The Career and Technology's Mission is:
To develop the academic, professional and technical skills of students.
August 2019
23, 26-30 Fri, Mon-Fri Teacher Work Days

September 2019
02 Mon FCPS Closed: Labor Day
03 Tue First Day of School for Students
20 Fri Schools Closed: Fair Day

October 2019
08 Tue 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session
09 Wed Schools Closed. Yom Kippur.
23 Wed Elementary and Middle Schools Open 4 Hours Late for Eveniing Parent-Teacher Conferences; High Schools Are Full Day
24 Thu Elementary and Middle Schools Open 4 Hours Late for Evening Parent-Teacher Conferences; High Schools Are Full Day
25 Fri Elementary and Middle Students Dismissed 3.5 Hours Early for Afternoon Parent-Teacher Conferences; High Schools Are Full Day

November 2019
07 Thu End of Term 1
08 Fri Schools Closed for Students: Teacher Work Day
11 Mon Term 2 Begins
27, 28*, 29* Wed-Fri Schools Closed: Thanksgiving Break

December 2019
20 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session
23,24*-*31* Mon-Tue Schools Closed: Winter Break

January 2020
01* Wed Schools Closed: New Year’s Day
20* Mon Schools Closed: Dr. Martin Luther King Jr. Day
28 Tue End of Term 2
29 Wed Schools Closed for Students: Teacher Work Day
30 Thu Second Semester and Term 3 Begin

February 2020
14 Fri 2-Hour Early Dismissal for Students: Teacher Work Session
17* Mon Schools Closed: Presidents’ Day

March 2020
04 Wed 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

April 2020
08 Wed 2-Hour Early Dismissal for Students: Teacher Work Session; End of Term 3
09 Thur Schools Closed for Students: Teacher Work Day
10*, 13* Fri-Mon Schools Closed: Spring Break
14 Tue Term 4 Begins
28* Tue School Closed Primary Election Day

May 2020
25* Mon Schools Closed: Memorial Day

June 2020
22**Mon Last Day of School for Students/2-Hour Early Dismissal: Teacher Work Session,
End of Term 4
23** Tue Last Day of School for Teachers

*State-Mandated Public Schools Holiday

**This calendar includes 8 days for snow or other emergency closings. If there are no days needed for emergency closings, the last day for students will be June 10. Subject to BOE revision, FCPS will make up emergency-closing days in the following sequence: June 11, 12, 15, 16, 17, 18, 19 and 22. The June two-hour early dismissal will occur on the last day of school for students. May 15, 2019
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Dear Students:

On behalf of the entire staff, I’d like to welcome you to the FCPS Career and Technology Center (CTC). We’re glad that you’ve chosen to extend your high school experience to include the unique opportunities that CTC has to offer.

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

Most of our programs are two years in length and provide the opportunities to receive articulated college credits and/or certification in your field. Examples include: Adobe, ACF, CNA/GNA, A+, ASE, CCNA, I-Car, Autodesk and ParaPro. Several programs also include job shadowing experiences and formal paid internships as an extension of our classrooms and labs.

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

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

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

Sincerely,

[Signature]

Michael Concepcion
Principal
### CAREER AND TECHNOLOGY CENTER STAFF

<table>
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<tr>
<th><strong>Administration</strong></th>
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<tbody>
<tr>
<td>Michael Concepcion</td>
<td>Principal</td>
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<tr>
<td>Jack Newkirk</td>
<td>Assistant Principal</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Certificated staff</strong></th>
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</thead>
<tbody>
<tr>
<td>Philip Allen</td>
<td>Auto Body/Collision Repair and Refinishing</td>
</tr>
<tr>
<td>Philip Arnold</td>
<td>Architectural CAD &amp; Engineering CAD</td>
</tr>
<tr>
<td>Melvin Baker</td>
<td>Computer Technician Analyst</td>
</tr>
<tr>
<td>Emily Corcoran</td>
<td>CISCO/Network Coordinator</td>
</tr>
<tr>
<td>Charles Crum</td>
<td>HVACR/Plumbing</td>
</tr>
<tr>
<td>Kristen Daly</td>
<td>School Counselor/School Support</td>
</tr>
<tr>
<td>Mitchell DeLashmutt</td>
<td>Carpentry</td>
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<tr>
<td>Don Duman</td>
<td>Criminal Justice/Homeland Security</td>
</tr>
<tr>
<td>Adam Frank</td>
<td>TV/Video Production</td>
</tr>
<tr>
<td>Kathie Herfurth</td>
<td>Special Education</td>
</tr>
<tr>
<td>Doug Hering</td>
<td>Welding; Agricultural and Commercial Metals Technology</td>
</tr>
<tr>
<td><em>Diane Herndon</em></td>
<td>Environ. Landscape Design &amp; Management/Adv. Floral Design</td>
</tr>
<tr>
<td>Tracey Hicks</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Jason Hoffman</td>
<td>Digital Design &amp; Printing Methods</td>
</tr>
<tr>
<td>Zachary Howard</td>
<td>Physical Rehabilitation/AOHP</td>
</tr>
<tr>
<td>Sally Huguley</td>
<td>Teacher Academy of Maryland</td>
</tr>
<tr>
<td>Robert Jones</td>
<td>CISCO Networking Academy</td>
</tr>
<tr>
<td><em>Karin Kidd</em></td>
<td>AoHP</td>
</tr>
<tr>
<td>John Kriner</td>
<td>Architectural CAD &amp; Engineering CAD</td>
</tr>
<tr>
<td><em>Margie Liddick</em></td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Jenny Maher</td>
<td>AoHP</td>
</tr>
<tr>
<td>Claudine Marcum</td>
<td>Biomedical Science</td>
</tr>
<tr>
<td>Lorraine Marshall</td>
<td>Math Specialist</td>
</tr>
<tr>
<td>Kim Mentzell</td>
<td>Web Technology &amp; Integrated Media/Cybersecurity (CNA Security+)</td>
</tr>
<tr>
<td>Omega Phillips</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Jackie Pieterse</td>
<td>AoHP</td>
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<tr>
<td>Janet Reeder</td>
<td>Cosmetology</td>
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<tr>
<td>James Rollins</td>
<td>Electricity</td>
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<tr>
<td>Dave Snyder</td>
<td>Work-Study/Special Education/Work Based Learning</td>
</tr>
<tr>
<td><em>Lera Straits</em></td>
<td>English 12</td>
</tr>
<tr>
<td>Zachary Taulton</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>James Thuman</td>
<td>Carpentry Instructor &amp; House Coordinator</td>
</tr>
<tr>
<td>Gary Wilfong</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Deborah Yoho</td>
<td>AoHP</td>
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<tr>
<td>Andrew Zucco</td>
<td>Criminal Justice/Homeland Security</td>
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<table>
<thead>
<tr>
<th><strong>Support staff</strong></th>
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</thead>
<tbody>
<tr>
<td>Delmira Arevalo</td>
<td>Assistant Lead Custodian</td>
</tr>
<tr>
<td>Stacey Davis</td>
<td>Health Technician - FCHD</td>
</tr>
<tr>
<td>Karla Eshelman</td>
<td>Principal's Secretary</td>
</tr>
<tr>
<td>Patricia Ford</td>
<td>English Learners Instructional Assistant</td>
</tr>
<tr>
<td>Andrew Giacco</td>
<td>SpED Instructional Assistant</td>
</tr>
<tr>
<td>Kevin Grossnickle</td>
<td>Lead Custodian</td>
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<tr>
<td>Audra Jacobs</td>
<td>Instructional Assistant/Choices &amp; Changes</td>
</tr>
<tr>
<td>Lori Keller</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Bridgette Knott, RN</td>
<td>Health Nurse - FCHD</td>
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<tr>
<td>Viktor Kraenbring</td>
<td>SpED Instructional Assistant</td>
</tr>
<tr>
<td>Jennifer Leatherman</td>
<td>Instructional Assistant/Media Center</td>
</tr>
<tr>
<td>Beth Lemen</td>
<td>Assistant Principal's Secretary</td>
</tr>
<tr>
<td>Margaret Morris</td>
<td>Custodian</td>
</tr>
<tr>
<td>Kerry Parks</td>
<td>SpED Instructional Assistant</td>
</tr>
<tr>
<td>Deborah Parsons</td>
<td>SpED Instructional Assistant</td>
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<tr>
<td>Michele Perry</td>
<td>Guidance Secretary</td>
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<tr>
<td>Chase Stull</td>
<td>Custodian</td>
</tr>
<tr>
<td>Ritchie Veverka</td>
<td>SpED Instructional Assistant</td>
</tr>
<tr>
<td>Mary Wishka</td>
<td>SpED Instructional Assistant</td>
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* Denotes ALP/Department Chair
STUDENT SERVICES

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

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

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

SCHOOL EMERGENCY PROCEDURES
The Career and Technology Center staff is committed to maintaining the safety of its students. The school Crisis Team has developed a comprehensive emergency plan to provide for the safety of the students and staff. Personnel from the Frederick County Sheriff’s Department, Frederick Community College, and Fort Detrick were consulted. The faculty and staff have been thoroughly trained to initiate the appropriate action quickly and effectively in response to an emergency situation. In the event of an emergency, it is imperative that students follow the instructions of the instructors or staff persons in charge without hesitation. Following instructions in a quick and precise manner will help ensure personal safety along with the safety of all students and staff. The school’s staff will notify parents and or guardians of any emergency situations and will ask that they follow our instructions along with those from any city, county, or state emergency personnel assisting.

SCHOOL SUPPORT
The School Support Program is designated to enable students to be successful in a technical school setting rather than attend a more restrictive environment. The program focuses on family involvement and utilizes crisis intervention, developmental counseling, and cognitive behavioral intervention methods. The School Support teacher is Mr. Dave Snyder.

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

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

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

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

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

The procedure for filing a Grievance is as follows:

1. The grievance should be solved at the lowest level if possible. (Between student and instructor)

2. If the grievance is not solved at level I, the student or instructor must write the complaint on a Grievance form, which may be obtained in the Guidance Office or the Front Office.
   a. The complaint must be a specific violation of the Responsibilities and Rights Document.
   b. All information must be provided on the form. (Requested redress should be included)

3. The Student/Faculty Grievance Committee will meet to hear pertinent witnesses as necessary.
   a. Written records of the grievance hearings will be maintained.
   b. The decision of the committee should be made to the principal.
   c. The decision of the committee should be made no later than 10 days after receipt of the complaint.

4. The maximum time between an alleged violation and the filing of a written grievance will be one (1) week.

5. The student or teacher filing a complaint will be notified of the committee actions in all cases. All the committee actions will be posted in the proper manner in order that all students may be informed. Anonymity in the parties will be maintained.

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

ADMISSION TO EXTENDED TECHNICAL STUDIES CLASSES

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

WITHDRAWAL / TRANSFER FROM TECHNICAL PROGRAMS

1. A student wishing to withdraw from his technical program prior to completion of the two year sequence must submit a written request signed by a parent/guardian to the Career and Technology Center counselor, stating reason for the request.

2. A Teaming conference with parents, the Career and Technology Center instructor, the home school counselor, the Career and Technology Center coordinator and the student may be required.

3. The student needs the signed permission of both the home school and the Career and Technology counselor to withdraw.

4. The deadline for students entering or withdrawing from a technical program with credit is ten days from the first day of school.

5. Parents of students requesting to withdraw or enter during the school year will be encouraged to visit the Center.
BELL SCHEDULE

7:00 A.M.  Teacher Duty Day Begins

*  7:15 A.M.  7:15 English 12 Class Begins

8:00 A.M.  A.M. Classes Begins
           7:15 English 12 Dismissals

8:15 A.M.  Attendance Bell

10:05 A.M.  Catoctin, Walkersville, Frederick, Oakdale, Thomas Johnson and Urbana students depart

10:10 A.M.  On-Line Learning Lunch Students dismiss class

10:10 A.M.  Brunswick, Heather Ridge, Linganore, Middletown, Tuscarora students depart

10:15 A.M.  Learning Lunch Begins

11:15 A.M.  Learning Lunch Dismissal

11:30 A.M.  P.M. Classes Begin

11:45 A.M.  Attendance Bell

1:40 P.M.  Brunswick, Linganore, Middletown, Oakdale, Urbana, and Walkersville students depart

1:50 P.M.  Catoctin, Frederick, Thomas Johnson, and Tuscarora students depart

2:30 P.M.  Teacher Duty Day Ends

* No bell will be rung

7/1/2019
# CTC Abbreviated Day Schedule

## 2019-2020

### 1 Hour Delay

A.M. Career and Technology Center programs begin one hour later than usual.  
7:15 a.m. English class will begin at 8:15 A.M.  
Student dismissal times remain as usual.

### 2 Hour Delay

On Feeder Pattern Delays those schools do not attend.

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<td>9:15 - 10:00</td>
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<tr>
<td>AM Programs</td>
<td>10:00 - 11:00</td>
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<tr>
<td>Learning Lunch</td>
<td>11:05 - 11:45</td>
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<tr>
<td>PM Programs</td>
<td>12:10 - 1:40</td>
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<td>12:10 - 1:50</td>
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### 2 Hour Early Dismissal

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<td>7:15 English</td>
<td>7:15 - 8:00</td>
</tr>
<tr>
<td>AM Programs</td>
<td>8:00 - 9:00</td>
</tr>
<tr>
<td>Learning Lunch</td>
<td>9:05 - 9:45</td>
</tr>
<tr>
<td>PM Programs</td>
<td>10:10 - 11:40</td>
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<td></td>
<td>10:10 - 11:50</td>
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**2 hour early dismissal dates**

<table>
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<th>Date</th>
<th>Remarks</th>
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<td>10/8/2019</td>
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<tr>
<td>12/20/2019</td>
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<tr>
<td>2/14/2020</td>
<td>06/22/2020 or last day for students</td>
</tr>
</tbody>
</table>

**No House, Nursing Home or Local Fieldtrips on 2 hour early dismissal days.**

This will include conference dates  
October 23, 24, 25, 2019
TRANSPORTATION
Generally students are transported between the home high school and the Career and Technology Center by Frederick County Public Schools' buses. A student missing the bus connection at the home school is to report immediately to the office at the home school for further direction. Likewise, a student missing the bus at the Technology Center is to report immediately to the CTC office for direction. Under NO circumstances are students to drive to or from the Career and Technology Center without prior approval from the home school administration, CTC administration and parent. In addition, Frederick County Public Schools' Regulation 400-46 prohibits students riding with another student. The Career and Technology Center has a zero tolerance policy in effect and both passengers and drivers violating this rule will receive disciplinary consequences.

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

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

1. Students begin their day at the Career and Technology Center upon arrival on the campus. Students are expected to report directly to their classes.

   Student enrolling in the early English 12 class are to report to class by 7:15 a.m. and will be excused at 8:00 a.m. for their next class. THESE STUDENTS MUST FURNISH THEIR OWN TRANSPORTATION.

2. All student absences shall be classified as either excused or unexcused in accordance with Frederick County Public Schools Regulation 400-7 and summarized in the County Calendar Handbook. Generally the acceptance of parent absence notes and coding of students absence will be handled in the home high school. Time missed due to student unexcused lateness and early dismissals add cumulatively and count toward unexcused absence totals.

3. When returning to the Career and Technology Center following an absence, each student must present a coded home school admit slip to the Attendance Clerk, Mrs. Lemen, located in the Front Office. Students attending the Center for a full day will present a note explaining the absence from the parent/guardian. Students returning to the Career and Technology Center without a home school admit slip must first report to the Attendance Clerk, Mrs. Lemen, for a temporary admit slip.

4. Temporary home school admit slips are valid for only one day and all absences must be verified within two school days with a regular admit slip or will automatically be recorded as unexcused.

5. The school attendance office phone number is (240) 236-8472.
LATENESS TO SCHOOL/CLASS

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

1. Students who arrive late, except for school bus problems or home school schedules, must immediately report to the Front Office/Attendance Office with written verification of their lateness by either an Admit Slip from their home school or a "lateness" note from their parent/guardian. Students who arrive late by driving must have the required written driving permission (see the Student Driving Policy.)

2. The following disciplinary procedure will be followed in dealing with students who are unexcused tardy to school and/or classes:

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

REQUEST FOR EARLY DISMISSAL

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

DELAYED SCHOOL OPENING

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

1. School opening delayed one hour
   A.M. Career and Technology Center programs begin one hour later than usual.
   7:15 a.m. English class will begin at 8:15 A.M.
   Student dismissal times remain as usual.

2. School opening delayed two hours
   A.M. Career and Technology Center programs will begin at 10:00 a.m.
   7:15 a.m. English class will begin at 9:15 a.m.
   Learning Lunch 11:05 – 11:45 a.m.
   P.M. Career and Technology Center programs will begin at 12:10 p.m.
   All classes will meet on an abbreviated schedule.

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

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

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

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

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

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

GUIDELINES FOR SCORING PROFESSIONAL SKILLS

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

1. Students who are present in class will be scored in each of the 5 professional skills daily.

2. Students who are tardy (unexcused) to class may be docked 2 points.

3. Students who are absent (unexcused) will not receive professional points for the day.

4. Professional Skills points for any excused absence can be made up for credit by agreement with the instructor. Students must request make-up opportunity within two days upon return (reg. 500-25).

COMPUTERS: ACCEPTABLE USE

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

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

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

- **Students may not transport other students to or from the Career and Technology Center.** Violation of this rule will result in disciplinary action and/or loss of driving privileges.
- Students may only park in the designated student parking area (the lower parking lot parallel to Opossumtown Pike.) Parking in other areas on school property may result in disciplinary action and in loss of driving privilege.
- The speed limit on school property is not to exceed 15MPH. (FCPS POLICY.)
- Parking lots are off limits except when students are arriving and departing from CTC.
- Students must enter and leave the Career and Technology Center by the FRONT (MAIN) Entrance ONLY.
- Cars are to be locked at ALL times. (FCPS POLICY.)
- Students may not loiter on the parking lot or sit in cars during the school day.
- The school administration has the right to reasonable search of all vehicles.
- The school is not responsible for damage to vehicles or loss of contents while on school property.
- The dismissal time for students driving will be the same as their regularly scheduled dismissal from CTC

For students who wish to drive on a regular basis:

- Students must complete a new parking/driving application each school year. All information must be complete before request will be approved. Required information about your vehicle includes: make and model of car, color and year of car, and license plate number.
- There is a $15.00 charge for a parking permit cling sticker. The parking cling sticker must be displayed on the driver's side lower front windshield when your vehicle is parked on school property.
- Only the registered vehicle may be parked on school property during school hours. Alternate vehicles must be registered in the office.
- Parking space is limited and the following students will be given priority status in granting driving privileges:
  - Full-Day Students
  - Work Study Students
  - Students enrolled in English classes at the Center
  - 12th and 11th grade students with after school jobs

For students who need to drive on a one time basis:

- Students who need to drive to the CTC for medical appointments, to transport kits or tools for their respective program, to work on a vehicle and/or an object too large to transport on the county school bus should have a note outlining the reason for driving to the Center from their home school or home signed by their parents and an administrator from their home school ***noting the make, model, color and tag number of the vehicle*** they will be driving to the Center.
- Upon arrival at the Career and Technology Center, student must check in at the front office and present their note (signed by a parent and home school administrator) to receive a one day parking pass.
STUDENT ARRIVAL and DISMISSAL
• When buses arrive, all students will report directly to their respective classrooms and remain inside the room.
• All students must enter and leave the Career and Technology Center by the front (main) entrance ONLY.
• No students may be in the halls without a written pass from their instructor.

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

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

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

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

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

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

Students are responsible for clearing their lockers of all personal possessions prior to leaving school on their last day of attendance. Any personal items left in the lockers will be held for one week and then given to a charitable organization.
POSTERS
All posters advertising or announcing school events and activities and all posters displayed in the corridors must be approved by an administrator prior to displaying them. All posters are to be removed by the student group immediately after the completion of the activity.
Students are to use filament tape -- NOT SCOTCH TAPE to hang posters.

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

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

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

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

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

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

1. Discussion with the individual student.
2. Parent Contact
3. Parent follow-up conversation (meeting, call, and/or conference with School Support, Guidance, or Case Manager as needed)
4. Copy of MIS sent to Assistant Principal (parent conference, Saturday school, or detention may be assigned)
5. Choices and Changes Assigned
6. Referral to Assistant Principal (sent immediately for Major Behavioral Offences and repeated offenses)
WEAPONS POLICY
All students need to be sensitive to the fact that many tools used in trades can also be used as weapons. For safety reasons students are expected to follow these guidelines.

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

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

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

BULLYING, INTIMIDATION, OR HARASSMENT
Students should feel respected and safe in Frederick County Public Schools.

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

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

Reporting forms are available in the front office, the guidance office, in a form holder outside the guidance office and online at www.fcps.org by selecting forms and then Harassment and Bullying forms.

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

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

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

1. No medication will be administered in school without a completed "Physician's Medication Authorization for Prescription and Nonprescription Medication" form and the medication in a properly labeled prescription container from a licensed pharmacist. Parental consent and a physician's statement and medication prescription label are reported for each episode of illness or condition and for each medication order during the school year and any change in time or dosage of medication.

2. ALL MEDICATIONS ARE TO BE TAKEN UNDER THE SUPERVISION OF THE PRINCIPAL OR PRINCIPAL'S DESIGNEE, WHICH MAY INCLUDE HEALTH AIDES, SECRETARIES OR SCHOOL HEALTH SERVICE STAFF. (At the Frederick County Career and Technology Center all medications will be administered through the front office.)

3. All medications must be labeled with the name of the medication, name of pupil, name of physician, date and directions, e.g. specific time and dose, for administration. Prescription medication must be labeled by a registered pharmacist unless ordered directly by a pharmaceutical company.

4. When a pupil requires medication by an inhaler or by a mechanical device, the physician must indicate on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form if the pupil may carry the device with him or her and whether the pupil can use the device with or without supervision.

5. When a pupil requires medication administration by mechanical device:
   a. The order must be reviewed and approved by a School Community Health Nurse or Health Services supervisory staff.
   b. Parent/guardian must demonstrate the use of the mechanical device to those school-based persons who facilitate or have volunteered to provide the medication by mechanical device in the school setting and state adverse effects.

6. Diabetes management is permitted in the school setting as follows:
   a. Oral glucagon is permitted to be given during the school day when the physician provides specific written direction on the "Physician's Medication Authorization for Prescription and Nonprescription Medication" form to administer medication.
   b. Dietary management, including dietary supplement, is the responsibility of the parent/guardian.
   c. Glucometers are permitted when specific management information is provided by the pupil's physician.

7. All medication authorization forms must be renewed at the beginning of each school year.

8. Parents must arrange for collection of any unused portion of the medication within one week after the expiration of the physician's order or at the end of the school year. Medication not removed by the parent within one week will be destroyed.

9. The first full day's dosage of any new medication will not be given in school.
STUDENT YOUTH ORGANIZATIONS & ACTIVITIES

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

SkillsUSA prepares students for successful adult life. It brings together young men and women who share common interests for an exchange of ideas, a discussion of problems, and the opportunity to work toward common purposes. SkillsUSA offers prestige and recognition through a national program of skill competitions and awards. It broadens students’ perspectives through chapter and interstate activities. SkillsUSA offers co-curricular activities that make education and career building more meaningful.

SkillsUSA instills school spirit and career pride, a desire to learn and grow, and develops leadership skills. SkillsUSA has members in 51 states and territories including Puerto Rico and the Virgin Islands.

Your SkillsUSA officer team’s names and pictures are posted on the small bulletin board outside the front office.
The lead advisor is Lynne Sclar.

FFA
Students in Landscape Management and Agricultural and Commercial Metals Technology are involved in the national youth leadership organization FFA. First organized in 1928, FFA student leadership development activities are an integral part of the curriculum in these courses.

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

FFA members believe in leadership, citizenship, and patriotism. They believe in free enterprise and freedom under the law as it pertains to developing homes, schools, and communities as better places in which to live and work. The faculty advisors are Ms. Herndon and Mr. Hering.
NATIONAL TECHNICAL HONOR SOCIETY - CELESTE CARROLL CHAPTER

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

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

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

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

Applications for NTHS will be available on the school network October 1st. It is the student’s responsibility to complete the application. Applications must be submitted by October 16th.

The faculty advisor is Ms. Herndon.

INSURANCE

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

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

VISITORS AND TOURS

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

STRANGERS ON SCHOOL PROPERTY

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

All visitors are expected to register at the Front Office.
Exits To Be Used (See Map on Next Page)

Fire drills must be conducted at least 11 times during every school year and at least once every sixty (60) days. Students will evacuate the building, under the direction of their instructor to a safe distance of 100 feet. Instructors are responsible for accurate accounting of students and closing windows and doors.

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