

Lancaster County Career & Technology Center

Specialized Associate Degree Program Guide

Lancaster County Career & Technology Center
1730 Hans Herr Drive, P.O. Box 527
Willow Street, PA 17584

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Campus Locations

CAMPUSES (OFFERING SPECIALIZED ASSOCIATE DEGREE PROGRAMS)

Willow Street Campus
1730 Hans Herr Drive
P.O. Box 527
Willow Street, PA 17584
Tel 717-464-7050
Fax 717-464-9518

Health Sciences Campus
422 Beaver Valley Pike
Willow Street, PA 17584
Tel 717-464-7065
Fax 717-464-9518

Brief History

Since 1971, Lancaster County Career & Technology Center (LCCTC) has offered comprehensive technical programs of distinction. LCCTC is the fourth largest technical school operating in the Commonwealth of Pennsylvania. The School features state-of-the-art training technology and first class training facilities. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the Greater Lancaster County Region.

In addition to more than 40 full time and/or short term programs, the LCCTC now offers two specialized associate degree programs: Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST), both designed to prepare a student for employment in an area requiring specialized instruction beyond secondary education. These programs include Automotive Technology (AST), Veterinary Assistant (AST) and Medical Assistant (ASB).

The Lancaster County Career & Technology Center serves as both a technical high school and a post secondary technical school. Adult students attend full time certificate programs in either a high school classroom environment or in a stand alone adult classroom environment. Adults enrolled in the high school classes attend classes where the majority of students are high school seniors. Adults enrolled in stand alone adult classes (either certificate or Practical Nursing Diploma) attend classes where all students are adult learners. These programs share administrative staff and facility support personnel with additional staffing attained by the post secondary school as needed based on adult enrollment and program requirements. This relationship between the technical high school and post secondary programs sharing the same institution has proven to be very successful for many years.

Students enrolled in the AST/ASB programs attend classes with post secondary students only. **The AST/ASB programs are Associate Degree programs open to students who are high school graduates or equivalent only.** The AST/ASB programs share some administrative staff and facility support personnel with the technical high school with additional staffing attained by the private license school as needed based on enrollment and program requirements.

Mission

The Mission of the LCCTC is to prepare people for skilled, innovative, and productive careers.

Degree Programs

The Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) is more heavily oriented toward a specific occupational goal, with 70-80 percent of work in the major area of specialization and 20-30 percent of the work in general education studies and information literacy skills.

The Associate in Specialized Business and Associate in Specialized Technology offer students seeking degree status another educational option. Upon graduation one of two degrees will be granted:

- ◆ Associate in Specialized Business
- ◆ Associate in Specialized Technology

Hours of Operation

The normal operating hours and schedule for offices is as follows:

Office	Hours	Phone
Main Office (Monday – Friday).....	7:45 a.m. to 4:00 p.m.	(717) 464-7065
Financial Aid Office (Monday-Friday).....	8:00 a.m. to 4:00 p.m.	(717) 464-7050
Bursar (Monday-Friday).....	8:00 a.m. to 4:00 p.m.	(717) 464-7068
Business Office (Monday-Friday).....	8:00 a.m. to 4:00 p.m.	(717) 464-7050
Admissions Office (Monday-Friday).....	8:00 a.m. to 4:00 p.m.	(717) 735-3762
Learning Resource Center (Monday-Friday).....	8:00 a.m. to 5:00 p.m.	

(Call for evening or weekend appointments)

Facilities

The LCCTC operates from five separate campus locations throughout Lancaster County, under one administration. Each campus has groups of related programs, called "Centers." The specialized associate degree programs are offered at the Willow Street Campus (Main Campus) within the Transportation Technologies Center, Healthcare Center, and Agriscience Center. Adult students meet in industry approved labs and classrooms. All campuses and classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

All programs at LCCTC are structured and designed from the advice of business and industry advisory committees. Occupational Advisory Committees (OACs) identify the knowledge and skill levels necessary to be successful on the job. Our faculty uses this information to continually update the curriculum, equipment and software to enhance the employability and upward mobility of our graduates.

Information regarding all of the LCCTC campuses, "Centers", and Adult Ed programs can be found by logging onto www.lcctc.org and selecting "About Adult Education."

Learning Resources/Library

A resource room containing 20 computers is available and shared by all students in the school. The Computer Resource Room is available between the hours of 8:00 AM to 5:00 PM, and at specified times until 9:00 PM. Computer programs are available to enhance the learning process. In addition there are two computer labs that are reserved by instructors to meet individual student needs or classroom instructional needs. Resources include the Intranet, copiers, and Internet access.

The Lancaster County Career & Technology Center classroom labs contains various media, including reference books, technical manuals, videos, computers, and Internet access. Each program maintains industry-specific reference materials in the lab area and computers are readily availability via 2 mobile laptop carts containing 20 laptops each. The LCCTC maintains a full time Technology Coordinator and an IT Technician to perform user support, computer repairs and technical support of media services.

The LCCTC subscribes to an online library database that is available to students 24 hours/day at no additional cost. A part time Learning Resources Coordinator is available to help students take full advantage of learning resources and to provide students with research assistance.

Student Support Services

At LCCTC, the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. Any student with a disability that wishes to receive reasonable accommodations, must request support services and provide documentation indicating disability. We

encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Counseling on concerns affecting academic performance
- Tutorial assistance
- Assistance for students with disabilities

** Please note that in order for us to best serve you and provide the support services above it is recommended that students needing Student Support Services notify their instructor or an adult education representative prior to or at the start of training.*

In addition, The LCCTC assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Placement Services: The LCCTC carries out a comprehensive placement plan for all program graduates. All program completers receive placement services as a condition of their program. The coordination of placement services is provided by the assistant principal/director at each campus. Services include: job interviews, job boards, student advisement, follow-up data and reporting and access to student services after graduation. In addition, students are encouraged to keep in touch with program instructors, since each instructor maintains a list of employers who may provide employment in their training area. Students must be made aware of whom these employers are and be encouraged to contact them for part-time or full-time employment. Also, prospective employers are invited to visit the Career & Technology Center labs as guest speakers and consultants to insure that skill training is relevant to the employment market. **The LCCTC does not guarantee job placement to graduates upon program completion and graduation.**

Externship Placement: The Externship Coordinator works closely with the instructors in contacting prospective employers. The Externship Coordinator will take calls from employers and set up the Externship interview process. After a student is placed in an Externship, the Externship Coordinator will follow the student's progress through weekly contact with the student and employer at the work site. Evaluations are based on showing satisfactory performance on program goals and objectives at the externship site. Externship supervisors evaluate students using a rubric that provides guidance on the program expectations for the externship. Each program provides the externship sites with a list of activities for student evaluations.

A list which includes employment status of Career & Technology Center students is maintained by the Externship Coordinator. This list will be maintained and updated after graduation so that the Externship Coordinator will have a continuous listing of Career & Technology Center graduates seeking employment.

Student Records

The LCCTC maintains day-to-day student records using classroom management software which contains electronic information for all students attending LCCTC. Upon completion of the program, any paper records are consolidated and held at Willow Street Campus. Lancaster County Career & Technology Center's public school agrees to store the records for 50 years in accordance with the Private Licensed Schools Act and regulations and to make records available to students as needed.

Student school records are a valuable resource when furthering education and/or securing employment following graduation. If students have any questions or concerns related to their LCCTC school records, speak with Student Services or Acting Director.

Admissions Process

Students wanting to enroll in the specialized associate degree program must complete the AST/ASB Program Application enclosed in this AST/ASB Program Guide. To register for any other full time programs at the LCCTC, students must obtain a Full Time Program Application by either contacting the Admissions Office at (717) 735-3762 or logging on to www.lcctc.org and selecting the Admissions "Quick Link" on the Adult Education page.

To enroll in a specialized associate degree program applicants must:

1. Complete the Post Secondary Application included in this Program Guide and submit it along with a \$70 check or money order, which includes application fee and background check fee to: **ATTN: Adult Education Office, Lancaster County CTC, PO Box 527, Willow Street, PA 17584**. Incomplete applications or applications received without a \$70 application fee will be held on file as 'pending' and will not be counted when determining if maximum class size has been reached. Refer to the refund policies section for information concerning the \$70 application fee. **Be sure to include both the Criminal and Child Abuse Background Check applications and waiver as required with the application.**

2. Payment must be made by check, visa or master card, money order or certified check. **Cash will not be accepted.**

3. Submit an official high school transcript or, GED test scores. Students must request that a copy of their transcript be forwarded to the LCCTC address listed in item #1 above. High school graduates will complete the Secondary Education Transcript Request form included with the AST/ASB Program Guide and send it to their graduating high school. GED recipients must complete the Secondary Education GED Test Score Request form and send it to the Department of Education.

*****Note:** *If you passed your GED in another state or completed preliminary education outside the United States, you must contact the Registrar's Office at 717-464-7065 to obtain the necessary forms to submit to the Department of Education.*

4. For consideration of college credits, have your college forward an **official transcript**. Transcripts must be on file prior to the start date of classes to be considered for credit.

5. You will be notified of a testing date for the reading and math assessment exams (Accuplacer tests) as soon as all of the items listed below are received by the school. The applicant's:

- 1) application to the program along with required fee as listed in #1
- 2) official transcripts as listed in #3

6. In lieu of the reading and math assessment exams, the LCCTC will consider previous post secondary English and Math credits or SAT scores of 480 or higher in Critical Reading and Math.

7. The Registrar will review application and supporting documents for completion. Upon receipt of items 1 through 6, the institution will notify in writing of the status of his/her acceptance into the program.

8. Meet with a school representative to review and sign Enrollment Agreement.

9. Attend a student orientation program prior to the start of training. All applicants will be contacted by the Registrar's Office to schedule a date and time for orientation.

Note: Maximum class size varies with program content. Enrollment will be based on first to apply, first enrolled until maximum enrollment for the class is reached. Interested applicants should contact the Registrar's office at (717) 464-7065 to discuss program availability. Inquiries, complaints and appeals may be made by contacting the Director of Post Secondary Education.

General Policies and Procedures

Post secondary adult students enrolled in the AST/ASB programs at the LCCTC are required to comply with ALL policies and procedures contained within the Lancaster County Career & Technology Center **Specialized Associate Degree Program Guide**. This publication contains information regarding policies relating to tardiness, absences, makeup work, conduct, termination and other rules of the school. The policies and procedures are designed to address the needs of a wide range of students both post secondary and secondary who share the same institutional space.

Academic Year

The academic year is divided into three (3) Terms. The Terms 1 and 2 are approximately 18 weeks in duration. Term 3, which includes an Externship, is approximately 26 weeks in length. Part-time evening degree programs are offered over 24 months.

Closing of School

Announcements regarding the closing of school will be made in the morning over local radio and television stations. You may also contact the campus for delay/closing information.

Evacuation Procedures

Fire drill instructions are posted in each room. In case of evacuation, move to the designated area as directed by the instructor as quickly and quietly as possible. Students will remain with the instructor until told to return to the building.

Incomplete Grades

This grade alternative is to be used only when the absence or absences are the direct result of medical reasons substantiated by a physician. This involves any medical situation where either the absence or the make-up work extends beyond the school's semester. The incomplete grade shall be resolved within two weeks of the student's return to school, unless extenuating circumstances warrant more time to be allotted for the make-up work. An extension in this case must be approved by the Acting Director.

Enrollment Status

Students will be classified as either 'degree seeking' or 'non-degree seeking' based on the enrollment agreement. A 'non-degree' student may decide to enroll as a 'degree-seeking' student at any time as long as admissions requirements are met. Non-degree students will be allowed to transfer up to 4 transferable courses into the degree program.

Degree Student - is one who has enrolled in a degree program.

Non-Degree Student - is one who does not intend to earn a degree. Non-degree students may not be eligible for financial aid.

Injury or Illness

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the nurse or school official in charge of first aid. If you become ill or have an accident on the school campus before or after class time, report to the school nurse or school official immediately for assistance.

Medication

In order to ensure the safety of all students, students taking prescription medication must notify their instructor as well as the school nurse. If the school nurse is not available a school official must be notified.

Insurance

The LCCTC does not carry insurance to cover medical expenses for injuries to students while attending school. Each student should carry school insurance purchased through an individual or family policy.

Make Up Work:

It is the student's responsibility to inquire about make-up work when a class is missed. Students must complete make-up work by the 2nd day after returning to class for credit. Late work will lose points each day until received by the instructor. Instructors reserve the right to accept make-up work and provide grades as they see fit.

Safety

Students are instructed in safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school. All persons (students, instructors, and visitors) must, upon entering the laboratory area, wear eye protection devices as required by Act 116, Eye Protection Law:

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 1: Every teacher, student, visitor and every other persons in any class or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger created by:

- 1. The use of hot liquids, solids, gases, or caustic or explosive materials; or*
- 2. The milling, sawing, turning, shaping cutting, grinding, or stamping of solid materials; or*
- 3. Tempering, heat treatment or kiln firing of metals and other materials; or*
- 4. Gas or electrical welding; or*
- 5. The repairing or servicing of vehicles.*

Prescription safety glasses and other special equipment must be purchased by the students. Sunglasses are not permitted as an eye protection. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. Where tools and machines are used, loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., shall not be worn when working on machines. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab area. Prior to operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes. THERE ARE NO EXCEPTIONS TO THE SAFETY RULES. Failure to follow safety rules will result in disciplinary action or removal from the program. The student is responsible for the cost of replacing lost or abused safety equipment.

Student Evaluation Report

Student progress reports will be made available for students at the end of the semester or term.

Student Records (FERPA)

The following information is provided to notify you of your rights and privileges under the Family Educational Right and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and eligible students (students who attained eighteen years of age or are married) certain rights which are described below.

1. Access to Records-Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact the local school administrator or counselor. When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document specifically prohibiting it. Report cards, progress reports and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request.
2. Challenge to Records-Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student's rights, and to have a hearing if that request is refused.
3. Disclosure- FERPA provides that educational records cannot be released without written consent of the parent or

- eligible student, except in certain specified instances.
4. Policy-A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is presented in LCCTC's FERPA policy statement. You may obtain a copy of this policy by contacting the office of the Executive Director.
 5. Complaints-If you believe that the Lancaster County Career and Technology Center is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at this address:
 6. FERPA Office, Dept. of Education, Room 4522-Switzer Building, Washington D.C. 20202.

Telephones

School telephones are only available to students for emergency purposes or for making calls related to program activities as directed by the instructor.

Visitors

Visitors are not permitted in any part of the school without prior permission from the receptionist at the front desk. Please note that all visitors will be required to present a current drivers license and/or picture identification that will be scanned through our Raptor system to insure the protection of our students. Upon approval, visitors will receive an identification pass that must be worn and visible at all times when in the school. When departing, visitors must return visitor identification pass to the receptionist at the front desk.

Change of Address

It will be the responsibility of the student to notify the instructor of any change of address.

Illegal Devices

In compliance with State Law, students are forbidden to bring to school and/or have in their possession any unauthorized article, device or otherwise potential weapon including ammunition or explosives devices which could inflict bodily injury to the possessor or to others. This shall include but not be limited to knives, studded clothing, throwing stars, laser pointers, etc. Violators will be subject to disciplinary action and, if appropriate, possible criminal prosecution.

Leaving School Campus

Post Secondary students are permitted to leave the campus during their regular scheduled lunch period. Post Secondary students may not transport high school students at anytime.

Lockers

Students may be assigned a locker with a combination lock. Lockers remain the property of the school. Since lockers are used to secure personal belongings, students are not to share combinations with other students. If there is reasonable suspicion that a school rule, state or federal law has been violated, lockers will be opened and inspected by school personnel. In addition, periodic random locker inspections will occur.

Lunch

Every student eating in the cafeteria must be in uniform. The uniform should not be covered by any other articles of clothing. Hats, bandanas, durags, headbands, or sweatbands are not permitted in the cafeteria. A student may bring his or her lunch or purchase it at the school. No food or open containers of drinks should be taken from the cafeteria at any time. Disruptive actions of any kind will not be tolerated. Examples include: throwing food or other objects, boisterous behavior, and lack of respect for staff and students.

Prohibited Devices

Students are not permitted to utilize/activate cellular telephones, laser pointers, pagers or any telecommunications equipment during class time. Instances of violations will result in disciplinary action and/or confiscation. Students wishing to use a cell phone must do so in designated areas and during non-instructional times.

School Property

At the beginning of each school year students may be assigned school lockers. Reference books are available for use in the Learning Resource Center and the individual classrooms. These reference books should be treated with care and not abused. School owned books are expected to be returned to school in satisfactory condition. Students will be responsible for each assigned or loaned book. Students who damage equipment through improper use will be responsible for necessary repairs or replacement. Costs for lost or mutilated school property, including safety devices, locks, etc., must be paid by the student to whom they were issued.

Searches

School authorities may search a student's locker, person, assigned computer and files, and/or vehicle and seize any illegal materials, such as drug related items, weapons, stolen property, etc. Confiscated items will be used as evidence against the student in disciplinary, juvenile or criminal proceedings. State law authorizes the duly assigned school official to search the student's locker when deemed necessary, or if there is a reasonable suspicion that a school rule, state, or federal law has been violated. In addition, random periodic locker and computer inspections will occur. Searches may include, in addition to school personnel, the Lancaster County Drug Task Force and law enforcement personnel. Specially trained canine units may be used in both announced and unannounced searches to maintain a drug free and safe environment.

Student Attire

LCCTC student dress code requires students wear designated uniforms in every program at the students' expense. Students have been given advanced notice regarding uniform policy. For health and safety reasons, students are required to wear clean and un-tattered clothing at all times. Classrooms can be hazardous areas; therefore, for student personal protection, school policy dictates that all students must be dressed in a professional or business-like manner. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. **Jeans, shorts, and capris pants are not permitted.** Skirts MUST BE at least knee length or longer. Students' shirts and trousers must meet each other. Trousers must be pulled up to the waist at all times. Low hanging trousers are considered a safety hazard and therefore must be worn waist high. Muscle shirts or other revealing clothing will not be tolerated on campus or in the instructional areas at any time. Hats, bandanas, durags, and sweatbands may not be worn in the cafeteria, labs, hallways, or anywhere in the building. However, culinary hats and hard hats MUST be worn in labs due to safety, State and Federal regulations. Articles of clothing promoting profanity, obscenity, sexual innuendos, drug related comments, or any other inappropriate references, through pictures or wording, will not be tolerated. Modifying or covering uniforms will be considered a uniform violation. Safety rules for particular program areas may also prohibit students from wearing jewelry, hair styles or other fashion accessories that create health or safety issues.

Student Charges

Instructional materials will be supplied by the school. However, students will be required to pay for materials for their personal use. In certain cases, students also purchase personal tools, equipment, kits and textbooks which are essential for that particular program or occupation. LCCTC is not responsible for lost or stolen tools, equipment, kits, etc. Students who have not met their financial obligation by their last student day will not be awarded their Degree until outstanding balances are paid.

Student Identification Badges

Identification badges will be issued to each student by LCCTC. The badge must be worn at all times prominently on the front of each person, not placed in student's wallet or handbag. A replacement fee of \$5.00 will be charged for lost, stolen, or defaced badges. In addition to the replacement fee, failure to wear badge may result in disciplinary action.

Formal Complaint Procedure

Before beginning the formal grievance procedure, the student is expected to address the matter with the person(s) directly involved in an effort to resolve the issue informally. The grieved student may choose a neutral faculty member to accompany them to the meeting. If the student feels there is no resolution after meeting with those involved, a formal grievance procedure is available.

When a student has a cause of distress felt to afford reason for complaint, a procedure for expression is available as follows:

1. Submit a written statement of the grievance to Student Services.
 - Student/Student involved
 - Student/Faculty Member involved
2. Meeting #1: Conference with Student Services representative – Within five (5) program session days
3. Exit From Process if resolved; if not resolved proceed to next step
4. Conference with student and Acting Director within (5) program session days.
5. Exit from process if resolved; if not resolved proceed to next step
6. Mediation meeting with Acting Director and Executive/School Director within (5) program session days
7. Final Decision – within (5) program session days

Attendance Policy

Due to the nature of career and technical education programs, it is essential that each student not miss any more training than is absolutely necessary. Practical hands-on lab exercises missed due to absences cannot be made up by text book assignments. Excessive absences affect the amount of training a student receives and may delay receipt of financial aid disbursements. If a student incurs five (5) days of absence, student will meet with authorized post secondary personnel to determine the cause (s) of these absences and attempt to resolve potential causes which may lead to future absences. Authorized post secondary personnel will meet with the student giving them a VERBAL warning that any further absences may affect their performance and will delay his or her financial aid disbursement. If a student incurs ten (10) days of absence, student will receive WRITTEN warning explaining that excessive absences [20 days] may result in removal of the program. Acting Director and/or authorized post secondary personnel will confer with the student to determine the cause (s) of these absences and attempt to resolve potential causes which may lead to future absences. Student will be reminded this high number of absences is affecting their performance and his or her financial aid disbursement has now been delayed and any additional absences will cause an even longer delay. If a student incurs twenty (20) days of absence, the Acting Director, along with authorized postsecondary personnel will meet with the student to determine whether the postsecondary student will remain in or is WITHDRAWN from the program. If determined that the student will be withdrawn from the program, funding requirements will be reviewed and communicated to the student through the Financial Aid office. For the purpose of financial aid, all absences are considered unexcused. There is no allowance for excused absences when calculating second and/or subsequent disbursement(s) of aid.

Technology Policies

What is an IAUP?

The Internet Acceptable Use Policy (“IAUP”), is a written agreement, between LCCTC and its students, whose purpose is to identify permissible and prohibited uses of Information Technology while at school. More simply, it is a basic set of ground rules for a student’s use of Information Technology.

Why Does LCCTC Need an IAUP?

The Internet is a boundless source of detailed, current information that can enhance a student’s productivity. The Internet also allows access to a vast amount of purely entertainment-related features. Providing access to the Internet carries the same potential for productivity drain as placing a television on every student’s desk. Many Internet sites offer unrestricted access to pictures, video, sound, and text that is sexually oriented. There is no educational reason for such material to be brought into the classroom, and its presence impairs the school’s educational programs. Both state and federal law prohibit the viewing of obscene material, child pornography and other material that is harmful to minors on school Internet systems.

Financial and Technological Reasons for Implementing an IAUP

Restricting use of the Internet to school-related matters serves to prevent a drain on limited computer resources caused by frivolous or improper use. Access to the Internet costs the school money, either in fees to Internet Service Providers, or in hardware costs necessary to accommodate increased network traffic and data storage. A student's inappropriate use of Information Technology may negatively affect other students' speed of access or storage space for work product. An IAUP can guide students concerning the use of storage space and bandwidth on the system to ensure maximum utility to all students. Examples of restrictions serving this interest would be directives against downloading music, games, movies, personal e-mail or other non-school related files, as well as restrictions on downloading large files that can be obtained offline, and instructions to move old or seldom used files, programs or e-mail to alternative storage.

Electronic Access Policy

I. General

The Lancaster County Career and Technology Center provides most, if not all, students with electronic access, a network connection, and Internet/Intranet access. This policy governs all use of the School's network, network systems and storage, Internet/ Intranet access, e-mail system and equipment. This policy applies to all information technology resources, including but not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, the School's Intranet and all other Information electronic messaging systems.

II. Definitions

Child pornography – Any photograph, film, audio, video or other visual depiction involving a minor engaging in sexually explicit conduct. Harmful to Minors – Any picture, image, graphic image file or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted acts, or lewd exhibition of the genitalia; and (3) taken as a whole, lacks serious literary, artistic, or scientific value as to minors.

Obscenity – Any material or performance, if: (1) the average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; (2) the subject matter depicts or describes in a patently offensive way, sexual conduct of a type described in this section; and (3) the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Information technology resources – Any tool or medium used for computing or communications that may include but is not limited to: computers, personal digital assistants, hand held micro-computers, the Internet, local and wide area networks, intranet and extranet, e-mail systems, file servers, wireless systems, text paging systems, phone systems.

III. E-MAIL POLICIES AND PROCEDURES

The School e-mail service is designed to improve the education and training of students who need it as part of their schooling. Students requiring the use of the School's e-mail service must adhere to the following policies and procedures:

- The School's e-mail system, network, and Internet/Intranet access are intended for classroom use only. Students may access e-mail (if required) and the Internet for educational purposes only. Access to e-mail for personal or recreational use is strictly prohibited.
- * All information created, sent, stored or received via the School e-mail services, network, Internet, or Intranet, including all e-mail messages and electronic files, is the property of the Lancaster County Career and Technology Center. Students should have no expectation of privacy regarding this information. The School reserves the right to access, read, review, monitor and copy all messages and files on its computer systems at any time and without notice. When deemed necessary, the School reserves the right to disclose text or images to law enforcement agencies or other third parties without the student's consent.
- Use extreme caution to ensure that the correct email address is used for the intended recipient (s).
- Any message or file sent via e-mail must have the student's name attached.
- Creating or accessing personal e-mail accounts is not permitted at school. Personal e-mail accounts being: accounts created for the sole purpose of personal.
- Alternate Internet Service Provider connections to the School's internal network are not permitted.
- Students must provide their instructor and/or school administrator with all passwords when requested.

- Only authorized school personnel are permitted to access another person's e-mail without consent.
- Students should exercise sound judgment when distributing messages. Students must also abide by copyright laws, ethics rules, and other applicable laws.
- E-mail messages must contain professional and appropriate language at all times. Students are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via e-mail. Sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages via e-mail will result in disciplinary action up to and including expulsion.
- Use of the School's e-mail system for solicitations for any purpose, personal or otherwise, without written permission of the authorized Administration is strictly prohibited.
- Chain messages and executable graphics and/or programs should be reported to their instructor immediately. Any student engaging in the transmission of inappropriate e-mails, as determined by the administration, will be subject to disciplinary action.
- All messages archived in the School's computer system shall be deemed School property, as is all information on the School's system. Students having access to email are responsible for knowing the School's email retention policy.
- Misuse and/or abuse of electronic access, including but not limited to, personal use, copying or downloading copyrighted materials, visiting or attempting to visit pornographic sites or sending abusive e-mail messages will result in disciplinary action.

Network and Internet Policy

IV. Internet Safety And Active Restriction Measures

In accordance with the federal Children's Internet Protection Act ("CIPA") and Act 197 of 2004, LCCTC utilizes technology protection measures including web content and SPAM filtering to prevent user access to or receipt of obscene, pornographic, or sexually explicit material or material which is harmful to minors. The School strictly enforces the use of this filtering technology during all network and Internet use. Overriding blocked Internet or e-mail content is the sole responsibility of the School's Technology Director. Due to the dynamic nature of the Internet there may be sites that are not filtered by the school's Internet content filter. Internet content and SPAM filters by their very nature are not 100% effective and students may encounter objectionable content or SPAM when using the school's Internet connection or e-mail system. Students must take responsibility for their use of the computer networks and Internet and avoid sites containing objectionable content that are unfiltered. If a student unintentionally accesses a site containing objectionable content, the student should immediately advise the instructor.

V. Personal Responsibility

By accepting a user account and password, and accessing the School's Network or Internet a student agrees to adhere to the School's policies regarding their use. The student also agrees to report any misuse or policy violation (s) (including the reception of inappropriate materials) to your instructor or the School's Technology Director.

VI. Permitted Use and Term

Use of the Network and the Internet is a privilege, not a right. Use of Network and Internet access extends throughout a student's course of enrollment in an academic year, presuming the student does not violate the School's policies regarding Network, Internet or Intranet use. Student violations of this policy may result in the suspension of Network, Internet or Intranet privileges.

VII. Availability And Access

The School reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

VIII. Contest and Communications

The School, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited. Installing software from outside sources may introduce viruses to the entire system or corrupt computer software, so it is strictly prohibited. Students should never install/load or attempt to install/load any software on school computers.

IX. Privacy

Network and Internet access is provided as a tool for educational and instructional purposes. The School reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the Network and

the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. A student should have no expectation of privacy regarding them. School officials may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this Policy.

X. Downloaded Files

Files are not to be downloaded from the Internet without the prior authorization from the instructor. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Students are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

XI. Confidential Information

Students should not transmit confidential information through the School Internet and e-mail systems without first receiving authorization from school officials. When students use e-mail to communicate confidential information internally it should be only to those school officials with a need to know. Such e-mail must be marked "Confidential."

XII. Prohibited Activities

Students are prohibited from using the School's e-mail system, network, or Internet/Intranet access for the following activities:

- Downloading software without the prior written approval from the instructor and the School's Technology Director.
- Printing, copying, or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright.
- Using software that is not licensed by the manufacturer or approved by the School.
- Sending, printing, or otherwise disseminating the School's proprietary data or any other information deemed confidential by the School to unauthorized persons.
- Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of the classroom.
- Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Sending or forwarding messages containing defamatory, obscene, offensive, or harassing statements. A student should notify his/her instructor and/or Acting Director immediately upon receiving such a message. This type of message should not be forwarded.
- Sending or forwarding a message that discloses personal information without School authorization. This shall also include accessing, transmitting, receiving, or seeking confidential information about fellow students without authorization.
- Sending ethnic, sexual-preference or gender-related slurs and/or jokes via e-mail. "Jokes", which often contain objectionable material, are easily misconstrued when communicated electronically.
- Sending or soliciting sexually oriented messages or images.
- Attempting to access or visit sites featuring pornography, terrorism, espionage, theft, or drugs.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Gaining, or attempting to gain, unauthorized access to computer files, data, or computer systems inside or outside of the School's network. This conduct is commonly known as "hacking" and is strictly prohibited.
- Participating in activities, including the preparation or dissemination of content, which could damage the School's professional image, reputation, record maintenance system, and/or have adverse financial consequences for the School.
- Permitting or granting use of an e-mail or system account to another employee or persons outside the School. Permitting another person to use an account or password to access the Network or the Internet, including, but not limited to, someone whose access has been denied or terminated, is a violation of this policy.
- Using other students' or employees' passwords or impersonating another person while communicating or accessing the Network or Internet.
- Introducing a virus, harmful component, corrupted data or the malicious tampering with any of the School's computer systems or files.

XIII. Computer Equipment

The following protocols are designed to reduce repair costs, maintain the integrity of our system and protect the School's assets. Students should adhere to the following:

- Do not keep liquids or magnets on or near the computer.
- Do not remove any computer from the building without written permission from instructor **and** Acting Director.
- Do not disconnect, reconfigure or relocate and computer equipment or technology without instructor permission **and** supervision of the IT department.
- Do not transport removable storage (USB/thumb drives, floppy disks, CD/DVD's. iPods, etc.) back and forth between home and office. This will help minimize exposure to viruses. If this is imperative to the completion of your job, students are to coordinate this process with instructor **and** technology support technician within their building to ensure the home computer is adequately protected from viruses or other malicious code.
- Do not bring any personal technology to school, for example but not limited to: laptop or desktop computer, cell phones, PDA, MP3 or audio/video player, wireless/network equipment, gaming devices without permission from instructor **and** building administrator.

XIV. Compliance

Though each individual is responsible for his/her own actions, students are responsible for reporting noncompliance with this policy. Any student aware of a policy violation should immediately report the violation to their instructor and/or a school administrator. A student possessing knowledge of a violation and fails to report it to appropriate authorities is subject to disciplinary action.

XV. Noncompliance

Violation of these policies will result in disciplinary action up to and including expulsion.

Software Usage Policy

XVI. Software Usage Policies And Procedures

Software piracy is both a crime and a violation of this policy. Students are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated school personnel) is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to the School's standards of employee conduct. To ensure compliance with software license agreements and the School's Software Usage Policy, employees must adhere to the following:

1. Students must use software in accordance with the manufacturer's license agreement and the School's Internet Acceptable Use Policy. The School licenses the use of computer software from a variety of outside companies. The School does not own the copyright to software licensed from other companies. Students acknowledge they do not own software or its related documentation.
2. The School does not condone and prohibits the unauthorized duplication of software. Students illegally reproducing software will be subject to disciplinary action. In addition, students illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment.

NOTE: *Unauthorized reproduction of software is a federal offense under US and Canadian copyright laws. In the United States, violators may be subject to civil damages in amounts up to \$150,000 per title copied. Criminal penalties include fines as high as \$250,000 per software title copied, and imprisonment of up to 5 years.*

3. Any student who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the School, or who places or uses unauthorized software on the School's premises or equipment shall be subject to disciplinary action.
4. Students are not permitted to install their personal software onto the School's computer system.
5. Students are not permitted to copy software from the School's computer system for any reason.
6. In cases that require a student to use software at home, the School will purchase an additional copy or license. Any student issued additional copy (s) of software for home use acknowledges that such additional copy (s) or license (s) purchased for home use are the property of the School.
7. Students are prohibited from giving software to other students or persons outside of the School. Under no circumstances will the School use software from an unauthorized source, including, but not limited to, the Internet,

home, friends and/or peers.

8. Students who have reasonable suspicion of software misuse are required to notify their instructor, Acting Director, or Director Technology for proper procedures.

9. All software used on School-owned computers will be purchased through appropriate procedures. Consult your instructor, Acting Director or Technology Director for proper procedures.

Code of Conduct

The Lancaster County Career and Technology Center believes that order and discipline are essential to an effective educational environment. This commitment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors, and provides for appropriate disciplinary procedures. Finally, to be effective the code must:

1. Be preventive in nature.
2. Promote self-discipline.
3. Concern itself with the welfare of the individual as well as that of the school community as a whole.
4. Promote a close working relationship between students and the school staff.
5. Discriminate between minor and serious offenses as well as between first-time and repeated offenses.
6. Provide disciplinary procedures that are appropriate to the misconduct.
7. Be administered in a way that is firm, reasonable, consistent and fair.
8. Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
9. Be in compliance with the provisions of federal state, and local law as well as with guidelines and directives of the Pennsylvania Department of Education.

Whenever students violate the rules and regulations of the school or show disrespect for school employees or property, they shall be disciplined within the limits provided in these guidelines.

Accused students do not have an inherent right to meet face-to-face with the student making the accusation at the time of finding the facts by the Acting Director. Also, the Acting Director bases his/her decisions on the best available information and is not obligated to present to the student or her/his parents/guardians evidence of the level which would be required in a state criminal court. Violations of law normally are promptly referred to the police for investigation.

Corporal punishment, including striking and paddling, will not be administered. However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance,
- To obtain possession of weapons or other dangerous objects,
- For the purpose of self-defense, and/or
- For the protection of persons or property.

Four levels of misconduct are identified. Examples are provided with specific procedures explained. It is understood that a student's right to Due Process will be honored. It is also understood that guidance referral will be discretionary at any step, as well as referral to the Post-secondary Student Services team for substance abuse problems. The types of misconduct and examples of infractions and the "procedures" and "options" specified shall be treated as guidelines for use by teachers, the administration and the Joint Operating Committee in dealing with matters relating to student conduct and department.

Disciplinary Offenses

Listed below is conduct that is categorized as Level 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2, or 3 violation may result in the administration responding to that action as a Level 4 violation. Depending on the circumstances, a violation listed under a particular level may be treated as a higher level offense, and a student may be subject to probation or removal for a single incident or for misconduct not specifically listed under Level 3 or 4. The recommended discipline set forth should be considered minimum penalties for designated violations. At any time in the aforementioned discipline process the student or Acting Director may request a

conference of concerned parties for the purpose of examining the problem (s), posing possible solutions, and reviewing progress with a plan for improvement in the student's conduct. *LCCTC reserves the right to remove a student from the LCCTC for any offense that threatens the safety or well-being of students, staff or the educational environment.*

Students will be referred to the building Administrator for appropriate action in conjunction with the Acting Director. The LCCTC reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the education process. The Acting Director retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

Level I Violations

Actions that interfere with the orderly operation of the class or school. **First three offenses will be handled by instructor.**

Examples of Level 1 misconduct include but are not limited to:

- Lack of courtesy and respect
- Profane language*
- Prankish behavior and agitation
- Public display of affection
- Disruptive in the hall (running, shouting, etc.)
- Cafeteria misconduct (throwing food, removing food or drink from cafeteria, jumping lines, excessive noise, lack of cleanliness, etc.)
- Use of personal equipment: (cell phones, radios, electronic devices, headphones, laser pointers, etc.) that disrupts the classroom setting.
- Uniform violations (not wearing a **complete** clean, neat uniform or wearing jeans, shorts, uniform shirts modified or covered by another article of clothing, profane, or drug related apparel, etc.)
- Neglect of responsibility (clean-up, tool care, timely payment of bills, etc.)
- Deliberate misuse of tools
- Use of chains on wallets
- Leaving class without permission
- Improper use of equipment or safety devices
- Student identification badge violation

***Note:** *Profane language directed by the student to an adult employee of LCCTC, adult employee of Lancaster-Lebanon IU 13, adult, or guest is dealt with as a Level 3 Offense.*

4th Offense – Dealt with as Level 2 Offense

Level 2 Violations

- Possession or use of tobacco (a lighted or unlighted cigarette, cigar, pipe, or other smoking/nonsmoking product; matches, smoking papers, or lighter)* by any post secondary student in a school building, a school vehicle or on school property owned by, leased by, or under control of the LCCTC.*
- Plagiarism/cheating on test or other assignments
- Insubordination: (NOTE: Includes repeated refusal to follow rules or policies classified as Level 1 offenses.)
- Internet Acceptable Use Policy violations
- Safety violations
- Other actions of a similar nature
- Repeated Level 1 offenses

Level 2 Procedures

*Students found to be in possession of tobacco products or who use tobacco products are in violation of state law as per Act 145. LCCTC officer representatives will write citations for Act 145 violations. Citations are forwarded to local District Magistrate and violators may be subject to fines plus court costs.

- Immediate intervention.
- Referral to Acting Director for conference.

- If minor, parental contact and letter sent home to parent/guardian
- Proper documentation of offense (copies sent to instructor, office, student file).
- An informal hearing may be scheduled at the discretion of the Administration.

Level 2 offenses will be referred to the building Administrator for appropriate action. The building Administrator will then notify the Acting Director. The third Level 2 offense will result in the student receiving a written warning from the Acting Director and placed on probation. Prior to returning to class, the student will be required to meet with the Acting Director. The fourth Level 2 offense will result in the student being removed from the program.

Level 3 Violations

Actions that are directed against persons or property but limited to the degree that they endanger the health and safety of others **may result in Program dismissal**. Examples of Level 3 misconduct include, but are not limited to:

- Fighting
- Possession of fireworks
- Threats to others*
- Personal harassment/bullying
- Sexual harassment
- Minor vandalism
- Stealing/Retail theft
- Internet Acceptable Use Policy violations
- Personal endangerment/animal cruelty
- Public display of lewd or vulgar gestures or images
- Other actions of a similar nature
- Repeated Level 2 Violations

***Note:** *A threat by a student to an employee of LCCTC or to an employee of Lancaster-Lebanon IU 13 is dealt with as a Level 4 offense.*

Level 3 Procedures

- Immediate intervention.
- Referral to Acting Director for conference.
- Proper documentation of offense (copies sent to instructor, office, student file).
- If minor, parental contact and letter sent home to parent/guardian.
- An informal hearing may be scheduled at the discretion of the Administration
- Student may be dismissed from the Program at the discretion of the Acting Director
- Restitution must be made for vandalism/damage or retail theft.

Level 3 offenses will be referred to the building Administrator for appropriate action. The building Administrator will then notify the Acting Director. The first Level 3 offense will result in the student receiving a written warning from the Acting Director and placed on probation. Prior to returning to class, the student will be required to meet with the Acting Director. The second Level 3 offense will result in the student being removed from the program.

Level 4 Violations

Actions which result in violence to another person or property or which pose a direct threat to the safety of the individual or to others in the school. Examples of Level 4 misconduct include but are not limited to:

- Assault/battery
- Major vandalism
- Arson
- Internet Acceptable Use Policy violations
- Setting off fire alarm as a false alarm
- Bomb Threats
- Extortion
- Possession, use, or transfer of dangerous weapon

- Theft, possession, or sale of stolen property
- Terrorist Threat
- Drug and alcohol activity or paraphernalia
- Other actions of a similar nature

Level 4 Procedures

Level 4 offenses will be referred to the building Administrator for appropriate action. At that time, the building Administrator will notify the Acting Director. The first Level 4 offense will result in the post-secondary student being removed from the program.

Level 4 Drug and Alcohol Situations

A student who possesses, uses, ingests or is under the influence of mood altering substances or alcohol or possesses drug related paraphernalia while in a school building, on school property (including school vehicles), owned, leased or under control by the Lancaster County Career & Technology Center, or at a school sanctioned field trip or activity will be dismissed from the program.

Level 4 Weapons Policy

Students may not possess a weapon, at any time or under any circumstance, on school property, in a school building or on the campus, during a school sponsored activity, or on a school bus or vehicle or other transportation service sponsored by the Lancaster County Career and Technology Center. **Possession of a weapon in violation of this Policy is a state criminal code misdemeanor of the first degree, and all violations of this Policy shall be reported to the local police for prosecution.**

Definition of Terms:

“Possession of a weapon” means when a weapon is found on the person of a student or under a student’s control, on school property or at any school activity (including any school activity held away from school property), or when the student is traveling to or from school property or a school sponsored activity, or when the student is on a school bus or vehicle or other transportation service sponsored by the school.

“School Property” means all buildings, facilities, parking areas and grounds owned or under the control of Lancaster County Career and Technology Center.

Weapon” includes, but is not limited to:

- **Any** knife, cutting instrument, cutting tool, martial art devices, club, mechanical device, metal knuckles, firearm, shotgun, rifle, air gun or spring gun, and any tool, instrument, or implement capable of inflicting serious bodily injury.
- **Any** firearm which is not loaded or lacks a clip other component to render it immediately operable, and components which can readily be assembled into a weapon.
- **Any** destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, ammunition, or similar device.
- **Any** “look-alike” of any items listed above.
- **Any** item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons, or to cause property damage.

Limited Exceptions-Trade Related Tools and Law

Enforcement Personnel

For purpose of this policy “trade related tools” used specifically for instructional purposes will not be identified as weapons, provided they are used exclusively for the trade related purposes as determined by certified personnel. Pocket knives are not considered “trade related tools.” The inappropriate use of “trade related tools,” however, will be considered a violation of this policy. Transportation of “trade related tools” both to and from the school is the responsibility of the student. The inappropriate use of “trade related tools” during transportation however will be considered a violation of this policy. Weapons under the control of Law Enforcement Personnel are permitted. The Acting Director may authorize other persons to possess weapons in the building. The Acting Director may prescribe special conditions or procedures to be followed before giving such authorization.

Reporting Possession Of A Weapon

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall immediately report the possession of a weapon to the administration. The Executive Director shall provide information regarding violations of this Policy to the Office for Safe Schools of the Department of Education.

Probation/Removal from Class/Exclusion from Class

Students will be referred to the Acting Director for appropriate action. .

Informal Hearings

The following Due Process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the probation shall be given in writing to the student.
- Sufficient notice of the time and place of the in formal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his/her behalf.
- The LCCTC shall offer to hold the informal hearing within the first 5 days of the probation.

All Drivers and Riders Must Obey The Following

Rules:

1. Students will obey all state laws, rules and regulations pertaining to driving on and off the school property. Violations could result in probation or revocation of driving privileges.
2. Students must park in the designated parking areas at the rear of the building. Vehicles must be parallel to and within the lines.
3. Upon parking in the school lots, students will report promptly to their respective labs.
4. Students are responsible for enforcing a no littering policy. Littering can cause driving privileges to be revoked for that driver, as well as for all other drivers.

Lock your vehicle and do not leave valuables inside.

Child Abuse Reporting Guidelines

The Pennsylvania Child Protective Services Law requires school personnel to contact the Lancaster County Children and Youth Agency and ChildLine whenever they have reason to suspect that a child may have been abused. This directs schools to cooperate with the Children and Youth Agency, which is charged with conducting the investigation. The law is very clear that the school's rule is simply to report; not to conduct an investigation. It is administratively necessary for the Lancaster County Career and Technology Center to comply with the Child Protective Services law to its fullest intent.

Grading Requirements:

Technical course grades will be comprised of Knowledge/Culminating Projects grades, Skill Grades, and Work Ethic grades combined. If a student withdraws from the program, they will receive a 'W'-Withdrawal grade on the school transcript. A grade of 'I'-Incomplete shows that coursework is incomplete and must be completed within six weeks of the end of the semester with approval of the instructor and Acting Director. This period can be extended with approval of the Acting Director. If work is not completed within the allotted time, the student grade will be changed to an 'F' and the appropriate grade point average will be calculated into the students' transcript.

90-100	A	4.0
80-90	B	3.0
70-80	C	2.0
60-70	D	1.0
<59	F	0.0

Requirements for Graduation

In order to receive a specialized associate degree diploma certificate, students must receive a passing grade in all of the required courses outlined in the Program Guide.

Refund Policies

School Fee Refund Schedule

Refunds for AST/ASB Class Cancellation

If an AST/ASB class is cancelled by the Lancaster County Career & Technology Center, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and fees be refunded. Refunds of pre-paid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

Refunds for Students who Withdrawal Before the First Day of Class

If a student fails to commence class, the school will refund 100% of all pre-paid tuition and training related fees except the nonrefundable application fee. Refunds of pre-paid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

If the Lancaster County Career & Technology Center is notified of cancellation within five (5) calendar days after the date of the signed enrollment agreement, the \$50 application fee will be refunded as well as all prepaid tuition and fees. If the cancellation occurs on the sixth day or after, the Lancaster County Career & Technology Center is entitled to the \$50.00 registration fee.

Tuition Refunds for Students Enrolled Prior to Visiting the Institution

Student who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

School Fee Refund Schedule

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies beginning on the first full class day.

Withdrawal during the first 7 calendar days of the term	- 75%
Withdrawal after the first 7 calendar days but within the first 25% of the term	- 55%
Withdrawal after 25% but within 50% of the term	- 30%
Withdrawal after 50% of the term	- no refund

Tuition refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Refunds of pre-paid tuition, when due, shall be made within 30 days of the last day of attendance.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

The U.S. Department of Education (DOE) specifies that LCCTC must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula. If you received, or LCCTC received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

The amount of assistance that you earned is determined by using the Title IV Refund Calculation. That is, if you completed 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all of your assistance.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. Funds are returned in the order listed until all required amounts have been returned.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Sponsoring Agency
6. Student

If LCCTC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make arrangements with LCCTC or the U.S. Department of Education to return the funds.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return. The school's refund policies are located above.

Credit Balance Refunds

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to a lender to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to a lender or hold the balance on account.. Refunds to students will be processed through the school's Business Office. When refund checks are available, they are to be picked up from the Admissions Office on Friday's after 10:00 a.m. At a student's request, a check may be mailed.

Credit Hours

AST/ASB programs at the Lancaster County Career & Technology Center use a system of semester credit hours as defined by the State Board of Private Licensed Schools. Credit hours are defined as a unit of curricular material which normally can be taught in a minimum of 15 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 30 clock hours. For shop instruction and practicum experiences, including externship/internship experiences, a credit hour represents a minimum of 45 clock hours. All LCCTC private licensed approved programs meet the 1500 hours and 60 semester credit hour minimum for AST/ASB degrees.

Academic Progress

Satisfactory Academic Progress is required for students to move forward to the next semester toward earning the AST/ASB degree. Students must pass each technical course with a grade of 'C' or better to be eligible to advance to the next semester. It is critical to achieve proficiency in technical courses to be successful in the specialized degree program

and qualify for end of program externship experiences in the field. The instructor, at his/her discretion, may provide additional work and/or extended time, in order for a student to improve a course grade and continue without disruption.

Academic Probation-students maintaining under a 2.5 grade point average will be placed on probation for the second semester. Academic probation status means that students will be unable to participate in clinical or field experiences without instructor supervision. Probation students are referred to Student Services and will be expected to participate in academic tutoring and support services until probation is lifted. Progress will continue to be monitored the remainder of the semester.

Drop/Add Policy

Students may drop courses at any time during the first 30 days of the semester or term. Refunds will be provided based on the refund policy as described in the enrollment agreement and the policy stated in this guide. Students may add courses during the first semester no later than the end of the second week of courses.

Course Repeat

Students are eligible to repeat a course when a grade of a 'C' or lower has been awarded.

Appeal Process

Students can appeal a grade when they feel a mistake or an unfair practice has occurred. All appeals must be submitted in writing to the Acting Director. The appeal must include: a detailed description of the reason for the appeal, information concerning actions taken with the classroom instructor, if any, and must be signed and dated. The Acting Director will respond within (5) program session days. At this time, if conflict is not resolved, a meeting will be arranged with all parties involved.

Transfer of Credits to another Institution

It is the responsibility of the student to investigate the transferability of credits with the institution they are seeking to transfer credits to. Each institution has specific and differing credit evaluation criteria. Contact the Admissions Office of the school you are seeking to transfer credits to PRIOR to enrolling in any post secondary program or school. The Lancaster County Career & Technology Center does not guarantee credit transfer to any other institution.

Transfer of Students between Programs within Institution

1. Counselor receives request for change of program.
2. Counselor confers with all individuals involved:
 - a. Student
 - b. LCCTC instructor
 - c. Disadvantaged or disabled facilitator, if applicable
 - d. Sending school counselor (or Director of Post Secondary of Education for adults)
3. Counselor at receiving campus is contacted to see if space is available and to set up a visit.
4. Student is admitted to a new program if agreed to by all involved.
5. Transfer of paperwork (records) is made.

Transfer of Students from other Career/Vocational/Technical Institutions

1. Counselor receives request for transfer from another career/vocational/technical institution.
2. Paperwork (records) is forwarded and assessed.
3. Student visits new institution.
4. All information is evaluated; student is admitted to new institution if agreed to by all involved.

AST/ASB Programs

AUTOMOTIVE TECHNOLOGY

Program Description: The Automotive Technology program prepares students to work in an automotive dealership as a NATEF certified mechanic. The National Automotive Technicians Education Foundation (NATEF) has certified this program in all 8 areas: brake systems, steering and suspension, electronics/electricity, and engine performance, heating and air conditioning, manual and automatic transmissions. In addition to these areas, the program includes instruction in automotive fundamentals, diagnosis, engine management systems, and Pennsylvania State safety/emission inspection procedures. This intensive program allows students to continue to learn technical skills as they work side-by-side with an experienced technician at a local dealership. In addition, the Automotive Technology program adds a green technologies component, which focuses on alternative fuels and environmental issues within the car industry.

Program Length: 62 weeks (Full Time) or 24 months (Part-Time Evening)

Program Tuition: \$16,370 (Full program cost)

Program Objectives:

- Examine vehicles, compile estimates of repair costs, and secure customers' approval to perform repairs.
- Repair, overhaul, or adjust automobile brake systems.
- Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.
- Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.
- Inspect and test new vehicles for damage and record findings so that necessary repairs can be made.
- Test electronic computer components in automobiles to ensure proper operation.
- Tune automobile engines to ensure proper and efficient functioning.
- Install or repair air conditioners and service components, such as compressors, condensers, and controls.
- Repair, replace, or adjust defective fuel injectors, carburetor parts, and gasoline filters.
- Remove and replace defective mufflers and tailpipes.
- Prepare for a career as a 'lifelong' learner in the continual changing automotive industry.

Curriculum Outline:

<i>Course</i>	<i>#</i>	<i>Course Name</i>	<i>Credits</i>
Term 1 Courses			
Math	120	Technical Math	3
Trans	100	Fundamental Shop Practice	1
Trans	110	Preventative Maintenance	3
Trans	120	Cooling Systems	3
Trans	130	Electrical/Electronic Systems	5
Trans	140	Basic Brakes	3
Trans	160	Steering & Suspension	3
ENG	105	English Composition	3
Comm	175	Public Speaking	3
Term 2 Courses			
Psyc	101	General Psychology	3
Trans	170	PA Safety Inspection	2
Trans	189	Engine Mechanical	3

Trans	190	Engine Performance	5
GenEd	201	Professional Seminar: Critical Thinking	3
Trans	131	Advanced Electrical Systems	3
Bus	110	Business Management	3
CEWS	101	Career Education & Work	2
Trans	170	Emission Inspection	1
Term 3 Courses			
Trans	191	Advanced Engine Performance	2
Trans	195	Heating and Air Conditioning	2
Trans	141	Advanced Brakes	3
Trans	205	Manual Transmissions	2
Trans	210	Automatic Transmissions	2
Trans	240	Automotive Practicum	6
		Graduation Requirement	69

Course Descriptions:

TRANS 100

Fundamental Shop Practice: (1 credit) Provides an overview of reading and following basic manuals, safety procedures, measurement, proper hand tool and power tool usage. Topics include basic and precision measuring using micrometers or verniers calipers. Students will also learn to use an oxyacetylene torch to braze, weld and cut.

TRANS 110

Preventative Maintenance: (3 credits) Combines both theory and lab covering proper vehicle maintenance. The course covers wheel and tire assembly, exhaust system inspection, cooling system checks, and proper routine service maintenance.

TRANS 120

Cooling Systems: (3 credits) Combines both theory and lab as an introduction to vehicle cooling systems. Procedures for inspection, troubleshooting, removal and installation are performed.

TRANS 130

Electrical/Electronic Systems: (5 credits) Combines both theory and lab in a comprehensive manner to provide core knowledge in vehicle electrical systems. Topics include general electrical system diagnosis, battery diagnosis and service, starting system diagnosis and service, charging system diagnosis and repair, lighting systems, information systems diagnosis and repair, and accessory diagnosis and repair.

TRANS 140

Basic Brakes: (3 credits) Combines both theory and lab covering the diagnosis and repair of different braking systems. Topics include general brake systems, drum brakes, disc brakes and troubleshooting issues.

TRANS 141

Advanced Brakes: (2 credits) Prerequisite TRANS 140

Combines both theory and lab to build upon the foundation of basic braking systems. This course covers such topics as: power assist units, antilock brakes, traction control systems, and hydraulic system.

TRANS 160

Steering & Suspension: (3 credits) Combines both theory and lab to teach the principles of steering and suspension system. Topics include general suspension and steering diagnosis, steering systems diagnosis and repair, front suspension, rear suspension, wheel alignment adjustment and repair, and wheel and tire diagnosis and repair.

TRANS 170

Safety Inspection: (2 credits) Combines both theory and lab to prepare students to earn certification through the Pennsylvania Department of Transportation as both a Certified Emissions Inspector and Certified Safety Inspector.

TRANS 189

Engine Mechanical: (3 credits) Students will learn components and functions of an engine. As part of the class, students will be expected to remove, inspect, service, repair as necessary, and reinstall a vehicle engine. Students will program test of the assembled engine and check for oil pressure, compression, leakage, rough running, and unusual noises or conditions.

TRANS 190

Engine Performance: (6 credits) This course combines the overall knowledge of vehicle systems to demonstrate effects on performance. Engine performance topics include general engine diagnosis, computerized engine control systems, ignition systems, fuel systems, air induction, exhaust systems, emissions control, exhaust gas recirculation, exhaust gas treatment, air temperature controls, fuel evaporation controls, evaporative emissions controls, and engine related service.

TRANS 195

Heating and Air Conditioning: (2 credits) The course covers the theory of heating and air conditioning, diagnosis and repair of climate control components, recovery and safe disposal of refrigerant. Students will learn to follow and become familiar with the regulations and environmental hazards.

TRANS 205

Manual Transmissions: (2 credits) Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair.

TRANS 210

Automatic Transmissions: (2 credits) Introduces automatic transmission hydraulic and mechanical operations, transmission repair, and automatic transmission, hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter, gear train, shafts, bushings and case; friction and reaction units

TRANS 240

Automotive Practicum: (6 credits) Students are placed in a specialized work experience specific to career goals. The application of knowledge and skills secured through previous courses will be applied to a workplace setting. All practicum students will work under the guidance of an experienced automotive technician and supervised by an assigned school externship supervisor. The externship supervisor will provide weekly contact and coordination with the student and the externship site supervisor. Students are evaluated through skill application and soft skills through a rubric developed specifically for the course.

BUS 110

Business Management: (3 Credits) A review of considerations faced by an individual planning to establish and manage a small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control.

CEWS 101

Career Education & Work: (2 Credits) The overall goals in this course are to teach students the process of self-awareness, career awareness, career exploration, job interviewing and setting academic and career-related goals.

COMM 175

Public Speaking: (3 Credits) This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, the students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. This course will help prepare students to communicate in the workplace setting with customers, employees, employers, supervisors and other business associates.

ENG 105

English Composition: (3 Credits) This English composition course is designed to increase your sensitivity to language and increase your awareness to the various forms of writing – narrative, persuasive, research, casual analysis, etc. Through various readings, you will learn to critically read and analyze texts, offering your insights in class discussions. You will work independently and in group settings as a means to develop writing and communications skills. In addition, you will learn to view your writing objectively, integrating logical approaches to your writing, and understanding and identifying the role of audience and reader as related to your writing. You will learn the tools of the writing process, involving brainstorming, outlining, writing, proofreading and editing multiple drafts to a final draft.

GEN 200

Professional Seminar: (3 Credits) The seminar is designed to provide students with skills in basic reasoning and logic. The course will improve the students' ability to analyze and evaluate everyday situations with a focus on the workplace. The course will provide students with the opportunity to provide arguments and improve upon their argument presentation

MATH 120

Technical Math: (3 Credits) This course is a comprehensive treatment of the algebra of real and complex functions and their application to problems in all branches of science and technology. The course develops necessary skills to manipulate relations and model phenomenon according to the Algebra of the Real and Complex number systems. As new functions are introduced graphical and algebraic methods are used to develop mathematical models and methods of solution covering a variety of applications in the sciences.

General Psychology: (3 Credits) This course introduces psychology as a basic and applied science. Students will investigate the scope of the field and explore the physiological, psychological, social, and cognitive influences on behavior. The study of Psychology is beneficial in understanding aspects of human behavior within the workplace environment.

MEDICAL ASSISTANT

Program Description: Medical assistants are professional, multi-skilled individuals who perform administrative and clinical duties in health care settings. The program includes studies in anatomy and physiology, health insurance coding and billing, medical terminology, medical law and ethics, pharmacology, clinical and administrative skills. In addition, curriculum includes clinical skills such as phlebotomy, laboratory tests, minor surgical procedures, medication administration and performing and interpreting electrocardiograms. Students who have successfully completed program requirements may participate in a six-week clinical experience in a physician’s office. The National Health Career Association (NHA) participates with the program to allow medical assistant students to receive certification through this agency. Students who participate in clinical may be eligible to sit for the exams to become certified as a clinical medical assistant, administrative medical assistant, and phlebotomist and/or EKG technician.

Program Length: 57 weeks

Program Tuition: \$16,010 (Full program cost)

Program Objectives:

- Record patients' medical history, vital statistics and information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing

Curriculum Outline:

<i>Course</i>	<i>#</i>	<i>Course Name</i>	<i>Credits</i>
Term 1 Courses			
MED	110	Medical Terminology	3
MED	120	Anatomy & Physiology I	4
MED	100	Introduction to Medical Assisting	4
CEWS	101	Career Education & Work	2
MED	140	Clinical Assisting Skills I	6
MED	151	Pharmacology	3
MED	160	Nutrition	2

Term 2 Courses			
ENG	105	English Composition	3
MATH	120	Technical Math	3
MED	130	Administrative Medical Assisting	3
MED	111	Medical Terminology II	3
MED	121	Anatomy & Physiology II	4
MED	131	Administrative Medical Assisting II	4
MED	141	Clinical Assisting Skills II	3
MED	152	Pharmacology II	4
MED	190	Phlebotomy	2
Term 3 Courses			
Comm	175	Public Speaking	3
PSYC	101	General Psychology	3
Gen	200	Professional Seminar	3
BUS	110	Business Management	3
MED		Clinical Skills Review	1
MED	201	Clinical Experience	5
		Graduation Requirement	71

Course Descriptions:

MED 110

Medical Terminology: (3 credits) An introductory course that builds a foundation in terminology that is necessary for students in biological science fields. The course covers meanings and use of word components in dealing with the body and its various systems. Topics include the female reproductive system, the integumentary system, the respiratory system, the urinary system, the male reproductive system, the obstetric/neonatal reproductive system and the senses system. Comparison of terms used to describe illness severity will also be discussed.

MED 120

Anatomy & Physiology I: (4 credits) A&P through the illustration and discussion of healthy body systems including the sensory, integumentary, respiratory, urinary, male reproductive, female reproductive, and the obstetric/neonatal reproductive system. In addition to body systems, students will be able to illustrate characteristics of a cell.

MED 160

Nutrition: (2 credits) The primary goal of this course is provide an understanding into healthy diet and exercise. Topics covered include the food guide pyramid, diet and dieting, vitamins and minerals and weight control. Students will research nutrition topics and develop an individual diet plan as the culminating assignment.

MED 100

Introduction to Medical Assisting: (4 credits) The course provides students with an introduction to the medical assisting career. Topics include orientation and safety, medical law and ethics, HIPAA regulations and professionalism.

MED 111

Medical Terminology II: (3 credits) This course expands upon additional body systems. The course covers meanings and use of word components in dealing with the body and its various systems. Topics include the digestive system, circulatory system, immune system, skeletal system, nervous system, muscular system and endocrine system.

MED 121

Anatomy & Physiology II: (4 credits) A&P through the illustration and discussion of body systems including the digestive, circulatory, immune, skeletal, nervous, muscular, and endocrine.

MED 130

Administrative Medical Assisting: (3 credits) This course focuses on the administrative functions of a medical assistant. Skills and topics include filing, record keeping, mail processing, insurance claims, billing and coding.

MED 131

Administrative Medical Assisting II: (4 credits) Prerequisite MED 130. Students are introduced to administrative functions in ICD9 coding, CPT coding, payroll, workers compensation, banking, employee records and scheduling

MED 140

Clinical Assisting I: (6 credits) A combination of theory and lab is used to introduce students to the clinical practices of medical assistants. Emphasis is placed on the fundamentals of patient care. Topics include stress, safety, medical treatment of wounds and burns, temperature, pulse, respiration and blood pressure measurements. In addition, students must demonstrate proficiency with assisting in general examinations.

MED 141

Clinical Assisting II: (3 credits) A combination of theory and lab is used to provide instruction in proper techniques for administering injections, patient care, lab testing, proper disposal of medical waste, equipment care, defibrillation, and the evaluation of patient symptoms.

MED 151

Pharmacology : (4 credits)

This course requires students to identify body systems and the effects of prescription and non-prescription medications on the human body and the importance of proper dosages and procedures for effectiveness.

MED 152

Pharmacology II (4 credits)

The course consists of a second level of prescription and non-prescription medications and effects on the human body. Common drugs and side-effects, as well as, more in-depth study of body systems will be studied.

MED 190

Phlebotomy: (2 credit)

Prerequisite: MED 140 & MED 141

Class covers universal safety precautions, anatomy & physiology, terminology, basic first aid, venipuncture, collection procedures, infection control procedures, and skin puncture procedures and equipment.

MED 201

Clinical Experience I: (6 credits)

Prerequisite: MED 141

The courses places students in clinical settings that encompass all previous learning experiences and aims at placing students in areas specific to their occupational goals. MED 201 students partake in 240 hours of the clinical experience. All Clinical Experience students will work under the guidance of an experienced medical assistant and supervised by an assigned school externship supervisor. The externship supervisor will provide weekly contact and coordination with the student and the externship site supervisor. Students are evaluated through skill application and soft skills through a rubric developed specifically for the course.

BUS 110

Business Management: (3 Credits) A review of considerations faced by an individual planning to establish and manage a small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control.

CEWS 101

Career Education & Work: (2 Credits) The overall goals in this course are to teach students the process of self-awareness, career awareness, career exploration, job interviewing and setting academic and career-related goals.

COMM 175

Public Speaking: (3 Credits) This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, the students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

ENG 105

English Composition: (3 Credits) This English composition course is designed to increase your sensitivity to language and increase your awareness to the various forms of writing – narrative, persuasive, research, casual analysis, etc. Through various readings, you will learn to critically read and analyze texts, offering your insights in class discussions. You will work independently and in group settings as a means to develop writing and communications skills. In addition, you will learn to view your writing objectively, integrating logical approaches to your writing, and understanding and identifying the role of audience and reader as related to your writing. You will learn the tools of the writing process, involving brainstorming, outlining, writing, proofreading and editing multiple drafts to a final draft.

GEN 200

Professional Seminar: (3 Credits) The seminar is designed to provide students with skills in basic reasoning and logic. The course will improve the students' ability to analyze and evaluate everyday situations with a focus on the workplace. The course will provide students with the opportunity to provide arguments and improve upon their argument presentation.

MATH 120

Technical Math: (3 Credits) This course is a comprehensive treatment of the algebra of real and complex functions and their application to problems in all branches of science and technology. The course develops necessary skills to manipulate relations and model phenomenon according to the Algebra of the Real and Complex number systems. As new functions are introduced graphical and algebraic methods are used to develop mathematical models and methods of solution covering a variety of applications in the sciences.

PSYC 101

General Psychology: (3 Credits) This course introduces psychology as a basic and applied science. Students will investigate the scope of the field and explore the physiological, psychological, social, and cognitive influences on behavior.

VETERINARY ASSISTANT

Program Description: The program combines classroom theory and laboratory experience on topics including care, surgical procedures, proper washing and feeding techniques, and overall care of small animals. In the Veterinary Assistant Program, students will be instructed on veterinary practice and administration, including topics on how to obtain animal health records, schedule appointments, admit and discharge patients, file medical records, handle receipts, perform basic client education, and all aspects of customer relations. The demand for trained veterinary assistants has steadily increased over the past decade and this growth is expected to continue. Veterinary assistants provide surgical and nursing care to animals in clinics. They also provide basic care, perform laboratory procedures, prep the treatment room, restrain animals during examination and treatment, assist in administering injections, apply wound dressings, and clean teeth.

Program Length: 57 weeks

Program Tuition: \$15,530 (Full program cost)

Program Objectives:

- Monitor animals' recovering from surgery and notify veterinarians of any unusual changes or symptoms.
- Clean and maintain kennels, animal holding areas, examination and operating rooms, and animal loading/unloading facilities to control the spread of disease.
- Hold or restrain animals during veterinary procedures.
- Administer medication, immunizations, and blood plasma to animals as prescribed by veterinarians.
- Provide emergency first aid to sick or injured animals.
- Assist veterinarians in examining animals to determine the nature of illnesses or injuries.
- Clean, maintain, and sterilize instruments and equipment.
- Perform routine laboratory tests or diagnostic tests such as taking and developing x-rays.
- Administer anesthetics during surgery and monitor the effects on animals.
- Prepare surgical equipment, and pass instruments and materials to veterinarians during surgical procedures.

Curriculum Outline:

<i>Course</i>	<i>#</i>	<i>Course Name</i>	<i>Credits</i>
Term 1 Courses			
VET	132	Surgical Assisting	4
VET	100	Veterinary Office Procedures	4
VET	110	Veterinary Assistant Skills I	7
VET	130	Veterinary Anatomy & Physiology I	7
Term 2 Courses			
MATH	120	Technical Math	3
ENG	105	English Composition	3

CEWS	101	Career Education & Work	2
VET	111	Veterinary Assistant Skills II	4
VET	131	Anatomy & Physiology II	3
VET	120	Veterinary Lab Skills I	3
VET	124	Pharmacology	3
VET	104	Radiology	2
VET	122	Parasitology	5
Term 3 Courses			
COMM	175	Public Speaking	3
PSYC	101	General Psychology	3
BUS	110	Business Management	3
GEN	200	Professional Seminar	3
VET	201	Veterinary Field Experience	5
		Graduation Requirement	67

Course Descriptions:

VET 100

Veterinary Office Procedures: (4 credits) The course combines classroom theory and laboratory experience on topics including animal care, surgical procedures, proper washing and feeding techniques, and overall care of small animals. In addition, students learn the function and operations of veterinary hospitals.

VET 104

Radiology (2 credits) The course uses both knowledge based learning and a laboratory setting to understand and demonstrate proper procedures for radiation safety, radiology technique, imaging techniques and restraint for imaging.

VET 110

Veterinary Assistant Skills I: (7 credits) The course combines classroom theory and laboratory experience to cover the overall veterinary practice and administration, including obtaining animal health records, scheduling appointments, admitting and discharging patients, file medical records, handle receipts, perform basic client education, and all aspects of customer relations.

VET 111

Veterinary Assistant Skills II: (4 credits)

Prerequisite: VET 110

VET 111 combines both classroom theory and laboratory experience in the areas of pharmacy, radiology, and surgical assisting for small animals.

VET 120

Veterinary Lab Skills I: (3 credits) Through laboratory experience and practice students will learn the basics in animal restraint, exam procedures, and laboratory procedures. Students will run a simulated veterinary lab to obtain necessary skills for a veterinary assistant.

VET 124

Pharmacology: (3 credits) The course uses both knowledge based learning and a laboratory setting to understand and demonstrate proper procedures for identifying, administering, calculating, storing and labeling veterinary pharmaceuticals. Procedures for safety and maintaining proper documentation will also be covered.

VET 130

Veterinary Anatomy & Physiology I (7 credits) The course exams veterinary terminology and small animal anatomy & physiology. Body systems covered under VET 130 include the senses, integumentary, skeletal, muscular, respiratory, circulatory, and immune systems.

VET 131

Veterinary Anatomy & Physiology II: (3 credits)

Prerequisite: VET 130

The course builds upon the basic knowledge of animal body systems and introduces common disorders.

VET 132

Surgical Assisting: (4 credits) The course discusses the principles of surgery and uses a laboratory setting to demonstrate proper procedures for skills utilized in surgical nursing. Assisting the technician and surgeon are used daily in a clinical setting and can be an area of specialty.

VET 201

Veterinary Field Experience: (5 credits)

Students are placed in clinical sites specific to career goals. The field experience assigns students a mentor with experience in the veterinary field. All students are monitored by the classroom instructor and graded upon their performances. Clinical sites include local animal hospitals, veterinary offices, and the Lancaster County Humane League.

BUS 110

Business Management: (3 Credits) A review of considerations faced by an individual planning to establish and manage a

small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control.

CEWS 101

Career Education & Work: (2 Credits) The overall goals in this course are to teach students the process of self-awareness, career awareness, career exploration, job interviewing and setting academic and career-related goals.

COMM 175

Public Speaking: (3 Credits) This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, the students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

ENG 105

English Composition: (3 Credits) This English composition course is designed to increase your sensitivity

to language and increase your awareness to the various forms of writing – narrative, persuasive, research, casual analysis, etc. Through various readings, you will learn to critically read and analyze texts, offering your insights in class discussions. You will work independently and in group settings as a means to develop writing and communications skills. In addition, you will learn to view your writing objectively, integrating logical approaches to your writing, and understanding and identifying the role of audience and reader as related to your writing. You will learn the tools of the writing process, involving brainstorming, outlining, writing, proofreading and editing multiple drafts to a final draft.

GEN 200

Professional Seminar: (3 Credits) The seminar is designed to provide students with skills in basic reasoning and logic. The course will improve the students' ability to analyze and evaluate everyday situations with a focus on the workplace. The course will provide students with the opportunity to provide arguments and improve upon their argument presentation

MATH 120

Technical Math: (3 Credits) This course is a comprehensive treatment of the algebra of real and complex functions and their application to problems in all branches of science and technology. The course develops necessary skills to manipulate relations and model phenomenon according to the Algebra of the Real and Complex number systems. As new functions are introduced graphical and algebraic methods are used to develop mathematical models and methods of solution covering a variety of applications in the sciences.

PSYC 101

General Psychology: (3 Credits) This course introduces psychology as a basic and applied science. Students will investigate the scope of the field and explore the physiological, psychological, social, and cognitive influences on behavior.

Program Calendar

Term One:

August 25, 2014 – December 22, 2014

School Closings:

September 1
November 27,28
December 1, 24- 31
January 1, 2

Semester Two:

January 5, 2015 – May 29, 2015

School Closings

January 19
February 13,16
April 3, 6
May 25

Semester Three:

June 15, 2015- December 12, 2015

School Closings

July 3
September 4, 7
November 26, 27, 30

AST/ASB Program Tuition

WILLOW STREET CAMPUS

	<u>Tuition</u>	<u>Fees</u>	<u>Total</u>	Financial <u>Aid</u>	Documentation Required <u>for Enrollment</u> **
<u>HEALTH CARE CENTER</u>					
▲ Medical Assistant (71 Credits/57 weeks)	\$16,010	\$1,535	\$17,545	Pending	1, 2, 3, 4, 6, 8, 9
Degree Conferred -- Associate in Specialized Business (ASB)					
<u>AGRISCIENCE CENTER</u>					
▲ Veterinary Assistant (67 Credits/57 weeks)	\$15,530	\$1,345	\$16,875	Pending	1, 2, 3, 4, 8, 9
Degree Conferred -- Associate in Specialized Technology (AST)					
<u>TRANSPORTATION TECHNOLOGIES CENTER</u>					
Automotive Technology (69 Credits/62 weeks)	\$16,370	\$1,050	\$17,420	Pending	1, 2, 3, 4, 7, 8, 9
Degree Conferred -- Associate in Specialized Technology (AST)					

Complete program descriptions and schedules, prerequisite information, program specific National and/or State legal requirements for eligibility for licensure and requirements for entry into or advancement within an occupation can be found at www.lcctc.org or by contacting the Registrar's Office at [717-464-7065](tel:717-464-7065).

** REQUIRED DOCUMENTATION

1. Program Application
2. Criminal Background Check (and FBI check if not a resident of PA two years prior to enrollment.)
3. Child Abuse Check
4. HS Diploma or GED.
5. Official Sealed College Transcripts (if applicable)
6. Physical Exam Form (Medical Assistant students only, includes TB exam, prior to externship)
7. Valid Driver's License (Auto Technology students only)
8. Signed Enrollment Agreement
9. Signed Transfer/ Articulation Evaluation (if applicable)
10. Drug Screening (if required by clinical site, prior to externship)

Tuition rates and fees are subject to change.

Checklist for Completing Required Forms

Submit all documents below and send them along with your non-refundable application fee of **\$70** to ATTN: Adult Ed Registrar, Lancaster County CTC, PO Box 527, Willow Street, PA 17584.

Please read the instructions prior to completing the PA Child Abuse History Clearance, Consent/Release of Information Authorization, and Criminal Record Check forms.

Type or print all information on each form clearly and neatly in ink.

LCCTC Program Application

*** Please note you will be required to acknowledge that you have read and understand the admission requirements specific to your program of choice provided with this Full Time Program Application.

\$70 Payment for Application and Background Checks

Consent/Release of Information Authorization form for the PA Child Abuse History Clearance

1. Review the Consent/Release of Information Authorization form for the PA Child Abuse History Clearance.
2. Complete, sign and date the Consent/Release of Information Authorization form for the PA Child Abuse History Clearance.

Pennsylvania Child Abuse History Clearance

1. Complete Section 1 ONLY on the Pennsylvania Child Abuse History Clearance form.
 - a. Address must be Applicant's current home address.
 - b. All information must be completed in full. **(The form asks for all previous names, addresses, and household members since 1975).** This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
 - c. Application must be signed and dated at the bottom of Section 1 in the space provided labeled "applicant's signature".
 - d. One block must be checked for *Purpose for Clearance*. Be sure to check the box for **School**.

Pennsylvania State Police Criminal Record Check

1. Enter the Name/Requester information as follows:
 - a. Name/Requester – Lancaster County CTC, 1730 Hans Herr Drive, Willow Street, PA 17584
2. Enter all of the required information about yourself in the section labeled "Contact Telephone Number".
3. In the area labeled "REASON FOR REQUEST", check the EDUCATION box.

CURRENT EMPLOYMENT INFORMATION

Present Employer _____ Phone _____
Address _____
Supervisors Name _____ Employment dates: From _____ To _____
Job Title _____ Responsibilities _____

PREVIOUS EMPLOYMENT (please list most recent first)

Position _____ Company Name/Address _____ Date of Employment
From: _____ to _____
From: _____ to _____

MILITARY INFORMATION

Branch of Service _____ Rank _____
Area of Specialization _____ Dates of Service _____

If the course you are interested in is veteran approved, would you be eligible for education benefits? _____ Yes _____ No

GENERAL INFORMATION

Have you ever been convicted of, or plead guilty/no contest, to a misdemeanor or felony? _____ Yes _____ No

The following information is requested by the PA Department of Education and is optional.

<u>Reason for Taking Course</u>	<u>Employment Status</u>	<u>Special Populations</u>	<u>Special Populations</u>
<input type="checkbox"/> Learn new trade/occupation	<input type="checkbox"/> Employment full time	<input type="checkbox"/> Economically Disadvantaged	<input type="checkbox"/> Single Parent
<input type="checkbox"/> Upgrade self in present occupation	<input type="checkbox"/> Employment part time	<input type="checkbox"/> Educationally Disadvantaged	<input type="checkbox"/> Displaced Homemaker
<input type="checkbox"/> Refresh skill for employment	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Limited English	<input type="checkbox"/> Non-traditional training
<input type="checkbox"/> Complete Apprenticeship Program	<input type="checkbox"/> Retired	<input type="checkbox"/> Disabled	

How did you hear about the Lancaster County Career & Technology Programs?

Radio T.V. Newspaper Magazine Brochure Student Website Other
 Friends/Family High School Trade Show Social Service Agency (please specify) _____

NOTE: A \$70 APPLICATION FEE AND ALL BACKGROUND CHECK FORMS MUST ACCOMPANY THIS COMPLETED APPLICATION

I certify that the information I have provided is true and correct. I hereby understand that any misrepresentation of information I have provided in this application may result in denial of admission into the program or dismissal from the program. I also understand that if I am dismissed from the program for providing false information, I am responsible for any balance owed to the school at the time of dismissal. I have read and understand the Program Cost break down and School Refund policy as described within the application packet. I understand that I will need to pay a \$100.00 good faith payment to secure my enrollment.

I have read and understand the admission requirements specific to my program of choice, which include enrollment requirements and essential job functions provided with this Full Time Program Application. I attest I am able to meet all essential job functions.

Applicant's Signature _____ Date _____
FOR OFFICE USE ONLY: INTERVIEW DATE ____/____/____ STATUS _____

Statement of Nondiscrimination

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Pupil Services and Coordinator for Title VI, Title IX and Section 504, Snyder & Metzler Roads, PO Box 519, Brownstown, PA 17508. Telephone: 717-859-5108.

**CONSENT/RELEASE OF INFORMATION AUTHORIZATION FORM
FOR THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

I, _____, hereby authorize the Department of Public Welfare, ChildLine to release my Pennsylvania Child Abuse History Clearance information directly to **Lancaster County Career & Technology Center**.

I understand that this information is confidential in nature pursuant to §6340 (relating to information in confidential reports) of the Child Protective Services Law (CPSL) (23 Pa C.S. Chapter 63) and will not otherwise be released by the **Lancaster County Career & Technology Center** without my express authorization or pursuant to authorization by Title 55 of the Pennsylvania Code. I understand that the aforementioned information will not be released directly to me,

_____, as stated in the Pennsylvania Child Abuse History Clearance application.

I understand that I will not receive a copy of my Pennsylvania Child Abuse History Clearance directly from ChildLine; however, I may request a copy of my Pennsylvania Child Abuse History Clearance from **Lancaster County Career & Technology Center** upon written request.

I have read this Consent/Release of Information Authorization form and fully understand and agree to its content. I further understand and agree to all information and ramifications of the Pennsylvania Child Abuse History Clearance application as it otherwise relates to this consent.

Date

Applicant's Signature

Mailing address of agency:

**Lancaster County Career & Technology Center
Adult Education Department
1730 Hans Herr Drive
PO Box 527
Willow Street, PA 17584**

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE <input type="checkbox"/> FOSTER CARE <input type="checkbox"/> ADOPTION <input type="checkbox"/> SCHOOL	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
		SIGNATURE OF CAO REP _____
		CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK

APPLICANT IS **NOT** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. APPLICANT **IS** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER

DATE

VERIFIER'S SUPERVISOR

DATE

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE



SECONDARY EDUCATION
HIGH SCHOOL TRANSCRIPT REQUEST

I have applied for admission to the LANCASTER COUNTY CAREER & TECHNOLOGY CENTER. An **Official Transcript** of my school credits is required to complete the application. My signature below authorizes you to send my transcripts to:

Attn: Registrar
Lancaster County Career & Technology Center
1730 Hans Herr Drive
Willow Street, PA 17584

Please print the following information:

NAME: _____

MAIDEN NAME: _____

CURRENT
ADDRESS: _____

YEAR OF GRADUATION: _____

SIGNATURE: _____

[Submit this form to your high school guidance counselor or principal. Most institutions require a fee for processing transcripts. It is your responsibility to contact the high school to determine the institutional policy and remit the proper amount with this request.]



**SECONDARY EDUCATION
GED TEST SCORE REQUEST**

I have applied for admission to the LANCASTER COUNTY CAREER & TECHNOLOGY CENTER. An **Official Transcript** of my scores on the General Education Development (GED) Test is required to complete the application. My signature below authorizes you to send my transcripts to:

Lancaster County Career & Technology Center
Adult Career Center Office
432 Old Market St.
PO Box 537
Mount Joy, PA 17552

Please print the following information:

NAME: _____

MAIDEN NAME: _____

CURRENT
ADDRESS: _____

SOCIAL SECURITY #: _____

DATE OF BIRTH: _____

SIGNATURE: _____

If you completed your GED in Pennsylvania, submit this form and a \$3.00 money order made payable to "Commonwealth of Pennsylvania" to:

Commonwealth Diploma Program
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Faculty Listing

Automotive Technology

Brian Singer, ASE Master Technician/ GM Certified-Instructor

Alan Wakefield, ASE Master Technician- Program Coordinator/Instructor

Medical Assistant

Peggy Keller, LPN, CMA -Program Coordinator/ Instructor

Veterinary Assistant

Amanda Szczesny, CVT-Program Coordinator/Instructor

Laura Laukhuff, CVT-Instructor

General Education

Ellen Achey, MA-English- English Composition/ Public Speaking/ Professional Seminar

Kristina Myers, MA-Communication -English Composition/ Public Speaking/ Professional Seminar

Brianna Pezzato-BA-Secondary Mathematics, MA Education- Technical Mathematics

Amy Dullinger- BA-Psychology, MS School Psychology- General Psychology

Liza Kuhn- MEd-Psychology Education- General Psychology

Sue Spayd- MEd- Business Education- Business Management