
- ❑ Intergenerational students must have the Act 34 (PA State Police “Request for Criminal Record Check”) completed and returned to the school before the first day of class. This can be completed by credit card on-line by the student at <http://epatch.state.pa.us> or completed in the GJCTC Adult Education Office. In either case there is a \$10.00 fee. **Note: Students will not be permitted to begin class without having the Act 34 background check completed and reviewed by GJCTC administration.**
- ❑ Intergenerational students must have the Act 151 (“Pennsylvania Child Abuse History Clearance”) completed **or** proof of submission returned to the school before the first day of class. The proof of submission can be in the form of the money order receipt and a copy of the completed application. Once the student receives the actual clearance in the mail, he/she must bring it to the Adult Education Office to be copied and reviewed.

Applications for the Act 151 clearance may be obtained in the GJCTC Adult Education Office. The completed application, as well as a money order for \$10.00, must be sent to the Childline and Abuse Registry, Department of Public Welfare, Harrisburg, PA. **Note: Students will not be permitted to begin class without having the the Act 151 background check completed and reviewed by GJCTC administration or submitting proof of submission (money order receipt and copy of completed application) by the first day of class.**

- ❑ Intergenerational students who have not been official residents of Pennsylvania for the past two years or more will also be required to apply for a Federal Bureau of Investigation (FBI) background check. The application is completed on line and there is a \$27.50 fee. Specific instructions for applying can be obtained in the GJCTC Adult Education office. **Note: Students who have not been official residents of Pennsylvania for the past two years or more will not be permitted to begin class without having the FBI background check completed and reviewed by GJCTC administration.**

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

### **NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES:**

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

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

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

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

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

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

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

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

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access- Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Equitable Support – Assurance that like aspects of the vocational technical program receive like support as to staffing and compensation, facilities, equipment and related matters.
5. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

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

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

## **COMPLAINT PROCEDURE – STUDENT/THIRD PARTY:**

### **Step 1 – Reporting:**

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

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

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

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

## **Step 2 – Investigation:**

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

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

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

## **Step 3 – Investigative Report:**

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

## **Step 4 – Action of Center:**

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

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

## **Appeal Procedure:**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Coordinator within fifteen (15) days.

## **STUDENT GRIEVANCE PROCEDURE:**

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

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

**STEP I:**

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

**STEP II:**

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

**STEP III:**

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

**STEP IV:**

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

**STEP V:**

- If the Administrative Director is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Chief School Administrator for a decision.
- The Chief School Administrator will decide the issue and return the written decision to the Administrative Director within fifteen (15) days.

- At the discretion of the Chief School Administrator, a complaint will be directed to the Joint Operating Committee for **final resolution** at the next scheduled meeting following the decision date of Step IV (B).

## **Tuition**

Commercial Driver Training	\$ 4,725.00
Cosmetology	\$ 16,075.00
Electrical Technology	\$ 9,725.00
Heating and Air Conditioning Technology	\$ 9,725.00
Practical Nursing (Johnstown)	\$ 18,200.00
Practical Nursing (Monroeville)	\$ 19,770.00
Mobile Equipment Operations	\$ 15,160.00
Welding	\$ 9,725.00
Welding (Bedford)	\$ 9,725.00
Intergenerational Programs	\$ 9,725.00
Advanced Manufacturing & Programming	\$ 9,725.00

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

## **Staff**

### **OFFICE STAFF:**

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

### **INSTRUCTIONAL STAFF:**

CDL Instructor	Keith Custer	Class A CDL
Cosmetology Instructor	Tara Kozlick	Licensed Cosmetology Operator/Teacher
Electrical Technology Instructor	William Olecki	
Heating & Air Conditioning Instructor	Bret Litzinger	
Industry Instructor	Michael Riggenbach	Bachelor's Degree IUP
LPN Instructor	Dr. Joyce Miketic	PhD University of Pittsburgh School of Nursing
LPN Instructor	Laura Hollis	CRNP, MSN, RN Carlow University

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

## LEAVE OF ABSENCE

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

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

#### Section 103.1. (b)

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

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