

**GREATER ALTOONA CAREER & TECHNOLOGY CENTER
2024-2025 STUDENT POLICY & PROCEDURES**

Student's Name _____

School District: _____

ATTENDANCE: Unless a student has a valid reason for a prolonged absence from school, he/she should be in attendance on a regular basis. There is little time for make up in shop or laboratory work. Legal absences are for one of the following reasons: personal illness, quarantine, death in the family, or impassable roads. Except in certain unusual circumstances, a student absent for other than legal reasons may receive a zero for each day missed, leading to failure. If attendance does not improve, the students may be dropped from their GACTC program and returned to their sending school.

DRIVING POLICY: Students are encouraged **not** to drive to the GACTC. Please refer to the Driving/Riding/Parking Policy in the handbook.

DRUG/ALCOHOL POLICY: The following acts by a student while in school buildings, on school property, at school-sponsored functions off school property, or enroute to any of the foregoing shall be regarded as misconduct by such student who shall be subject to the suspension and expulsion provisions of the Public School Code.

- 1 The possession or use of narcotic or dangerous drugs, not prescribed by a physician, or the possession or use of alcoholic beverages; *or*
- 2 Being under the influence of narcotic or dangerous drugs, not prescribed by a physician, or being under the influence of alcoholic beverages.
- 3 Possession of drug paraphernalia and/or alcoholic products is forbidden.

Notice is hereby given that students are subject to random drug testing. School policy further provides authority to inspect student lockers including the use of drug-sniffing dogs. Please refer to the Drug and Alcohol Policy in the handbook and included in this packet.

GROOMING AND UNIFORMS: Students are expected to conform to the dress guide and uniform policy prescribed by the trade or occupation in which they are enrolled. They will also be governed by the dress regulations and recommendations of employers, industry, and occupational advisory committees. Safety and industry-specific demands are a prime consideration since long, unkempt hair, and improper loose-fitting clothing could cause an accident. Decorative necklaces, chains, collars, body piercing, etc. that are exposed and free hanging shall not be worn, depending on the program.

MOVING/CHANGING SCHOOLS: Students who transfer from one school district to another, or enroll in a Cyber School or Charter School, or who are Home Schooled, must inform the GACTC Student Services Office at the time of the change.

SMOKING: Possession of tobacco products/lighting devices, look-alike tobacco products, or vapes are prohibited. Tobacco-related suspensions may entail a fine plus court costs. Violation may result in automatic suspension.

FIGHTING The GACTC strives to ensure a safe environment. Physical altercation will not be tolerated. Students who have been involved in a physical altercation will face suspension from school and possible referral to law enforcement.

STUDENT ID CARDS: Student ID cards are to be carried at all times and/or relinquished upon request. Lost ID cards will be replaced at the student's expense.

UNLAWFUL HARASSMENT POLICY: Unlawful harassment is a form of discrimination prohibited by Titles VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Pennsylvania Human Relations Act, the Code of Conduct for Education. 22 PA Code § 235.11 and Student Rights and Responsibilities. 22 PA Code § 12.1, et. seq.

VIDEO SECURITY: A closed-circuit video security system is in place in and around the GACTC to enhance the safety of our students.

WEAPONS POLICY: (Act 26 of 1995) Students are not permitted to possess or transport any object that could reasonably be considered a dangerous substance or a dangerous weapon on school premises at any time.

MEDIA RELEASE: The GACTC documents and advertises events, programs and student accomplishments through photo and video in a variety of formats to include website and social media. Please indicate below (check box) if you **DO NOT** want your child included in media publications.

I DO NOT want my child included in media publications.

**THESE POLICIES APPLY TO ALL SCHOOL-SPONSORED ACTIVITIES.
PARENTS/GUARDIANS: PLEASE REFER TO THE STUDENT
HANDBOOK FOR MORE DETAILED GACTC POLICIES &
PROCEDURES, ESPECIALLY INFORMATION ON THE DRUG AND
ALCOHOL POLICY.**

TEACHER

PROGRAM

PARENT/GUARDIAN SIGNATURE DATE