

FREDERICK COUNTY PUBLIC SCHOOLS  
CAREER AND TECHNOLOGY CENTER

<https://edu.fcps.org/ctc/>

## **STUDENT HANDBOOK**

# **2023-2024**



The Career and Technology's Mission is:  
*To develop the academic, professional and technical skills  
of students.*

**Frederick County Public Schools, MD  
School Year 2023-2024 Calendar**

**August 2023**

17, 18, 21, 22 Thur-Tue Teachers Report to Work: Training and Preparation  
23 Wed First Day of School for Students

**September 2023**

04 Mon FCPS Closed: Labor Day  
22 Fri Fair Day: 3 1/2 Hour Early Dismissal  
25 Mon Schools Closed: Yom Kippur

**October 2023**

11 Wed Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day  
12 Thur Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day  
13 Fri Elementary and Middle Schools Dismissed 3.5 Hours Early for Afternoon Parent-Teacher Conferences; High Schools Are Full Day  
20 Fri Schools Closed: Teacher Professional Learning Day  
26 Thur End of Term 1  
27 Fri Schools Closed: Teacher Work Day

**November 2023**

22\*-24\* Wed-Fri Schools Closed: Thanksgiving Break

**December 2023**

01 Fri 2-Hour Early Dismissal for Students: Mid Term  
25-29\* Mon-Fri Schools Closed: Winter Break

**January 2024**

01 Mon Schools Closed: New Year's Day  
12 Fri End of Term 2  
15\* Mon Schools Closed: Dr. Martin Luther King Jr. Day  
16 Tue Schools Closed: Teacher Work Day  
17 Wed Schools Closed: Teacher Professional Learning Day  
18 Thur Second Semester and Term 3 Begin

**February 2024**

16 Fri 2-Hour Early Dismissal for Students: Mid Term  
19\* Mon Schools Closed: Presidents' Day

**March 2024**

21 Thur End of Term 3  
22 Fri Schools Closed: Teacher Work Day  
29\* Fri Schools Closed: Spring Break

**April 2024**

01-05\* Mon-Fri Schools Closed: Spring Break

**May 2024**

02 Thursday 2-Hour Early Dismissal for Students: Mid Term  
14 Tue Schools Closed Primary Election  
27 Mon Schools Closed: Memorial Day

**June 2024**

5\*\* Wed 2-Hour Early Dismissal/Last Day of School for Students End of Term 4  
6\*\*Thur Last Day of School for Teachers

\*State-Mandated Public Schools Holiday

\*\*This calendar includes 5 days for snow or other emergency closings. If there are no days needed for emergency closings, the last day for students will be June 1 Subject to BOE revision, FCPS will make up emergency-closing days in the following sequence: June 6, 7, 10, 11, and 12. The June two-hour early dismissal will occur on the last day of school for students.

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## FCPS Career & Technology Center

7922 Opossumtown Pike  
Frederick, MD 21702  
240-236-8500  
240-236-8501 (fax)

Michael Concepcion, Principal  
Jack Newkirk II, Assistant Principal

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August 2023

Dear CTC Students:

On behalf of the entire staff, I'd like to welcome you to the FCPS Career and Technology Center (CTC). We're glad that you've chosen to extend your high school experience to include the unique opportunities that CTC has to offer. We are glad to have you in the building, in-person, to start this school year!

For forty-five years, the Career & Technology Center has been helping students jump start their future careers by providing intensive career specific education in programs tailored for both college-bound and employment-oriented students. Whether you plan to start your career immediately upon graduation or go on to post-secondary options, CTC offers twenty-three career preparatory programs to suit career goals now and for the future.

Most of our programs are two years in length and provide the opportunities to receive articulated college credits and/or certification in your field. Examples include: Adobe, ACF, CNA/GNA, A+, ASE, CCNA NPSA, I-Car, Autodesk and ParaPro. Several programs also include job shadowing experiences and formal paid internships as an extension of our classrooms and labs. In addition, the Blueprint for Maryland's Future legislation requires FCPS to provide college and career readiness pathways at no cost to students.

SkillsUSA will also play an integral role in your experience at CTC. This student organization, along with its skills contests, provides invaluable experience in the development of teamwork and leadership skills. These contests also provide students the opportunity to showcase their career skills in much the same way that sports allow students to showcase their athletic skills. Every summer, we've been fortunate enough to take several students to the SkillsUSA national conference and competitions in Atlanta, GA where they compete against over 5,000 other students from high schools and post-secondary institutions across the nation.

The experience of seeing thousands of young men and women competing in their respective skill areas is truly amazing. We encourage each and every one of you to make it a personal goal to qualify for the SkillsUSA national conference.

We hope that your experience at CTC will be enjoyable as you take these important steps towards the goal of college and career readiness.

Sincerely,

Michael Concepcion  
Principal

## CAREER AND TECHNOLOGY CENTER STAFF

### Administration

Michael Concepcion Principal  
Jack Newkirk Assistant Principal

### Certificated staff

Philip Allen Auto Body/Collision Repair and Refinishing  
Philip Arnold Architectural CAD & Engineering CAD  
Melvin Baker Computer Technician Analyst  
Timothy Bromhal Welding: Agricultural and Commercial Metals Technology  
Charles Crum HVACR/Plumbing  
Kim Csulak Web Technology and Integrated Media  
Kristen Daly School Counselor/School Support  
Mitchell DeLashmutt Carpentry  
Don Duman Criminal Justice/Homeland Security  
Rodney Foland CTC Explorers  
\*Adam Frank TV/Video Production  
Katheryn Herfurth Special Education  
Diane Herndon Environ. Landscape Design & Management/Agribusiness  
Tracey Hicks Automotive Technology  
Jason Hoffman Digital Design & Printing Methods  
Cami Howard Dental Assistant  
\*Zachary Howard Physical Rehabilitation/AOHP  
Sally Huguley Teacher Academy of Maryland  
Karin Kidd AoHP  
Emily Kline Cosmetology  
Margie Liddick Culinary Arts  
Jenny Maher AoHP  
\*Claudine Marcum Biomedical Science  
Lorraine Marshall Math Specialist  
Evan Moser CISCO Networking Academy  
Jackie Pieterse AoHP  
Janet Reeder Cosmetology  
James Rollins Electricity  
Dave Snyder Work-Study  
Shawn Stanley Automotive Technology  
\*Lera Straits English 12  
\*James Thuman Carpentry Instructor & House Coordinator  
Susan White AoHP  
Andrew Zucco Criminal Justice/Homeland Security

### Support staff

Marvin Branham Custodian  
Michael "Doc" Clay User Support Specialist (shared w/Heather Ridge)  
Jennifer Crampton SpED Instructional Assistant  
Delmira Cruz Assistant Lead Custodian  
Karla Eshelman Principal's Secretary  
Kevin Grossnickle Lead Custodian  
Ave Holland, RN Health Nurse - FCHD  
Marah Williams Health Technician - FCHD  
Dina Karakus DLL Instructional Assistant  
Aimee Keeney-Fisher Instructional Assistant/Choices & Changes  
Lori Keller Instructional Assistant  
Amy Kreger Assistant Principal's Secretary  
Jennifer Leatherman Instructional Assistant/Media Center  
Christopher Lee SpED Instructional Assistant  
Kerry Parks SpED Instructional Assistant  
Leida Pimentel-Rivera English Learners Instructional Assistant  
Debbi Place Guidance Registrar  
Alejandra Sanchez Custodian  
Doreen Williams SpED Instructional Assistant  
Mary Wishka SpED Instructional Assistant

\* Denotes ALP/Department Chair

## **STUDENT SERVICES**

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with education and career planning, occupational and employment information, opportunities in the military service, apprentice and technical school training, college admission and school, home and/or social concerns. Students wishing to visit the Guidance counselor should contact the secretary in the Guidance office to arrange an appointment. The counselor will give a pass slip to the student so that he/she may return to class at the end of the appointment. The Guidance Counselors are Kristen Daly and Erica Stull.

### **ACADEMIC SUPPORT SERVICES TEAM**

The Academic Support Services Team is available to offer special assistance to students who have difficulty succeeding in their technical programs.

### **CRISIS TEAM**

The Center has established a school crisis plan to be used in the event of a life-threatening accident or death of a student or staff member. Students or staff requesting information may contact any member of the Crisis Team.

### **SCHOOL EMERGENCY PROCEDURES**

The Career and Technology Center staff is committed to maintaining the safety of its students. The school Crisis Team has developed a comprehensive emergency plan to provide for the safety of the students and staff. Personnel from the Frederick County Sheriff's Department, Frederick Community College, and Fort Detrick were consulted. The faculty and staff have been thoroughly trained to initiate the appropriate action quickly and effectively in response to an emergency situation.

In the event of an emergency, it is imperative that students follow the instructions of the instructors or staff persons in charge without hesitation. Following instructions in a quick and precise manner will help ensure personal safety along with the safety of all students and staff.

The school's staff will notify parents and or guardians of any emergency situations and will ask that they follow our instructions along with those from any city, county, or state emergency personnel assisting.

### **SCHOOL SUPPORT**

The School Support Program is designated to enable students to be successful in a technical school setting rather than attend a more restrictive environment. The program focuses on family involvement and utilizes crisis intervention, developmental counseling, and cognitive behavioral intervention methods. Students may access school support through their school counselor.

### **HEALTH CARE-STUDENT ILLNESS**

The Career & Technology Center is staffed with a health technician. A student becoming ill in school must notify his/her classroom teacher and then report immediately, with a pass, to the health room. If it is necessary for the student to go home, the health technician will contact the parent who will then assume responsibility for transporting the student. If it is an emergency, the student will be transported via ambulance.

## **CONCERNS AND PROBLEMS**

It is not unusual for students to need extra help with different kinds of problems. The staff of the Career and Technology Center welcomes the opportunity to help students experiencing difficulties. Students having academic problems or concerns about instruction should seek help from the following staff members usually in this order: classroom instructor, counselor/school support, assistant principal, principal.

Problems of a more personal nature may be addressed with your counselor or school support teacher. Do not hesitate to ask for help when you need it. The welfare of our students is our first priority.

On January 25, 1975, the Board of Education of Frederick County officially adopted the Student Responsibilities and Rights Document. Each student will receive a separate copy of this document in the FCPS Calendar Handbook. The student Responsibilities and Rights Document states in writing the rights and corresponding responsibilities of all students. Constitutional rights do not allow behavior which will create unhealthy, unsafe, and disruptive conditions within the school.

The Student Responsibilities and Rights Document also provides for a grievance procedure to be followed when a student feels his rights have been violated.

The procedure for filing a Grievance is as follows:

1. The grievance should be solved at the lowest level if possible. (Between student and instructor)
2. If the grievance is not solved at level I, the student or instructor must write the complaint on a Grievance form, which may be obtained in the Guidance Office or the Front Office.
  - a. The complaint must be a specific violation of the Responsibilities and Rights Document.
  - b. All information must be provided on the form. (Requested redress should be included)
3. The Student/Faculty Grievance Committee will meet to hear pertinent witnesses as necessary.
  - a. Written records of the grievance hearings will be maintained.
  - b. The decision of the committee should be made to the principal.
  - c. The decision of the committee should be made no later than 10 days after receipt of the complaint.
4. The maximum time between an alleged violation and the filing of a written grievance will be one (1) week.
5. The student or teacher filing a complaint will be notified of the committee actions in all cases. All the committee actions will be posted in the proper manner in order that all students may be informed. Anonymity in the parties will be maintained.

The faculty chairperson of the Student Grievance Committee is Mr. Rodney Foland.

## **ADMISSION TO EXTENDED TECHNICAL STUDIES CLASSES**

The student and instructor must develop a plan of study for their extended studies which must then be approved by the CTC Principal. Only those students who have demonstrated that they are exceptionally motivated and focused upon a specific career field will be admitted, providing space is available.

## **WITHDRAWAL / TRANSFER FROM TECHNICAL PROGRAMS**

1. A student wishing to withdraw from his technical program prior to completion of the two year sequence must submit a written request signed by a parent/guardian to the Career and Technology Center counselor, stating reason for the request.
2. A Teaming conference with parents, the Career and Technology Center instructor, the home school counselor, the Career and Technology Center coordinator and the student may be required.
3. The student needs the signed permission of both the home school and the Career and Technology counselor to withdraw.
4. The deadline for students entering or withdrawing from a technical program with credit is ten days from the first day of school.
5. Parents of students requesting to withdraw or enter during the school year will be encouraged to visit the Center.

# BELL SCHEDULE



7:00 A.M.	Teacher Duty Day Begins
* 7:15 A.M.	7:15 English 12 Class Begins
8:00 A.M.	A.M. Classes Begins 7:15 English 12 Dismissals
8:15 A.M.	Attendance Bell
10:05 A.M.	Catoctin, Walkersville, Frederick, Oakdale, Thomas Johnson and Urbana students depart
10:10 A.M.	On-Line Learning Lunch Students dismiss class
10:10 A.M.	Brunswick, Heather Ridge, Linganore, Middletown, and Tuscarora, students depart
10:15 A.M.	Learning Lunch Begins
11:15 A.M.	Learning Lunch Dismissal
11:30 A.M.	P.M. Classes Begin
11:45 A.M.	Attendance Bell
1:40 P.M.	Brunswick, Linganore, Oakdale, Urbana, and Walkersville students depart
1:50 P.M.	Catoctin, Frederick, Middletown, Thomas Johnson, and Tuscarora students depart
2:30 P.M.	Teacher Duty Day Ends

\* **No bell will be rung**

7/1/2023



# Abbreviated Day CTC Schedules

**Please listen for the school announcement before dismissing your students.**

2023-2024		
<b>1 Hour Delay</b>		
A.M. Career and Technology Center programs begin one hour later than usual. 7:15 a.m. English class will begin at 8:15 A.M. Student dismissal times remain as usual.		
<b>2 Hour Delay</b>		
		On Feeder Pattern Delays those schools do not attend.
7:15 English	9:15 - 10:00	
AM Programs	10:00 - 11:00	BHS, CHS, FHS, HR, LHS, MHS, OHS, THS, TJHS, UHS, WHS
Learning Lunch	11:05 - 11:45	
PM Programs	12:10 - 1:40	BHS, HR, LHS, OHS, WHS, UHS
	12:10 - 1:50	CHS, FHS, MHS, THS, TJHS
<b>2 Hour Early Dismissal</b>		
7:15 English	7:15 - 8:00	
AM Programs	8:00 - 9:00	BHS, CHS, HR, LHS, MHS, OHS, THS, TJHS, UHS, WHS, FHS
Learning Lunch	9:05 - 9:45	
PM Programs	10:10 - 11:40	BHS, HR, LHS, OHS, WHS, UHS
	10:10 - 11:50	CHS, FHS, MHS, THS, TJHS
<b>2 hour early dismissal dates</b>		
12/1/2023	5/2/2024	
2/16/2024	6/5/2024 or last day for students	
<b>No House, Nursing Home or Local Fieldtrips on 2 hour early dismissal days.</b>		
		This will include conference dates October 11, 12, 13, 2023



## Purpose of Learning @ Home Days

- Mitigate disruption to the momentum of mid-year learning
- Minimize additional days at the end of the year
- Keep students connected to learning in the event of an inclement weather closure

### Flexible Plan for Families

- Assignments are available with and without the use of technology
- Assignments can be completed on the family's schedule
- Additional time for assignment completion for unforeseen challenges (e.g. power outages)
- Academic Support via phone and Google Meet (schedule will be shared by the school)

### Attendance Procedures

- Log of students accessing Schoology courses
- Completion of assigned work

### Assignments

- Grades PreK-2 students will be provided paper copies of the assignments
- Grades 3-12 students will be provided a menu of options both technology based and non-technology based
- Classroom teachers may continue with pre-planned lesson content, with the focus on practice and review
- Assignments will be based on curriculum indicators

### Communication Plan

- Systemic message notifying community of Learning @ Home Day
- School message with directions to access assignments and schedule of optional academic support services

### Accommodations

- English Learners will have access to digital tools
- Students with special needs will have access via Google Meet or telephone touchpoints

### Meals

- Meals will not be provided on a Learning @ Home Day
- Meals will be provided on the third consecutive day schools are closed at:
  - Ballenger Creek Elementary
  - Hillcrest Elementary
  - Monocacy Middle
  - Waverley Elementary
  - Walkersville Middle



## **TRANSPORTATION**

Generally, students are transported between the home high school and the Career and Technology Center by Frederick County Public Schools' buses. A student missing the bus connection at the home school is to report immediately to the office at the home school for further direction. Likewise, a student missing the bus at the Technology Center is to report immediately to the CTC office for direction. Under NO circumstances are students to drive to or from the Career and Technology Center without prior approval from the home school administration, CTC administration and parent. In addition, **Frederick County Public Schools' Regulation 400-46 prohibits students riding with another student. The Career and Technology Center has a zero-tolerance policy in effect and both passengers and drivers violating this rule will receive disciplinary consequences.**

## **ATTENDANCE**

Regular school attendance is the single biggest predictor of student success in high school. It is viewed as an important commitment that a student makes when applying for admission to the Career and Technology Center. The quality of the student's educational experience is diminished with each absence from school. An absent student misses the subtle meanings and explanations which are obtained through the classroom experience.

Student absences from the Career and Technology Center represent approximately 2 1/2 hours of lost instruction each day. The instruction at the Center is presented in a practical manner with emphasis upon hands-on laboratory or practice time which is designed to simulate expected employment standards. Employers indicate that they will not tolerate poor work attendance among their employees. Experience has shown that students with attendance problems are generally not successful in school; and specifically, not in career and technology programs. Our students are expected to adhere to the following attendance policy:

1. Students begin their day at the Career and Technology Center upon arrival on the campus. **Students are expected to report directly to their classes.**  
  
Student enrolling in the early English 12 class are to report to class by 7:15 a.m. and will be excused at 8:00 a.m. for their next class. THESE STUDENTS MUST FURNISH THEIR OWN TRANSPORTATION.
2. All student absences shall be classified as either excused or unexcused in accordance with Frederick County Public Schools Regulation 400-7 and summarized in the County Calendar Handbook. Generally the acceptance of parent absence notes and coding of students absence will be handled in the home high school. Time missed due to student unexcused lateness and early dismissals add cumulatively and count toward unexcused absence totals.
3. When returning to the Career and Technology Center following an absence, each student must present a coded home school admit slip to the Attendance Clerk, Mrs. Kreger, located in the Front Office. Students attending the Center for a full day will present a note explaining the absence from the parent/guardian. Students returning to the Career and Technology Center without a home school admit slip must first report to the Attendance Clerk, Mrs. Kreger, for a temporary admit slip.
4. Temporary home school admit slips are valid for only one day and all absences must be verified within two school days with a regular admit slip or will automatically be recorded as unexcused.
5. The school attendance office phone number is (240) 236-8472.

**LATENESS TO SCHOOL/CLASS**

Students should make every effort to arrive to school and class on time. Lateness is not acceptable because the late student distracts and interrupts the concentration of other student learners and the instruction of the teacher.

- 1. Students who arrive late, except for school bus problems or home school schedules, must immediately report to the Front Office/Attendance Office with written verification of their lateness by either an Admit Slip from their home school or a "lateness" note from their parent/guardian. Students who arrive late by driving must have the required written driving permission (see the Student Driving Policy.)
- 2. The following disciplinary procedure will be followed in dealing with students who are unexcused tardy to school and/or classes:

1 <sup>st</sup>	UNEXCUSED TARDY/TERM . . . . .	Discussion with student by teacher
2 <sup>nd</sup>	UNEXCUSED TARDY/TERM . . . . .	Parent Contact by teacher
3 <sup>rd</sup>	UNEXCUSED TARDY/TERM . . . . .	Parent Contact by teacher
4 <sup>th</sup>	and SUBSEQUENT UNEXCUSED TARDIES . . .	Referral to administration

**REQUEST FOR EARLY DISMISSAL**

On occasion students have a need to leave the Career and Technology Center prior to scheduled dismissal time. In these rare circumstances, a written request from the parent/guardian, on an Early Dismissal Pass from the home school must be presented to the Attendance secretary prior to the beginning of class. Written requests from parents/guardians must include the following: date, time requested to leave school, reason for request, student name, phone number where parent may be contacted to confirm, and parental signature. Students who will be leaving by driving themselves must also follow the rules of the Student Driving Policy. If returning the same day, the student must report to the Front/Attendance Office for re-admittance to school.

**DELAYED SCHOOL OPENING**

If weather conditions require that school be delayed one hour or more, the FCPS Transportation Department will notify the local broadcast media of the decision. Inclement weather delays will affect the Career and Technology Center in the following manner:

- 1. **School opening delayed one hour**  
 A.M. Career and Technology Center programs begin one hour later than usual.  
 7:15 a.m. English class will begin at 8:15 A.M.  
 Student dismissal times remain as usual.
- 2. **School opening delayed two hours**  
 A.M. Career and Technology Center programs will begin at 10:00 a.m.  
 7:15 a.m. English class will begin at 9:15 a.m.  
 Learning Lunch 11:05 – 11:45 a.m.  
 P.M. Career and Technology Center programs will begin at 12:10 p.m.  
 All classes will meet on an abbreviated schedule.

When the snow emergency plan is in effect in Frederick County, after-school, evening and weekend programs and activities will be cancelled.

## **GRADING**

Students receive the best instruction the Career and Technology Center is capable of providing. The teaching-learning process requires the active cooperation between student and teacher to produce positive results. Learning is an active process and unless students work at gaining knowledge and skill "...no genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."

The instructional staff will maintain a record of each student's work and progress on a regular basis. It is recommended that the record contain at least two grades per week. Grading will be done in a professional and equitable manner and will accurately reflect the student's achievement. Grading is guided by a specific and precise written plan prepared by the instructor and shared with the student which reflects Frederick County Public Schools' regulations and industry standards.

Grading in all courses and programs will adhere to Frederick County Public School's Regulation 500-5.

Grading in technical courses will be based upon demonstrated student mastery of specific proficiency skills as indicated on the skills certificate of each program. Student mastery level is determined through a sense of performance-based assessments after the necessary skills are taught as classroom theory and practical theory through a number of practical applications. In addition, the Professional Skills of task preparation, use of time/task completion, human relations, accepting supervision, and safety practice are rated daily. These measures contribute between 10% to 25% of the student's grades each term.

The Principal is the final authority in all appeals and disputes concerning grades for all students at the Career and Technology Center.

## **GUIDELINES FOR SCORING PROFESSIONAL SKILLS**

	<u>Points Per Day</u>
Task Preparation	2
a. Has all materials needed for the task	
b. Dresses according to safety requirements of the task	
c. Follows instruction as given and asks for clarification as necessary	
Use of Time/Task Completion	2
a. Work productively during assigned time	
b. Demonstrates pride in quality of work produced	
c. Demonstrates initiative and responsibility on the job	
Human Relations	2
a. Demonstrates respect for property	
b. Demonstrates ability to work effectively in a team	
c. Works cooperatively with supervisor	
d. Presents point of view in an appropriate manner	
e. Seeks mutually acceptable resolutions to conflicts and disputes with fellow workers	
f. Maintains self-control verbally and physically	
Accepts Supervision	2
a. Communicates with supervisor in an appropriate manner	
b. Accepts direction from supervisors and makes effort to alter behavior when needed	
c. Demonstrates ability to accept and give feedback in a constructive manner	
Safety	2
a. Follows all program and school safety rules	
b. Understands and demonstrates proper use of worksite equipment and materials	

## **PROFESSIONAL SKILLS POINTS AND ATTENDANCE**

1. Students who are present in class will be scored in each of the 5 Professional Skills daily.
2. Students who are tardy (**unexcused**) to class may be docked 2 points.
3. Students who are absent (**unexcused**) will not receive professional points for the day.
4. Professional Skills points for any **excused** absence can be made up for credit by agreement with the instructor. Students must request make-up opportunity within two days upon return (reg. **500-25**).
5. Students absent from class due to assignment of Choices and Changes will receive an x or excused Professional Skills grade for that day.
6. Students removed from class due to disciplinary reasons will lose appropriate Professional Skills points.
7. Students who are requested to leave class for some administrative reason by the office staff will not lose any points.
8. Students requesting to leave class for what appears to be a legitimate reason, i.e. going to guidance, will be issued a pass noting the time and will not be penalized any loss of Professional Skills points.

## **COMPUTERS: ACCEPTABLE USE**

Student access to the school's computer network conforms to Frederick County Public School's Regulation 400-73 and independent usage requires the completion of the appropriate parent permission form.

Students are responsible for their behavior while using school computer networks.

Digital networks will only be used for authorized instructional activities. Unauthorized activities include knowingly spreading viruses, violating copyright laws, installing or using unauthorized software, accessing the network via another user's account, hacking, and/or the destruction of computer systems and files. Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any school computer or network is prohibited. Students will access only those network resources for which they have obtained permission, using the account assigned to them.

**PARKING AGREEMENT INFORMATION  
CAREER AND TECHNOLOGY CENTER  
2023 – 2024 School Year**

Driving to the Career and Technology Center is a privilege. Students who must drive to and from the Center may apply for a driving/parking permit. The privilege to drive is subject to the following conditions:

1. Students must complete a NEW parking/driving application each school year. **All information must be complete before request will be approved.** Required information about your vehicle includes: make and model of car, color and year of car, and license plate number.
2. **There is a \$15.00 charge for a parking permit.** This will need to be paid through School Cash, once you are approved. The **cling** parking tag must be displayed on left lower inside of the back window when your vehicle is parked on school property.
3. Only the **registered vehicle** may be parked on school property during school hours. Alternate vehicles must be registered in the office.
4. Students may only park in the **designated student parking area** (the lower parking lot parallel to Opossumtown Pike.)
5. **Students may NOT transport other students to or from the Career and Technology Center. Violation of this rule will result in disciplinary action and/or loss of driving privileges.**
6. Per FCPS Policy: The speed limit on school property is not to exceed **15 MPH** and vehicles are to be locked at ALL times.
7. Parking lots are off limits except when students are arriving and departing from CTC. Students may not loiter on the parking lot or sit in cars at any time during the school day.
8. The school administration has the right to reasonable search of all vehicles.
9. The school is not responsible for damage to vehicles or loss of contents while on school property.
10. Students must enter and leave the Career and Technology Center by the FRONT (MAIN) Entrance ONLY.
11. Student drivers must be **IN THEIR CLASSROOMS** at the following times to be considered **ON TIME**:  
AM Session: 8:00 AM  
PM Session: 11:30 AM  
**The dismissal time for students driving will be the same as their home school dismissal from CTC.**
12. Driving privileges may be revoked for any of the following reasons:
  - a. Transporting other students.
  - b. Reckless driving and/or speeding on school property.
  - c. Class cutting or truancy from school.
  - d. Parking in unauthorized areas on school property.
  - e. Parental requests.
  - f. Loss of valid reason for driving to and from the Center.
13. Parking space is limited and driving privileges will be granted in the following order:
  1. Full-Day Students
  2. Students enrolled in 7:15 a.m. English class at CTC
  3. CTC Work Study Students
  4. Other students in priority based upon grade level

## SINGLE DAY DRIVING POLICY

Frederick County Career and Technology Center

The Single Day Driving Policy of the Frederick County Career and Technology Center is as follows:

1. Students who need to drive to the Center for medical appointments, to transport kits or tools for their respective program, to work on a vehicle and/or an object too large to transport on the county school bus should have a note outlining the reason for driving to the Center from their home school or home signed by their parents and an administrator from their home school **noting the make, model, color and tag number of the vehicle** they will be driving to the Center.
2. Upon arrival at the Career and Technology Center, student must check in at the front office and present their note (signed by a parent and home school administrator) to receive a one day parking pass.
3. The single day driving policy IS NOT to be confused with the Career and Technology Center Parking Agreement for students on Work Study and 7:15 a.m. English in which students obtain a parking tag for the entire year.
4. Board of Education Policy No. 400-46 which states **Principals shall neither authorize nor permit students to travel to activities in vehicles driven by other students. This includes students riding and driving from their home school to the Career and Technology Center.** Violation of this rule will result in disciplinary action and/or loss of driving privilege.
5. Single day driving IS NOT TO BE ABUSED. Student notes will be reviewed carefully and filed for future reference of abuse of the policy.
6. All students must enter and leave the Career and Technology Center by the front (main) entrance ONLY.
7. **The dismissal time for students driving will be the same as their home school dismissal from CTC.**

## DUAL ENROLLED STUDENTS PARKING AT FCC

Students participating in the Dual Enrollment/Open Campus courses who have FCC issued parking permits on their vehicles, may park in the FCC parking lot during their scheduled times at CTC. Students must do the following in order to be approved for this privilege.

1. Students must complete the CTC Parking application and agree to all rules and regulations as outlined in that agreement. Students will not be charged a permit fee, but must be registered with their FCC parking permit number and approved to park at FCC during CTC class time.
2. Students will be issued an ID card to show staff upon request on days that they park in the FCC lots. This will ensure the safety of all students. **Students may NOT transport other students to or from the Career and Technology Center, even when parking in an FCC lot. Violation of this rule will result in disciplinary action and/or loss of driving privileges.**



## **STUDENT ARRIVAL and DISMISSAL**

- When buses arrive, all students will report directly to their respective classrooms and remain inside the room.
- All students must enter and leave the Career and Technology Center by the front (main) entrance ONLY.
- No students may be in the halls without a written pass from their instructor.

## **SAFETY**

Safety is a priority at the Career and Technology Center. The presence and use of tools and equipment in all technical areas, requires students to follow the safety standards established by instructors. Most programs require the satisfactory passing of safety exams prior to working in the laboratories.

## **DRESS/UNIFORMS**

The Career and Technology Center takes pride in the appearance of its students. Each program has chosen a uniform that is representative of what one might be expected to wear in their respective professions. The uniforms serve several purposes. In several programs they serve to protect the safety of the students and allow students to save their street clothes from being ruined from stains or tears. We have found that in all programs, uniforms promote professionalism and equity across the students and help students step beyond their adolescent world as they prepare for their professional world.

Students may wear their uniforms to and from the Career & Technology Center or change upon arrival. Students may not wear or display buttons, arm bands, flags, decals, or other badges of symbolic expression that disrupt the orderliness of the school or are legally libelous or obscene. Students may not display or wear clothing or items containing the Confederate rebel flag. Students are prohibited from wearing clothing or items that promote illegal or violent conduct, such as unlawful use of drugs, alcohol, tobacco, or weapons. Students may not wear clothing or items that are obscene, libelous or feature sexually offensive or vulgar words, pictures, phrases, drawings, etc. Students may not display materials or wear clothing or items containing derogatory or discriminatory expressions or language regarding a person's race, color, gender, national origin, religion, sexual orientation, or disability.

- Cost of uniforms will be kept as low as possible.
- Two sets of uniforms are recommended so that one may be worn while the other is being cleaned.
- Students are expected to wear their uniforms after the first two weeks of school or students may not be allowed participate in class activities.
- Safety glasses will be worn by students in all areas where there is special danger from chips and/or flying particles created through normal work. The first pair of safety glasses will be furnished but additional pairs may be purchased from the front office or from any vendor as long as they are ANSI 2-87 compliant.
- Students who are financially unable to furnish necessary uniforms and equipment should contact the school. Provisions will be made in a confidential manner.

## **LOCKS AND LOCKERS**

Each student will be assigned an individual locker in the classroom/laboratory area and issued a school lock to secure his/her property. Students are not permitted to share lockers. Periodic inspection of lockers may be made by the administration to assure that lockers are neat, orderly and contain no materials which are in violation of school regulations. This inspection may include the use of police canines to detect the presence of illegal drugs. The outside of the student lockers is to be kept free of stickers, pictures and writing.

Students are to keep lockers locked at all times and to leave valuables at home. Although the school will assist in recovering articles lost from student lockers, the school will not assume responsibility for the loss.

Students are responsible for clearing their lockers of all personal possessions prior to leaving school on their last day of attendance. Any personal items left in the lockers will be held for one week and then given to a charitable organization.

## **POSTERS**

All posters advertising or announcing school events and activities and all posters displayed in the corridors must be approved by an administrator prior to displaying them. All posters are to be removed by the student group immediately after the completion of the activity.

Students are to use filament tape -- NOT SCOTCH TAPE to hang posters.

## **PESTICIDE USE**

FCPS utilizes the Integrated Pest Management program to identify and control pest problems in schools. Middle and high schools must notify only those parents, guardians, or staff who have filed a written request for notification; forms are available at each school and must be updated every school year. (See the FCPS Calendar Handbook for details.)

## **DISCIPLINE**

Discipline procedures at the Career and Technology Center are consistent with the guidelines set forth in Frederick County Public Schools Regulation 400-8 available at [www.fcps.org](http://www.fcps.org) and delineated in the FCPS Calendar Handbook. These documents outline categories of student misbehavior and the appropriate administrative action ranging in most cases from probation to expulsion. Please refer to these documents for specific conditions.

## **SUSPENSION POLICY**

There is a close working relationship with each home school; therefore, students who are suspended from either the Career and Technology Center or the home school are automatically suspended from both. When in the best interest of a student, an in-school suspension may be administered and served during the Center's hours.

## **CHOICES & CHANGES POLICY**

The Career and Technology Center uses the behavioral reflection process whenever it is in the best interest of the student and/or the instructional process. The Choices & Changes program is used to modify student behavior that is anti-social and/or influences peer group relationships in a negative manner. During a Choices & Changes assignment, the student works closely with the coordinator to complete a learning activity related to their disciplinary offense.

Students who do not follow the Choices & Changes rules or complete the assignment may have additional disciplinary consequences.

## **PROGRESSIVE DISCIPLINE PROCEDURE**

Just as students will apply specific skills they learn in their various programs here at the Career and Technology Center, we expect our students to display positive behavior by using their **APPS** to be **Accountable, Professional, Positive, & Supportive**. The progressive discipline procedure is designed to add uniformity and consistency to discipline problems. Major infractions will result in automatic disciplinary referrals to the administration. Minor infractions will result in the use of the following **Minor Infraction Slip (MIS) Steps**.

1. Discussion with the individual student.
2. Parent Contact
3. Parent follow-up conversation (meeting, call, and/or conference with School Support, Guidance, or Case Manager as needed)
4. Copy of MIS sent to Assistant Principal (parent conference, Saturday school, or detention may be assigned)
5. Choices and Changes Assigned
6. Referral to Assistant Principal (sent immediately for Major Behavioral Offences and repeated offenses)

## FCPS Student Code of Conduct

### Overview

Frederick County Public Schools (FCPS) strives to create safe, positive, healthy, and inviting school climates that foster respect, responsibility, trustworthiness, fairness, caring, and good citizenship. The *FCPS Student Code of Conduct* provides a framework to foster positive behavior in alignment with the school system's core mission of demonstrating excellence in the following goal areas:



All students are expected to demonstrate behavior in alignment with the [Code of Conduct](#). Parents/guardians are encouraged to read and reinforce the expectations with their children. Questions or comments about the handbook should be directed to your school's principal or to the FCPS Student Services Department at (301) 644-5238.

### Student Expectations

Through the implementation of the FCPS Multi-tiered Systems of Support Framework, students are informed and taught appropriate behavioral expectations for school, school-sponsored events, and FCPS-sponsored transportation. FCPS believes that, when students are provided with clear expectations and are regularly acknowledged for appropriate behavior, they are less likely to demonstrate misbehavior. For detailed information, please refer to the Student Expectations section (pg 2) of the [Code of Conduct](#).

### Staff Responsibilities

FCPS staff work to create a safe, positive, healthy, and inviting school environment for all students and adults that is conducive to teaching and learning. They serve as the caring adults in schools, who play an important role in building strong relationships with students to enhance social and emotional competencies and decrease their likelihood of engaging in disruptive behaviors. For detailed information, please refer to the Staff Responsibilities section (pg 2) of the [Code of Conduct](#).

### Parent/Guardian Responsibilities

Parents serve as their child's first and most important teacher, and this responsibility continues throughout the rest of their life. As students grow and mature, parents/guardians should continue to talk with their children about appropriate conduct at school and help their children be active participants in creating and promoting a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning. For detailed information, please refer to the Parent/Guardian Responsibilities section (pg 2) of the [Code of Conduct](#).

### Multi-tiered System of Supports (MTSS)

FCPS uses a continuum of instructional strategies and behavior intervention responses to support the teaching and learning process. These supports are generally organized in three tiers (Tier 1- Universal Support, Tier 2- Targeted Intervention, Tier 3-Intensive, Individualized Interventions). For detailed information, please refer to the [FCPS Behavioral and Academic MTSS Framework](#) and the MTSS section (pg 3) of the [Code of Conduct](#).

### **Restorative Approaches**

Building on FCPS's commitment to equity, FCPS is continuing to work to embed equity, restorative practices, and trauma-informed care and rehabilitation as part of our schools' culture, climate, and expectations. Restorative Practices is a continuum of relationship-focused processes that include preventative, proactive, and responsive measures for both staff and students. These practices help to create a sense of, and a commitment to, community that helps to prevent and address conflict and wrongdoing. For detailed information, please refer to the Restorative Practices section (pg 3) of the [Code of Conduct](#).

### **Progressive Discipline/Levels of Response**

Discipline is intended to teach and motivate students to demonstrate appropriate behavior. FCPS utilizes progressive discipline (escalating consequences for patterns of inappropriate behavior which have persisted despite less intensive consequences) whenever appropriate. Frederick County Public Schools embraces progressive discipline as a framework to respond to and resolve student discipline matters. Progressive discipline is designed to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community. Progressive discipline should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors. The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct.

#### Levels of Progressive Discipline

Level 1	Documented Staff-Led Responses to Minor Incidents
Level 2	Administrator Directed Supports/Responses
Level 3	Administrator Directed Supports/Responses/Removal
Level 4	Administrator Directed Supports/Responses/Out-of-School Removal
Level 5	Superintendent Directed Supports/Responses/Extended Out-of-School Removal

For detailed information, please refer to the Application of the Student Code of Conduct and Levels of Response section (pg 4) of the [Code of Conduct](#).

### **Student Behavior Intervention Matrix**

Staff is encouraged to implement several lower-level interventions before proceeding to higher levels that may involve disciplinary responses that remove the student from the classroom. If the same behavior is repeated during the same school year, school staff should consider utilizing one or more interventions or disciplinary responses from the next highest level indicated on the matrix for that behavior, or any lower level. If principals determine that there are unique or exceptional circumstances, or an imminent threat of serious harm to students or staff, that warrant an intervention or disciplinary response inconsistent with the recommended level indicated on the matrix, principals must consult with an appropriate Director. For detailed information, please refer to the Student Behavior Intervention Matrix section (pgs 9-16) of the [Code of Conduct](#).

## **WEAPONS POLICY**

All students need to be sensitive to the fact that many tools used in trades can also be used as weapons. For safety reasons students are expected to follow these guidelines.

- No student should be allowed to carry a conventional knife of any manner regardless of the program in which he/she is enrolled.
- Cosmetology students who leave the Center with kits should not be transporting razor blades in the straight razor.
- Students enrolled in construction programs who have utility knives needed for their program study should have the blades removed except in the lab or at the work site. These are not to be transported on the bus.

## **FIREARM POSSESSION**

A firearm is any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Frederick County public schools. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

## **DISCIPLINE FOR OFF-CAMPUS ACTIVITIES**

Students can be disciplined for off-campus activities where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted.

## **BULLYING, INTIMIDATION, OR HARASSMENT**

Students should feel respected and safe in Frederick County Public Schools.

Any student who feels that they are being bullied, intimidated or harassed should talk to a teacher, guidance counselor or school administrator as soon as possible. CTC Administration will follow up on the complaint upon notification.

Examples of conduct that may constitute discrimination/intimidation/harassment may include:

- Name-calling, jokes or rumors
- Threatening or intimidating conduct directed at another
- Notes, cartoons, or graffiti
- Specific slurs or negative stereotypes
- Written or graphic material containing comments or stereotypes, which is posted or circulated and which is aimed at degrading individuals or members of affected classes
- A physical act of aggression or assault upon another
- Other kinds of aggressive conduct such as theft or damage

Reporting forms are available in the front office, the guidance office, in a form holder outside the guidance office and online at [www.fcps.org](http://www.fcps.org) by selecting forms and then Harassment and Bullying forms.

Complete copies of FCPS Regulation 400-48 which addresses bullying, intimidation and harassment are available on the FCPS web site ([www.FCPS.org](http://www.FCPS.org)).

## **ELECTRONIC DEVICES**

Student possession and use of electronic devices on school property and at school-sponsored events on and off campus is a privilege, not a right. Students may use devices to participate in teacher-approved activities and for educational reasons in support of Frederick County Public Schools (FCPS) curriculum for instructional purposes, such as keeping track of classroom assignments, research and other related class activities. Possession or use of electronic devices during the school day may be permitted if the student and parent/legal guardian accept the terms outlined on the "Device Permission Form" provided by the school. Students found to be in violation of the "Device Permission Form" are subject to disciplinary action in accordance with FCPS Regulation 400-8 and acceptable use of digital networks and online resources in accordance with FCPS Regulation 400-73. A school administrator reserves the right to take temporary possession of an electronic device during a student discipline investigation to ensure the integrity of the fact-finding process. FCPS is not responsible for theft or damage to the electronic device.

## **MEDICATION**

The Frederick County Public School System encourages medication to be given outside the school day if possible; however, when it is necessary for a pupil to receive any medications (Prescription or Non Prescription) during the school day, the following procedure must be followed:

1. No medication will be administered in school without a completed "Physician's Medication Authorization for Prescription and Nonprescription Medication" form and the medication in a properly labeled prescription container from a licensed pharmacist. Parental consent and a physician's statement and medication prescription label are reported for each episode of illness or condition and for each medication order during the school year and any change in time or dosage of medication.
2. ALL MEDICATIONS ARE TO BE TAKEN UNDER THE SUPERVISION OF THE PRINCIPAL OR PRINCIPAL'S DESIGNEE, WHICH MAY INCLUDE HEALTH AIDES, SECRETARIES OR SCHOOL HEALTH SERVICE STAFF. (At the Frederick County Career and Technology Center all medications will be administered through the front office.)
3. All medications must be labeled with the name of the medication, name of pupil, name of physician, date and directions, e.g. specific time and dose, for administration. Prescription medication must be labeled by a registered pharmacist unless ordered directly by a pharmaceutical company.
4. When a pupil requires medication by an inhaler or by a mechanical device, the physician must indicate on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form if the pupil may carry the device with him or her and whether the pupil can use the device with or without supervision.
5. When a pupil requires medication administration by mechanical device:
  - a. The order must be reviewed and approved by a School Community Health Nurse or Health Services supervisory staff.
  - b. Parent/guardian must demonstrate the use of the mechanical device to those school-based persons who facilitate or have volunteered to provide the medication by mechanical device in the school setting and state adverse effects.
6. Diabetes management is permitted in the school setting as follows:
  - a. Oral glucagon is permitted to be given during the school day when the physician provides specific written direction on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form to administer medication.
  - b. Dietary management, including dietary supplement, is the responsibility of the parent/guardian.
  - c. Glucometers are permitted when specific management information is provided by the pupil's physician.
7. All medication authorization forms must be renewed at the beginning of each school year.
8. Parents must arrange for collection of any unused portion of the medication within one week after the expiration of the physician's order or at the end of the school year. Medication not removed by the parent within one week will be destroyed.
9. The first full day's dosage of any new medication will not be given in school.

## **STUDENT YOUTH ORGANIZATIONS & ACTIVITIES**

### **SKILLSUSA**

Students in all of the school's programs are a member of SkillsUSA. This powerful national youth leadership organization is designed for all trade, industrial, technical, and health students. Through chapter activities planned, initiated, and conducted by student members, SkillsUSA develops the "whole" student. Our chapter also effectively serves as the school's student government organization.

SkillsUSA is a partnership of students, teachers and industry, working together to ensure America has a skilled workforce. Since 1965, SkillsUSA has served students preparing for careers in trade, technical and skilled service occupations, empowering them to become world-class workers, leaders and responsible American citizens. SkillsUSA serves secondary and college/postsecondary members in all 50 states, two U.S. territories and the District of Columbia, and our members represent 130 skilled occupations, more than half rooted in STEM (science, technology, engineering and mathematics). SkillsUSA manages local, state and national career competitions — nearly 10,000 per year, planned and judged by industry — to set relevant quality standards for career and technical education and to provide recognition and motivation to students. SkillsUSA offers employability skills development, workplace credentials and technical skills assessments through the SkillsUSA Career Essentials suite of curricula for instructors and students. As a talent pipeline and skills gap solution, SkillsUSA graduates more than 100,000 career-ready students each year.

SkillsUSA accelerates growth for students through our SkillsUSA Framework. The Framework components include Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. The Framework builds a foundation for relevant learning and provides a common language to help students communicate the value of SkillsUSA to others, including teachers, parents, industry and future employers. The Framework Essential Elements were developed using research from over 1,000 employers and represent the most crucial skills employers look for in a successful hire. The Framework is essential to SkillsUSA's mission because it serves as a blueprint for career readiness.

Your SkillsUSA officer team's names and pictures are posted on the small bulletin board outside the front office. The lead advisor is Kathie Herfurth, assisted by our officer advisor, Lera Straits.

### **FFA**

Students in the Environmental Landscape Management and Design, Agri-Business, and Welding: Agricultural and Commercial Metals programs are involved in the national youth leadership organization FFA. First organized in 1928, FFA student leadership development activities are an integral part of the curriculum in these courses.

Through active participation in FFA, members develop leadership skills by taking part in and conducting formal democratic meetings, speaking in public, participating in contests based upon occupational skills, and becoming involved in cooperative efforts and community improvement. The FFA offers students the opportunities to achieve the personal goal of becoming productive citizens in our democracy.

FFA members believe in leadership, citizenship, and patriotism. They believe in free enterprise and freedom under the law as it pertains to developing homes, schools, and communities as better places in which to live and work. The faculty advisors are Ms. Herndon and Mr. Bromhal.

## **NATIONAL TECHNICAL HONOR SOCIETY- CELESTE CARROLL CHAPTER**

The National Technical Honor Society recognizes students for excellent achievement in career and technology education and creates significant occupational opportunities for America's top workforce education students. Students must meet and maintain the following criteria through high school graduation:

- Possess the desire to pursue a career in their chosen technical field
- Be currently enrolled in or successfully complete their career and technology program
- Be of commendable character including being dependable and honest
- An "A" average in your technical program
- A 3.5 or higher overall GPA
- 95% or higher attendance

Student members failing to maintain these standards each semester will be notified and placed on probation. If they fail to meet the standards for two consecutive semesters, membership will be terminated.

Students who maintain membership in the National Technical Honor Society through their senior year will be awarded a symbolic stole to be worn at graduation and a seal to be affixed to their diploma.

Applications for NTHS will be available on the school network October 14th. It is the student's responsibility to complete the application. Applications must be submitted by October 23rd. The faculty advisor is Mrs. Brodell.

## **INSURANCE**

Although the Career and Technology Center continually stresses safety in all its programs, there is the possibility that accidents will occur. Students and parents are required to complete a health information form at the beginning of the year or term which includes insurance information, medical information and emergency telephone numbers.

We strongly encourage students to purchase the accident insurance offered through FCPS at their home schools unless parents are totally confident their personal insurance is adequate.

## **VISITORS AND TOURS**

Since this is the only facility of this type in Frederick County, many people from the community will be visiting the Career and Technology Center. Each one arrives with certain expectations and leaves with impressions we have helped to develop. Your courtesy, friendliness, and good behavior will help develop a positive impression about our school. Remember - one of these visitors may be your future employer!

## **STRANGERS ON SCHOOL PROPERTY**

If students notice strangers on school property but not in the presence of Career and Technology Center staff, the student should immediately report the incident to the instructor.

**All visitors are expected to register at the Front Office.**



## Career and Technology Center School Counselor Assignments 2022-2023

<b>Kristen Daly</b> <b><u>Kristen.Daly@fcps.org, 240-236-8494</u></b>	<b>Erica Stull</b> <b><u>Erica.Stull@fcps.org, 240-236-8486</u></b>
AG Metals	Landscape Design & Management
Automotive Technology	Autobody/Collision Repair
Biomedical Sciences	AoHP
Computer Technology	Agri-Business
CISCO	CAD
Electricity	Carpentry
Cosmetology 2	Cosmetology 1
Culinary Arts	Homeland Security/Criminal Justice
Digital Design & Printing	HVAC
Physical Rehabilitation	TAM
Television/Video Production	Web Technology & Integrated Media
Explorers	Explorers

# FIRE DRILLS

7/2023

## Exits To Be Used (See Map on Next Page)

Fire drills must be conducted at least 8 times during every school year and at least once every sixty (60) days. Students will evacuate the building, under the direction of their instructor to a safe distance of 100 feet. Instructors are responsible for accurate accounting of students and closing windows and doors.

Agricultural & Commercial Metals Technology	- Exit through lab doors to the outside
AoHP – Back Classroom	- Use Exit 4
AoHP – Front Classroom	- Use Exit 1
AoHP – Classroom (Room 147)	- Use Exit 1
Auto Body & Refinishing	- Exit through lab doors to the outside
Automotive Technology	- Exit through lab doors to the outside
Biomedical Science	- Exit through lab doors to the outside
Carpentry	- Exit through lab doors to the outside
CISCO Networking Academy (Room A-123)	- Use Exit 3
CISCO Networking Academy (Room 166)	- Exit through lab doors to the outside
Computer Aided Design (Architectural & Engineering)	- Exit through lab doors to the outside
Computer Lab	- Use Exit 2
Computer Tech Analyst	- Use Exit 3
Copy Room	- Use Exit 1
Cosmetology Classroom	- Exit through outside doors of Classroom
Cosmetology - Clinic Area	- Exit through outside doors of Clinic
Culinary Arts Lab	- Exit through lab doors to the outside
Culinary Arts Portable	- Exit through doors to the outside
Dental Assisting	- Exit through lab doors to the outside
Digital Design and Printing Methods (Classroom and Lab)	- Exit through lab doors to the outside
Electricity	- Exit through lab doors to the outside
English	- Use Exit 1
Environmental Landscape and Design Management/ Agribusiness (Lab and Portable 230)	- Exit through lab doors to the outside
Explorers Classroom (231)	- Exit through doors to the outside
Front Office Area	- Use Exit 1
Guidance Area	- Use Exit 1
Homeland Security/Criminal Justice	- Exit through lab doors to the outside
Media Center	- Use Exit 1
Physical Rehabilitation Classroom 232	- Exit through doors to the outside
Physical Rehabilitation Lab 233	- Exit through doors to the outside
Plumbing/HVAC	- Exit through lab doors to the outside
Resource Room	- Exit through lab doors to the outside
Student Service Area	- Use Exit 1
Spires Cafe	- Exit through doors to the outside
Teacher Academy	- Use Exit 6
TV Production/Multimedia Communications	- Exit through lab doors to the outside
Web Technology (Room 166)	- Exit through lab doors to the outside

# FIRE DRILL EXIT LOCATIONS

## THE FREDERICK COUNTY CAREER & TECHNOLOGY CENTER

2023

