

Greater Johnstown Career and Technology Center



2019 – 2020 Student Handbook Adult Education Programs

Adopted
August 14, 2019

Greater Johnstown Career and Technology Center



Student Handbook

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Post-Secondary Edition

August 14, 2019

TABLE OF CONTENTS

MISSION STATEMENT	1
VISION STATEMENT	1
ETHICAL OBLIGATIONS	1
ADMINISTRATIVE STAFF	1
PARTICIPATING SCHOOL DISTRICTS	1
JOINT OPERATING COMMITTEE	1
PHILOSOPHY	2
HISTORY	2
ACCREDITATIONS	2
MEMBERSHIPS	2
NON-DISCRIMINATION POLICY STATEMENT	3
ADULT EDUCATION/WORKFORCE DEVELOPMENT OFFICE	3
POSTSECONDARY PROGRAMS	4
ADVANCED PLACEMENT POLICY	4
ADMISSION POLICY	5
REGISTRATION PROCESS	5
TUITION AND FEES	5
ADULT SHORT TERM TUITION	5
WITHDRAWAL FROM SCHOOL/REFUND POLICY	6
CHANGE OF NAME OR ADDRESS	7
TRANSCRIPT SERVICE	7
CLOCK HOUR/CREDIT HOUR CONVERSION POLICY	8
RELEASE OF INFORMATION	8
REPLACEMENT DIPLOMA POLICY	9

SAFETY AND SECURITY	9
PARKING	9
FOOD SERVICE	10
DRESS CODE	10
STUDENT CODE OF CONDUCT	10
HEALTH POLICIES	11
CELL PHONE USE	11
SOCIAL MEDIA	11
PERSONAL COUNSELING SERVICES	12
ADULT AND POSTSECONDARY CLASS CANCELLATION POLICY DUE TO INCLEMENT WEATHER	12
CHILD CARE SERVICES	13
ATTENDANCE	13
MAKE-UP TIME POLICY	14
SATISFACTORY ACADEMIC PROGRESS	14
MOBILE EQUIPMENT OPERATIONS TARDINESS, UNEXCUSED EARLY DEPARTURE POLICY 6620	16
MOBILE EQUIPMENT OPERATIONS GRADING POLICY 6621	16
MOBILE EQUIPMENT OPERATIONS GRADUATION REQUIREMENTS POLICY 6622	17
MOBILE EQUIPMENT OPERATIONS CRITERIA FOR GIVING STUDENTS GRADES OF “UNSATISFACTORY” POLICY 6623	17
CHEATING POLICY	19
REQUIREMENTS FOR GRADUATION	19
DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT ACT OF 1989	19
SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICE	19
SUBSTANCE ABUSE POLICY	20
CDT AND MOBILE EQUIPMENT OPERATIONS PROGRAMS DRUG TESTING POLICY 6624	21

ADULT AND POST SECONDARY EDUCATION DRUG AND ALCOHOL POLICY 6625	21
TOBACCO POLICY	22
UNLAWFUL HARRASSMENT	23
WEAPONS POLICY	23
BULLYING/CYBERBULLYING POLICY	24
ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY	26
ADULT STUDENT BACKGROUND CHECK APPLICATION POLICY	27
NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES	28
COMPLAINT PROCEDURE – STUDENT/THIRD PARTY	29
STUDENT GRIEVANCE PROCEDURE	30
TUITION	32
STAFF	33
POLICIES AND PROCEDURES SPECIFIC TO THE JOHNSTOWN REGIONAL POLICE ACADEMY	36
POLICIES FOR STUDENT VETERAN’S/ELIGIBLE PERSONS/RESERVISTS RECEIVING V.A. EDUCATIONAL ASSISTANCE ALLOWANCE	61

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

MISSION STATEMENT

Ensure Student Success

VISION STATEMENT

Our graduates will be leaders with employability skills for a changing workforce.

ETHICAL OBLIGATIONS

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

ADMINISTRATIVE STAFF

Mrs. Carole M. Kakabar, Chief School Administrator
Mr. John S. Augustine II, Administrative Director

PARTICIPATING SCHOOL DISTRICTS

Conemaugh Township Area
Ferndale Area
Forest Hills
Greater Johnstown
Richland
Westmont Hilltop
Windber Area

JOINT OPERATING COMMITTEE MEMBERSHIP

Chairperson – Mr. Alan Tresnicky
Vice-Chairperson – Mr. Galen George
Secretary –
Treasurer – Mrs. Lisa Drennen

Mr. John Bopp
Ms. Lisa Drennen
Mrs. Melissa Garman
Mrs. Tracy Helsel
Mr. David Hudak
Mr. Steven Kormanik
Dr. Rocco Mantini
Dr. Timothy Ondrejik
Mr. Eugene Pentz
Mrs. Cindy A. Santichen
Mr. Kevin Sheehan
Mr. Stephen Thompson
Mrs. Valerie Wojcik

GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

PHILOSOPHY:

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

HISTORY:

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

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

ACCREDITATIONS:

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

- American Medical Association
- PA Department of Education
- PA State Board of Nursing
- PA Municipal Police Officer's Education and Training Commission

MEMBERSHIPS:

- AVA American Vocational Association
- AWS American Welding Society
- Cambria County Literacy Council
- Greater Johnstown Chamber of Commerce
- National Criminal Justice Association
- PAACE Pennsylvania Association of Adult Continuing Education
- PACTA Pennsylvania Association of Career & Technical Administration

PSBA Pennsylvania School Boards Association
 Southern Alleghenies Tech Prep Consortium
 HSBA Homebuilders Association

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

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

NON-DISCRIMINATION POLICY STATEMENT:

Greater Johnstown Career and Technology Center, as an educational institution and as an employer, prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, height, weight, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era. Furthermore, we are obligated under the following laws and regulations: Titles VI and VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended by Executive Order 11375; Revised Order No. 4; the Equal Pay Act of 1963, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Rehabilitation Act of 1974; Titles VII and VIII of the Public Health Service Act; Title IX of the Education Amendments of 1972; Americans with Disabilities Act of 1990 and all applicable laws and ordinances of the Commonwealth of Pennsylvania.

ADULT EDUCATION/WORKFORCE DEVELOPMENT OFFICE:

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

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

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

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

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

POSTSECONDARY PROGRAMS:

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

Licensed Practical Nursing - Full Time	1603 Hours	12 Months
Mobile Equipment Operations	800 Hours	6 Months
Municipal Police Academy	808 Hours	11 Months
Electrical Technology	720 Hours	6 Months
Heating and Air Conditioning Technology	720 Hours	6 Months
Welding	720 Hours	6 Months
Cosmetology	1250 Hours	10 Months
Commercial Driver (CDL)	240 Hours	6 Weeks
Advanced Manufacturing & Programming	720 Hours	9 Months
Automotive Repair Technology	720 Hours	9 Months
Collision Repair Technology	720 Hours	9 Months
Construction Technology	720 Hours	9 Months
Culinary Arts	720 Hours	9 Months
Diesel Mechanics	720 Hours	9 Months

ADVANCED PLACEMENT POLICY:

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

Request for transfer credit must be submitted in writing to the Adult Education/Workforce Development Office for consideration. After reviewing the request for transfer, the student will be notified of transfer acceptance or denial. Some programs do not accept transfer credits due to the structure of the curriculum.

ADMISSION POLICY:

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

1. Applicants must submit a high school transcript indicating graduation or a copy of their GED certificate or transcript (with the exception of Commercial Driver Training which does not require a high school diploma or GED certificate). Students must bring the original GED certificate to the Adult Education Office to be copied.
2. Candidates for admission must have a personal interview with a member of the adult education staff.

Acceptance into a program of study is based upon the applicant meeting the requirements of the specific program.

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

REGISTRATION PROCESS:

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

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

TUITION AND FEES:

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

ADULT SHORT TERM TUITION:

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

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

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

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

Nurse Aide Registration Procedure:

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

Please note the following:

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

Withdrawal From School/Refund Policy:

Students considering withdrawing from a program should schedule an appointment with the Adult Education Career Counselor located in the Adult Education Workforce Development office. The student will be instructed of the options available. If the student decides to withdraw, a written letter must be submitted from the student stating the date they will no longer be attending. This letter of intent will be placed in the student file. Students withdrawing from a program may be considered for re-entry. Tuition will be prorated as of the date of the official notification of withdrawal from the program, or the last day of attendance.

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

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

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

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

*Student withdrawal may be voluntary or involuntary.

CHANGE OF NAME OR ADDRESS:

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

TRANSCRIPT SERVICE:

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

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

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

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

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

CLOCK HOUR/CREDIT HOUR CONVERSION POLICY:

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

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

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

RELEASE OF INFORMATION:

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

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

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

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

This form can be obtained in the Adult Education Office.

REPLACEMENT DIPLOMA POLICY:

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

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

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

SAFETY AND SECURITY:

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

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

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

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

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

PARKING:

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

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

FOOD SERVICE:

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

DRESS CODE:

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

STUDENT CODE OF CONDUCT:

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

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

1. Violation of published school policies, rules, or regulations.
2. Disruption or obstruction of the teaching process. No student may disrupt the teaching, learning, and education process for faculty and students, in any manner.
3. Violation of federal, state, and/or local laws on school premises.
4. Use, possession or concealment of any unauthorized firearms, explosives, other weapons, or dangerous chemicals.
5. Violation of academic honesty including, but not limited to, cheating, falsifying data, misrepresenting schoolwork or academic records, electronic (computer) dishonesty, and facilitating academic dishonesty.
6. Gambling in any form on school premises.
7. Use, possession, or distribution of narcotics or other controlled substances not permitted by law, on school premises.
8. Use, possession, or distribution of alcoholic beverages.
9. Pornographic material, on campus in any form is prohibited.
10. Conduct which is disorderly, lewd, or indecent; breach of peace, aiding or abetting. Using inappropriate language or mannerisms or gestures; comments, or body language which is belittling or threatening.
11. Physical and/or verbal abuse, threats, intimidation, stalking, harassment, coercion and/or any other conduct which threatens or endangers the safety of another person.

HEALTH POLICIES:

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

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

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

CELL PHONE USE:

Rationale:

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

Policy:

Student personal use of cell phones during class is strictly prohibited. Cell phones must be placed in the "off" setting while class is in session. The instructor has the authority to direct student cell phone use while class is in session. A family emergency issue is the one exception to the policy. In the event of a family emergency issue (or possible issue), the student must obtain permission from the instructor to place or receive cell phone calls. All students should discourage family members and friends from calling them while they are in class. All cell phones must be turned in to the instructor during examinations.

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

SOCIAL MEDIA:

Social media is a powerful communication tool that may have a significant impact on personal, professional and organizational reputations. There are numerous medical resources available but are not limited to Twitter, Facebook, MySpace, You-tube and LinkedIn. Students are liable for anything that is posted on a social networking site. Social media is a dialog, not a monologue. Know and follow fair use laws, copyrights laws, code of ethics, HIPPA regulations, and good conduct guidelines of

being a professional and representative of the Practical Nursing Program and Greater Johnstown Career and Technology Center. Posting of pictures should be flattering and what you would place in the newspaper. Do not provide any confidential or proprietary information. Be respectful of your

audience. You are not permitted to post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing or unlawful. You are not permitted to utilize the Greater Johnstown Career and Technology Center logo.

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

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

Best Practices:

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

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

PERSONAL COUNSELING SERVICES:

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

SCHOOL DELAY/CANCELLATIONS PROCEDURE:

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

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

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

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

CHILD CARE SERVICES:

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

ATTENDANCE AND TARDINESS:

Attendance

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

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

If a student is absent for three consecutive instructional days, he/she must provide written notification to the Supervisor of Adult Education, indicating the reason for the absence. If the student is absent for five or more days, without notifying the school, he/she will be involuntarily withdrawn from their program. In this case, the “Withdrawal from School/Refund Policy” will apply.

Tardiness

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

MAKE-UP TIME POLICY:

Rationale for Postsecondary Education Student Makeup Time:

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

Procedure to Use Postsecondary Education Student Makeup Time:

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS:

Students are required to maintain satisfactory academic progress in order to remain in a post-secondary program. Satisfactory academic progress is also mandatory for students who are eligible to receive Title IV financial aid funds (Pell Grant and student loan). Grades are based on attendance, class, shop, or lab performance as well as assignments, quizzes, and exams. Financial aid is available for no longer than 150% of the program.

The instructor will send a report to the financial aid office 1 week prior to the scheduled disbursement date. This report will have both attendance and grades for all subject areas. If a student's attendance is below 90% of the hours for the scheduled class or if their grades are not satisfactory (LPN = 78%) in any subject area, financial aid (grants & loans) will not be processed at that time.

Two weeks from the date of the first report, a second report will be generated. Students who were not eligible to receive funding (due to unsatisfactory grades or attendance) will have a second opportunity to achieve satisfactory academic progress (grades and attendance) at this time.

After the second progress report has been submitted to the financial aid office. The business office will send a letter, to any student whose financial aid (grants & loans) could not be processed, outlining the amount the student must pay (out of pocket) and the date the balance is due. Students who have not paid their balances by the due date will be dismissed from the program.

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

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

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

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

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

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

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

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

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

**A "W" grade indicates the student withdrew from the class before the end of the term.

Note: Students in the Mobile Equipment Operations (MEO) program do not follow the aforementioned grading scales; instead, a "Satisfactory/Unsatisfactory" system is used. Please see Policy No. 6621, "Mobile Equipment Operations-Grading Policy." MEO students do, however, follow the other aforementioned satisfactory academic progress policies.

MOBILE EQUIPMENT OPERATIONS PROGRAM
TARDINESS, UNEXCUSED EARLY DEPARTURE POLICY

6620

6620.1 Tardiness Policy: A student will be considered tardy under the following condition:

- 6620.1a If he or she arrives to the training site after the start of class. After three instances of tardiness, the student will be given an unsatisfactory grade for the segment of the training that the class is participating in.
- 6620.1b Rationale: Class starts at a scheduled time everyday Monday through Thursday. Since the instructors present the assignments and instructions for the day at the start of the training day, students are expected to be at the training site and ready to begin training at that time. Students arriving after the start of class and not present to perform assigned routine maintenance on equipment will be considered as "not participating in training" and will be subject to an unsatisfactory grade for the current instructional segment.

6620.2 Unexcused Early Departure Policy: A student will be considered as violating the unexcused early departure policy under the following condition:

- 6620.2a If he or she leaves the training site before the end of class without the instructor's permission. After three instances of unexcused early departure, the student will be given an unsatisfactory grade for the segment of the program that the class is participating in.
- 6620.2b Rationale: Class ends at a scheduled time everyday Monday through Thursday (if the class agrees to skip a lunch break, the end time will be 30 minutes early). Since the instructors supervise the daily equipment cleaning and maintenance routine just prior to the end of the training day, students who leave early and are not present for the routine are considered "not participating in training" and will be subject to an unsatisfactory grade for the current instructional segment.

MOBILE EQUIPMENT OPERATIONS-GRADING POLICY:

6621

6621.1 Students in the Mobile Equipment Operations Program are expected to maintain satisfactory grades while they are enrolled in the program. Satisfactory grades will be determined based on the following criteria:

- 6621.1a Satisfactory: The student has the minimum ability to operate equipment successfully, but has difficulty understanding the tasks assigned and following instructor directions without supervision.
- 6621.1b Satisfactory I: The student has average operational skill and can complete related maintenance and service requirements at the entry level and will need moderate supervision.
- 6621.1c Satisfactory II: The student has better than average ability to operate equipment with nominal supervision.

- 6621.1d Satisfactory III: The student has excellent entry-level skills and will need little or no supervision.
- 6621.1e Unsatisfactory: The student is not recommended to operate equipment.
(An unsatisfactory grade will be determined based on the established criteria for giving students a grade of “Unsatisfactory.”)

MOBILE EQUIPMENT OPERATIONS-GRADUATION REQUIREMENTS: 6622

6622.1 To be eligible for a diploma from a postsecondary program, the student must:

- 6622.1a Attend the required number of classes.
- 6622.1b Meet the academic standards of the program.
- 6622.1c Meet the program requirements as dictated by accrediting agencies.
- 6622.1d Meet the performance/behavioral standards of the program.
- 6622.1e Fulfill all financial/and other obligations to the institution.

6622.2 The following behaviors will prohibit a student in the Mobile Equipment Operations Program from receiving a diploma:

- 6622.3a Receiving a positive drug screening on one occasion during the course of the program.
- 6622.3b Receiving an “Unsatisfactory” grade in three or more segments (bulldozer, grader, backhoe, etc.) of the program.
- 6622.3c Failure to meet the eligibility requirements for a diploma listed above.

6626.1 Mobile Equipment Operations students must have all financial obligations to the school satisfied prior to CDL testing. The Coordinator of the Mobile Equipment Program will determine if all financial obligations to the school have been met.

MOBILE EQUIPMENT OPERATIONS- CRITERIA FOR GIVING STUDENTS GRADES OF “UNSATISFACTORY”: 6623

6623.1 A student may receive a grade of “unsatisfactory” as a result of not following established program rules and policies, thus leading to the following behaviors:

- 6623.1a Any safety violation, in the instructor’s opinion, deemed serious enough to pose as a danger to the student, instructor, and/or fellow classmates.
- 6623.1b Habitual tardiness (unexcused arrival to the training site after 6:30 a.m. on three or more occasions occurring during a segment of the program, i.e., surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.

- 6623.1c Leave early (unexcused departure from the training site before 2:30 p.m. on three or more occasions occurring during a segment of the program, i.e. surveying, CDL, Bulldozer, etc.) may result in the student receiving an “unsatisfactory” grade for the current segment of the program.
- 6623.1d Leaving the training site, during a segment of the program, without notifying the instructor.
- 6623.1e Failure to follow the instructor’s specific directions.
- 6623.1f Refusing to participate in any training activities assigned by the instructor.
- 6623.1g Any single occasion of horseplay, dangerous driving, or equipment abuse as deemed by the instructor, which could result in personal injury, property or equipment damage.
- 6623.1h The student deemed not physically or mentally fit to safely operate equipment, as determined by the instructor.
- 6623.1i On three or more occasions during the program, the student’s failure to wear a seatbelt or other personal safety equipment (automatic failure during CDL examination) will result in an “unsatisfactory” grade given for the current program segment.
- 6623.1j Any single occasion failure to follow presented manufacturer’s instructions regarding the use and maintenance of program equipment.
- 6623.1k Failure to have a negative drug screening test during the training program will result in an “unsatisfactory” grade given for the current program segment and the student will not be eligible for graduation and will not receive a diploma.
- 6623.1l Unexcused tardiness resulting in failure to perform, or refusal to perform, normal equipment maintenance, cleaning, or minor repairs, as directed by the instructor.
- 6623.1m Failure to perform pre-trip inspection and air brake test (CDL segment only).
- 6623.1n During CDL training, the failure to pass the basic skills, pass the road test, and/or the violation of any motor vehicle regulation.
- 6623.1o Failure to complete any segment of the Mobile Equipment Operations program.
- 6623.1p Failure to complete assigned tasks at the “entry level” as determined by the instructor.
- 6623.1q Failure to demonstrate the required knowledge and skill in the use of machine controls.

Appealing a Grade or the Grading Process:

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

CHEATING POLICY:

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

REQUIREMENTS FOR GRADUATION:

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

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

DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENT OF 1989:

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

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

SCHOOL POSITION RELATIVE TO SUBSTANCE ABUSE POLICY:

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

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

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

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

SUBSTANCE ABUSE POLICY:

Rules and Regulations

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

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

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

School Guidelines

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

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

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

6624.1 The Greater Johnstown Career and Technology Center requires that all students in the Commercial Driver Training and Mobile Equipment Operations Program comply with Federal Motor Carrier Safety Regulations Part 382-Controlled Substances and Alcohol Use and Testing.

- 6624.2 All students must submit to a drug screen before being tested for any commercial driver’s license. The personnel of the school will coordinate this drug screen. The school covers the cost of the initial drug screen.
- 6624.3 If a student has one positive reading during the course of the training program he or she will be expelled from the program with no refund of tuition and no diploma will be granted.

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

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

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

6625.2 Violations of the Drug and Alcohol Policy:

- 6625.2a *Possession, use, or distribution of illegal drugs and/or controlled substances.
- 6625.2b Possession, use, or distribution of paraphernalia containing evidence of such substances.
- 6625.2c Possession, use, or distribution of alcoholic beverages.
** Possession is defined as being present at the time of discovery of drugs and/or alcohol.*

6625.3 Procedure:
6625.3a Students who possess, use, or distribute illegal drugs, controlled substances, drug paraphernalia, or alcoholic beverages while on GJCTC grounds or at any GJCTC sponsored activity or trip will be reported to the local police department.

6625.4 Sanctions:
6625.4a If found guilty of drug or alcohol offenses (as outlined above), the student will be dismissed for the remainder of the school term with no refund of tuition. No diploma or certificate of completion will be issued to the student.

6625.5 Appeal Process:

6625.5a If a student feels he or she has been unfairly dismissed from a program at GJCTC, the student has the right to file a grievance following the grievance procedure as outlined in the latest edition of the GJCTC *Adult Education Student Handbook*.

6625.6 Counseling: Students are encouraged to speak to the Adult Education Career Counselor
6625.6a regarding their problems with drugs and alcohol and seek additional help through the appropriate resources.

TOBACCO POLICY:

Greater Johnstown Career and Technology Center Tobacco Policy #6280

I. Tobacco - Employees, post-secondary and/or adult evening students:

A. Employees, Post-secondary and/or adult evening students of the Greater Johnstown Career and Technology Center are not permitted to use tobacco products in the school building, on the school grounds, nor at any school sponsored event.

1. Use of tobacco products is prohibited inside the Greater Johnstown Career and Technology Center School buildings at any time by anyone.
2. Use of tobacco products is prohibited inside of the individual employee's or adult education student's vehicle when secondary classes are in session; nor anywhere on school grounds

II. Tobacco - General Public:

- A. Tobacco use by the general public will not be permitted anywhere within the building or anywhere on the property of the Greater Johnstown Career and Technology Center.
- B. Smoking will not be permitted in the building or on school property at any time.

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

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

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

JOC Adopted 8/24/93

UNLAWFUL HARASSMENT:

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

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

Unlawful harassment can take the form of:

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

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

WEAPONS POLICY:

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

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

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

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

BULLYING/CYBERBULLYING POLICY 249

Purpose:

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

Definitions SC 1303.1-A:

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

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

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

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

Delegation of Responsibility SC 1303.1-A:

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

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

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

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

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

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

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

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

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

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

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

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

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

References:

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

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

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

PSBA Revision 10/08

ADULT AND POSTSECONDARY STUDENT FRATERNIZATION AND SOCIALIZATION POLICY:

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

Rationale:

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

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

Policy:

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

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

Breaking the Policy:

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

ADULT STUDENT BACKGROUND CHECK APPLICATION POLICY:

All adult students who are to be enrolled in programs in which secondary students will be participating are required to apply for background checks as a part of the registration process. (Please note: persons applying for admission to the GJCTC Practical Nursing, Nursing Assistant, and Municipal Police Academy programs require candidates for admission to apply for background

checks). Documentation that the background check has been applied for and the results returned from the reporting agency, with no negative incidents listed, are conditions for registration in the program. Adult students enrolling in programs in which secondary students are participating, are made aware of these conditions during their interviews. Moreover, enrollees give written acknowledgement they understand that they are not considered registered and cannot complete graduation requirements until the following conditions are met:

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

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

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

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

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES:

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

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

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

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

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

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

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

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

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

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

1. Inform the student or third party of the right to file a complaint and the complaint procedure.

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

COMPLAINT PROCEDURE – STUDENT/THIRD PARTY:

Step 1 – Reporting:

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

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

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

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

Step 2 – Investigation:

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

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

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

Step 3 – Investigative Report:

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

Step 4 – Action of Center:

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

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

Appeal Procedure:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Coordinator within fifteen (15) days.
2. The Compliance Coordinator shall review the investigation and investigative report and may also conduct a reasonable investigation.
3. The Compliance Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

STUDENT GRIEVANCE PROCEDURE:

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

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

STEP I:

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

STEP II:

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

- The student advisor will reply in writing to the grievance within five (5) days.

STEP III:

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

STEP IV:

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

STEP V:

- If the Administrative Director is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Chief School Administrator for a decision.
- The Chief School Administrator will decide the issue and return the written decision to the Administrative Director within fifteen (15) days.
- At the discretion of the Chief School Administrator, a complaint will be directed to the Joint Operating Committee for **final resolution** at the next scheduled meeting following the decision date of Step IV (B).

Tuition

Commercial Driver Training	\$ 5,248.00
Cosmetology	\$ 13,950.00
Electrical Technology	\$ 8,300.00
Heating and Air Conditioning Technology	\$ 8,300.00
Practical Nursing (Johnstown)	\$15,775.00
Practical Nursing (Monroeville)	\$15,775.00
Practical Nursing (Ebensburg)	\$15,775.00
Mobile Equipment Operations	\$13,124.00
Municipal Police Academy	\$ 8,876.00
Welding	\$ 8,300.00
Welding (Bedford)	\$ 8,000.00
Intergenerational Programs	\$ 8,300.00
Advanced Manufacturing & Programming	\$ 8,000.00

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

Staff

OFFICE STAFF:

Administrative Director	John S. Augustine II	Master's Degree Penn State University
Supervisor of Adult & Workforce Development Education	Tricia Rummel	Master's Degree Indiana University of PA
Practical Nursing Coordinator	Kelly Hoffman	MSN, RN
Financial Aid Officer	Kevin Snyder	Associate's Degree ICM School of Business
Career Coach	Kenneth Tucker	Master's Degree University of Phoenix

INSTRUCTIONAL STAFF:

CDL Instructor	Keith Custer	Class A CDL
Cosmetology Instructor	Heather Naughton	Licensed Cosmetology Operator/Teacher
Electrical Technology Instructor	William Olecki	
Heating & Air Conditioning Instructor	Ron Richards	NCCER Curriculum Certified
Industry Instructor	Michael Riggenbach	Bachelor's Degree IUP
LPN Instructor	Susan Gardner	MSN, RN
LPN Instructor	Tammy Greenawalt	MSN, RN
LPN Instructor	Annette Fisanick	BSN, RN
LPN Instructor	Sharon Zimmer	MSN, RN
LPN Instructor	Kathy Halagan	BSN, RN
LPN Instructor	Daniel Garrity	RN

LPN Instructor	Lora Hull	RN
Mobile Equipment Operation Instructor	David Mitchell	NCCER Curriculum Certified 3 rd Party CDL Examiner
Nursing Assistant Instructor	Rebecca Brisini	BSN, RN
Nursing Assistant Instructor	Mary Beth Smith	RN
Police Academy Instructor	Michael Burgan	Master's Degree LaSalle University
Police Academy Instructor	Joseph L. Eckenrod	Bachelor's Degree American Intercontinental University
Police Academy Instructor	Jeff Flowers	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Andrew J. Frear	Bachelor's Degree Geneva College
Police Academy Instructor	Kevin Gaudlip	Johnstown Regional Police Academy
Police Academy Instructor	William T. Goins	Bachelor's Degree IUP Pennsylvania State Police
Police Academy Asst. Director/Instructor	John Hugya	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Karen Hugya	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Thomas Owens	IUP Butler Police Academy
Police Academy Instructor	Michael Porada	IUP Municipal Police Academy
Police Academy Director/Instructor	Adam Richards	Pennsylvania State Police Johnstown Regional Police Academy

Police Academy Director/Instructor	William Richards	Bachelor's Degree University of Pittsburgh
Police Academy Instructor	Todd Sherle	Pennsylvania State Police Johnstown Regional Police Academy
Welding Instructor	Donald McKendree	Associate's Degree Westmoreland County Community College NCCER Curriculum Certified
Welding Instructor	David Mohr	Associate's Degree Westmoreland County Community College
Collision Repair Instructor	Joel Yoder	Associate's Degree Pennsylvania College of Technology
Auto Technology Instructor	Ralph Hutzell	Voc Ed I Intern Certificate
Construction Technology Instructor	Scott Sorchilla	NCCER Curriculum Certified
Culinary Arts Instructor	Lisha Knapp	Voc Ed II Certification
Diesel Mechanics Instructor	Patrick Wallet	Voc Ed I Certificate
Machine Technology Instructor	Scott Pritt	

**POLICIES AND PROCEDURES SPECIFIC TO THE
JOHNSTOWN REGIONAL POLICE ACADEMY**

The Johnstown Regional Police Academy at the Greater Johnstown Career and Technology Center is part of the Commonwealth of Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC). The academy is registered as MPS0011, and is authorized under the approval and signature of the certified academy director to authorize certification testing of students upon successful graduation and subsequent police employment.

The original intent was to train police officers for only Cambria and the contiguous counties. As our graduates migrated to other states, the Johnstown Academy became nationally known and our graduates are now sought by all fifty (50) states and their municipalities. The Johnstown Academy also provides for advanced status in the Military and Federal Law Enforcement Agencies when applicable.

Successful completion of Act #120 training will permit the awarding of an MPT number required of all part-time and full time police officers. Once the number is obtained, the legal definition of municipal police officer is accepted throughout Pennsylvania and most other states. There is no legal differentiation between part-time and full time police officers and their training.

Special instructors for specific areas of training are certified by the appropriate agencies which include: the Pennsylvania State Police, the Municipal Police Officer’s Education and Training Commission, the National Rifle Association, the PPCT Defensive Tactics, the Federal Bureau of Investigation (F.B.I.) and the American Red Cross

Local placement includes: 96% of the police departments in Cambria and Somerset counties, federal and state correction institutions, U. S. Forestry Service, PA Fish and Game Commissions, Commonwealth Sheriff Departments, Washington, D.C., Metro and Capitol Police departments, F.B.I., PA State Police, various state police and highway patrols on a national distribution, private security agencies and retail stores, U.P.J. Public Safety, Conemaugh Hospital security, Hiram G. Andrews Center and various local, state and national law enforcement agencies.

CAREERS THAT OUR GRADUATES CAN PURSUE DIRECTLY OR THROUGH ADVANCED TRAINING

Anti-Terrorist Specialist	National Park Service Officer
Ballistics Technician	Police Academy Director
Bureau of Alcohol, Tobacco & Firearms Agent	Police Academy Instructor
Campus Police	Police K-9 Officer
Central Intelligence Agent (CIA)	Police Paramedic
Coroner	Police Public Relations Officer
County, State, Federal Corrections Officers	Postal Inspector
County Detective	Private Detective
Crime Prevention Officer	Private Security Guard
Criminalist	Probation Officer
Deputy Coroner	Profiling
Deputy Sheriff	Public Safety Director
Electronic Countermeasure Specialist	Sex Crime Investigator
Emergency Communications Dispatcher	Sheriff

Explosives & Pyrotechnical Specialist
Federal Bureau Investigation Agent (FBI)
Forensic Specialist
Homicide Investigator
Hospital Security
Hostage Investigation Negotiator
Industrial Safety
Juvenile Officer
Law Enforcement Computer Information Tech.
Law Enforcement Public Relations Specialist
Law Enforcement Records
Municipal Manager
Municipal Police Officer
Narcotics Investigator

Special Weapons/Tactics Specialist
State & Federal Capital Police
State Police Officer
Traffic Accident Investigator
Treasury Agent
United States Border Patrol
United States Customs Agent
United States Marshall
Victim Behavior Specialist
Waterways Conservation Officer
Wildlife Conservation Officer

MUNICIPAL POLICE ACADEMY

The Johnstown Regional Police Academy is an intrinsic, certified, (MPS0011) Academy of the Commonwealth of Pennsylvania Municipal Police Officers' Training & Education Commission (Act #120). A copy of Act #120 is contained in this Booklet.

Successful completion of the approved curriculum and certification test will permit the awarding of a Commonwealth Municipal Police Training (MPT) number required of all police officers in Pennsylvania. An MPT number is essential for employment in almost all basic and related law enforcement occupations in the Commonwealth.

919 HOURS TWELVE MONTHS

The Municipal Police Academy classes meet from 6:00 P.M. to 10:00 P.M., Monday through Thursday. In addition to regular classes the academy also meets four (5) week-ends, Saturdays & Sundays from 8 a.m. until 4 p.m. for firearms training. **The range schedule also includes two evenings during the week from 6:00 P.M. to 11:00 P.M.**

Johnstown Regional Police Academy no longer provides Lethal Weapons Training (Act #235). However, upon completion of Act #120 Training, Act #235 may be waived upon application and with payment of appropriate fees.

Police Academy Office (814) 266-6073 Ext 226

Adult Education Office (814) 266-6073 Ext 133

Financial Aid (814) 266-6073 Ext 123

Basic Poice Curriculum

	Curriculum Section	Minimum Instructional Hours	Practical Training Hours (included in Instructional Hours)
I.	Introduction to the Academy	6	
I.	Intro to Law Enforcement in PA	28	
III.	Laws & Criminal Procedures	119	4
IV.	Human Relations	17	
V.	Vehicle Code Enforcement	64	
VI.	Patrol Procedures & Operations	105	30
VII.	Crash Investigation	27	6
VIII.	Criminal Investigation	53	12
IX.	Drug Law Enforcement	14	
X.	Case Presentation	16	6
XI.	Homeland Security	18	2
XII.	Responding to Special Needs	26	6
XIII.	Juveniles	8	
XIV.	Operation of Patrol Vehicles	40	20
XV.	Physical & Emotional Readiness	84	72
XVI.	Defensive Tactics	66	63
XVII.	Firearms	124	112
XVIII.	Emergency Response Training	40	24
XIX.	Handling Arrested Persons	24	8
XX.	Scenarios & Practical Exercises	40	40
	+		
	Total Hours	919*	421

*** Required Minimum Hours of Training**

Act 120 of 1974 (Title 53, Subchapter D) directed MPOETC to establish and administer the minimum courses of study for basic training for police officers. Effective January 1, 2018, the fourth revision (fifth version) of the municipal police officer’s basic curriculum is the single curriculum taught by certified police academies and is required for all cadets attempting to comply with the provisions of the Act. As before, this latest revision establishes minimum standards and expectations for training and performance of entry-level police officers in Pennsylvania

Minimum hours of instruction may be increased as needs develop.

ADMISSION PROCEDURES

Candidates for admission must have a personal interview with the Academy Director.

There is a registration fee of \$100 that will be applied to the student's tuition upon beginning training in the Academy. Each candidate must complete a criminal background check. The fee for this on-line service is \$22.00. A 10 year certified driver's license history check is also required at a cost of \$10.00. A \$65 pre-testing fee is required for the physical fitness and reading test.

Police Academy graduates are awarded a diploma upon successful completion of the course.

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, color, religion, national origin or non-job-related handicaps or disabilities. Inquiries should be directed to: Title IX Coordinator, Section 504 Coordinator, at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. Phone: 814-269-3874.

ADMISSION REQUIREMENTS

Eligibility for enrollment in a police academy is generally governed by the eligibility requirements for certification under the Act, as established in § 203.11.

Items listed in the eligibility requirements are:

1. Be 18 years of age or older.
2. Possess a high school diploma or GED Equivalency
3. Be free from convictions of disqualifying criminal offenses.
4. Veterans/all former military cadet applicants must present a DD214 with an honorable release rating. Any other type of release or discharge will be reviewed and a decision will be made to accept or reject the applicant.
5. Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
6. Be personally examined by a Pennsylvania licensed physician. The examination shall include the following:
 - a. Applicants shall be free from the addictive or excessive use of either alcohol or drugs which shall be determined using current laboratory testing procedures.
 - b. Applicants shall be free from the use of illegal controlled substances which shall be determined using current laboratory testing procedures.
 - c. Applicants' physical condition shall be such that applicant could reasonably be expected to withstand significant cardiovascular stress.
 - d. Applicants shall be free from any debilitating conditions such as tremor, lack of coordination, convulsion, fainting episodes or other neurological conditions which may affect the applicants' ability to perform as police officers.
 - e. Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and shall be free of any other significant visual abnormality.

- f. Applicants shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant may not use a hearing aid or other aid to perform the test. If the applicant fails this test, the applicant shall be required to take and pass a decibel audio test.
 - g. Applicants may not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
 - h. Applicants shall be free from any other significant physical limitations or disabilities which would, in the physicians' opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.
7. Be personally examined by a Pennsylvania licensed psychologists and found to be psychologically capable to exercise appropriate judgment or restraint in performing the duties of a police officer. The examination shall include the following elements:
- a. Interview and history. The psychologist shall personally interview the applicant. The interview shall include a summary of the applicant's personal, educational, employment and criminal history.
 - b. Required psychological test. Applicant shall be administered a current form of the Minnesota Multiphasic Personality Inventory (MMPI).
 - c. Other testing methods. If the licensed psychologist is unable to certify to the applicant's psychological capability to exercise appropriate judgmental restraint to perform the duties of a police officer including the handling of a lethal weapon, the psychologist shall employ whatever other appropriate techniques necessary to form a professional opinion of the applicant's ability. The use of these additional techniques requires a full and complete written explanation to the Commission on a form submitted by the psychologist to the Commission indicating what additional testing has been performed and the results of the tests.
8. Copy of birth certificate.
9. Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of four required evaluations to be eligible for employment. A person will not be enrolled in a recruit training program at a police academy certified by the Commission unless the person obtained a score in the 30th percentile or higher for the person's age and gender as specified in the Cooper standards for each of the four evaluations. The four required evaluations are as follows:
- a. 1.5 mile run.
 - b. 300 meter run.
 - c. One minute sit ups.
 - d. Bench Press.

Academy Personnel will conduct this evaluation prior to the start of the program to determine the applicant's eligibility for admission.

10. If applicable a copy of a currently issued Concealed Weapons Permit

APPLICATION FALSIFICATION

Any falsification of information as to military service (DD 214), delinquency, alcoholism, use of Act #64 controlled substances, arrest conviction, psychiatric disorders, character reference, residency, citizenship or employment will be “just cause” for immediate expulsion from the Act #120 training program subject to the indicated tuition refunds as set forth elsewhere in this publication.

BASIC TENETS OF GOOD LAW ENFORCEMENT

1. Let common sense guide your judgment and courtesy control your action at all times.
2. Be ready to serve the public interest staunchly and fearlessly twenty-four hours each day.
3. Strive diligently to free the innocent as well as to convict the guilty; justice, not punishment, is the goal of law enforcement.
4. Avoid the temptation to seek personal advantage from the knowledge and stature gained through your position.
5. Honor, do not abuse, your badge; the rights of the individuals are most precious possessions.
6. Uphold the reputation of the organization - public esteem earned by years of dedicated law enforcement may be shattered by one act of misconduct.
7. Beware of favoritism - wealth, race, creed, and influence have no place on the scales of justice.
8. Learn more, serve better, earn more.
9. Act always as a model to youth - a source of friendship and a modern example of old fashioned integrity.
10. Properly prepare the body, mind and conscience to discharge your responsibilities and then do your best in the service of community, country, and God.

REGULATIONS FOR CADET CONDUCT

The enclosed information is provided to guide the cadet toward a successful completion and implementation of those theories, skills, techniques and procedures that are the foundation of competent law enforcement.

- All cadets must comply with the rules as defined within these operational procedures.
- When the interpretation of any rule is in doubt, the Academy Director or his representative should be consulted for guidance.
- The omission of any specific rule from this text should not be construed as license to function outside of reasonable prudent parameters of adult behavior.
- This document will be amended as situations dictate.
- Cadets are subject to suspension/dismissal for conduct unbecoming a Cadet and:
 - Being prosecuted for a misdemeanor violation or felony

- Inability to conform to Academy standards
- Violation of Municipal Police Officers Education & Training Commission Rules and Directives

GENERAL OBJECTIVES

To help the police cadet evaluate his or her actual performance of law enforcement procedures relative to academy training, based upon techniques indicated by contemporary authorities in police technology.

To train the police cadet to think as an investigator with an open, unbiased mind.

To provide the kind of training that will condition the police cadet to assume his or her responsibility in law enforcement, regardless of personal feelings.

To observe, evaluate, and act upon early symptoms of typical social patterns.

To educate the police cadet to function within the constitutional limits of the law.

To help the police cadet understand how to locate and coordinate community resources, for providing the most effective aid to the people.

To meet the needs of the Act #120 curriculum and certification requirements.

HOW THE OBJECTIVES WILL BE ATTAINED

- A. By furnishing the cadet with the basic techniques of the first responding officer.
 1. Observation (total sensory perception)
 2. Comprehension (analysis and cognition)
 3. Reporting (documentation)
 4. The basic interrogatives: WHO, WHAT, WHERE, WHEN, WHY, and HOW.
 5. Techniques of:
 - a. Interviewing
 - b. Interrogation
 - c. Investigation Planning
- B. By furnishing the police cadet with the fundamentals of the criminal and vehicular laws of the Commonwealth & ordinances of the local municipalities.
 1. To define the elements of each crime.
 2. To determine that which is necessary to prove whether a suspect is guilty or not guilty of the charge against them.
- C. By furnishing the police cadet with information relative to modern police methods and laboratory policy.
- D. By helping the police cadet understand themselves, the public and the offender.
- E. By defining the constitutional rights of all citizens.
- F. By defining the powers of arrest and the authority and responsibilities in the use of deadly force.

TESTING, GRADING AND MAKE-UP MODULES OR SECTIONS

1. The individual topic instructor is the primary judge as to whether a cadet has attended required classes as per Pennsylvania (Act #120) State guidelines and demonstrated the level of attitude and proficiency permitting the cadet to take test(s) as per the specific topic. No test will be permitted unless minimum mandated hours are completed.
2. Applicants will successfully complete the basic training course approved by the Commission with a minimum grade established by the Commission. The Commission will publish a notice in the Pennsylvania Bulletin and in the Commission newsletter whenever the minimum grade on each tested area of examination changes. Currently the minimum grade is established at 80%.
3. Applicants not achieving the minimum grade in any tested area shall repeat the failed training in that area before being eligible to take the examination in that tested area at a Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant's second attempt, the applicant shall be required to successfully retake and pass the entire basic police training course to qualify for certification.
4. Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire police training course in order to qualify for certification. A charge per instructional hour will be charged for the cadet making up a whole module or section. The academy director will set the cost at the time of the make-up.
5. In order that the student meets the criteria for the physical training and defensive tactics requirements for graduation, the following standards have been adopted:
 - a. All physical fitness written tests must be passed. (80% or better).
 - b. 100% of the physical training time must be successfully completed (dressed and performed).
 - c. The defensive tactics final test must be passed.
 - d. Defensive tactics (as defined by the specific instructor) must be successfully completed.
 - e. Meet the minimum 50% of the Cooper Standards in the basic four test areas for the applicant's age and gender.

THE COOPER STANDARDS SET FORTH HAVE BEEN DONE SO AS TO MEET THE NATIONAL AVERAGES OF LAW ENFORCEMENT ENTRY PHYSICAL REQUIREMENTS IN THE UNITED STATES. IF ANY CADET HAS A CONFLICT WITH THE ABOVE STATED REQUIREMENTS - THOSE CONFLICTS MUST BE TYPED AND PRESENTED TO BOTH THE INSTRUCTOR IN QUESTION AND THE ACADEMY DIRECTOR.

NOTEBOOK

The notebook will be the cadet's most important tangible accomplishment in this course.

The notebook will reflect a proper catalog of course content, cadet knowledge and the amount of effort that the cadet has put forth.

The notebooks will not be used for any other purpose than this course. All other names, drawings, stamps and other materials will be omitted.

THE NOTEBOOK WILL CONSIST OF THE FOLLOWING

1. A table of contents.
2. All class notes (on standard white paper - not tablet).
 - a. Dictation (to include chalkboard and overhead projectors)
 - b. Audio-visuals
 - c. Chapter outlines or basic concepts
3. New terminology.
4. All handouts.
5. All term papers, research papers and any short topical themes.
6. All diagrams and drawings.

Handwritten notes will be taken at all lecture and classroom sessions. These notes will then be transcribed into typewritten material, if possible, and placed into a binder.

The instructors will offer suggestions for improvement and will review notebooks periodically.

EQUIPMENT

All cadets are held responsible for the care and proper use of all equipment and materials issued to an individual or provided for general use. No article of Academy equipment issued to the cadet, or Academy property of any kind, shall be removed from the Academy premises.

All equipment, supplies and weapons, supplied by the cadet or the cadet's municipality will be the responsibility of the cadet.

The Academy will not replace, reimburse, or be responsible for the misuse, malfunction, or damage to the equipment as stated above.

BEHAVIOR IN THE HALLS

Police Academy Cadets are expected to set examples of outstanding behavior in the Academy and traveling to and from the Academy.

The schedule of classes and break periods may not coincide with other adult and post-secondary classes and it is expected that you will walk the halls quietly and not disturb other classes in session.

Your attitude and performance in all areas in and around the building will be observed. Remember, you aspire to be enforcers of the law - therefore, you are judged most severely by the public.

DRESS

1. Classroom – Standard uniform as specified by the Academy Director.
2. Range - durable, expendable clothing suitable for physical activity will be worn.

3. Defensive tactics and physical training. Sweat gear will be worn.
4. Helmets, padded shirts, batons, and hand guards will be provided by the Academy.
5. It is required that all uniforms be laundered, modest, and meet the standards of the Academy, as defined by the Director. Uniforms shall not be modified.
6. Cadets will adhere to the uniform directive which is issued at the time uniforms are issued.

GROOMING STANDARD - ALL CADETS

1. Clean uniforms
2. Shoes shined
3. No jewelry or attachments from neck up.
4. No severe hairdo's.
5. (FEMALE CADETS) Collar length or rolled up hair
6. (MALE CADETS) Neat trim – side burns even with center of ear – mustaches/beards, neatly trimmed otherwise they will be removed.
7. Personal hygiene a must.

REQUIREMENTS OF THE CADET

1. To attend all scheduled classes at the specified time and to submit a written excuse for tardiness and/or absence to the director (to/from form).
2. To arrange for make-up of excused absences and tests (see instructor).
3. To arrange for practice, tutoring, and re-evaluation of deficient competencies (see instructor).
4. To maintain a comprehensive notebook as specified by the section on notebooks.
5. To arrange for the retaking of the complete course of instruction (or module) if a failing grade or insufficient attendance, below state guidelines, is indicated.
6. To pass all topical areas with a minimum percentage grade of 80%.
7. To perform the tasks as assigned at a level of competency established by MPOETC and the Academy Director.

REQUIREMENTS FOR THE COURSE

1. To constitute successful completion of this course, students will be required to complete 100% of the module competencies, and attain at least a grade of 80% in each module.
2. Written tests of both the objective and the subjective structure will be given at the completion of each module or topical area of the course. The tests will be corrected and graded by the specific instructor and submitted to the Academy Director.
3. Quizzes will be given as required in the basic curriculum.
4. It is required that each student keep a notebook organized according to the Harvard System of Outlining. Handouts will be given to the student for each section of the course. The handout should be placed into the appropriate category in the notebook. When completed, the notebook will be of value as ready reference material.
5. All demonstrable practical skills will be graded on pass/fail criteria relative to the competence catalog.
6. Individual instructors have the final say as to whether the testing and attendance have been adequate.

MECHANICS OF THE COURSE

1. Classroom instruction (lecture and discussion)
2. Study assignments
3. Research papers
4. Demonstrations & practical exercises
5. Role playing
6. Written & Oral evaluations
7. Competency Level Check List Evaluations (Task analysis)
8. Programmed instructional units and work sheets
9. Field experiences
10. Guest speakers
11. Audio-visual media

ATTENDANCE

1. The Academy staff and administration must meet the requirements of the Act #120 curriculum as defined by the Commission.
2. The Academy staff and administration must also attempt to meet the special problems and limitations of the students, relative to their daily lives and personal commitments.
3. The training syllabus under Act #120 establishes a minimum of 919 hours of training.
The student should remember that Act #120 established 919 hours of class time and with additional training such as homework assignments.

Because many cadets have full-time or part-time employment, in addition to family requirements, it is the opinion of the Faculty and Administration that homework should be held to a minimum.

With the above stated objectives and policies established, it is the student's responsibility to use all non-instructional time between 6:00 p.m. and 10:00 p.m. as study time unless directed otherwise by Staff or Administration.

4. The Commission has approved the 919-hour curriculum.
5. The 919 hours, 12 months curriculum also permits the Academy to establish the following situations for the benefit of the cadets.
 - A. Permits Veterans Administration cadet benefit approval.
 - B. Permits the Academy to qualify for Title IV funding including Federal PELL grants and student loans.
 - C. Has established a curriculum "second to none" which permits your Academy diploma and transcript to become nationally recognized.
 - D. Permits a higher percentage of cadets to master the curriculum and to graduate.

INJURIES, SICKNESS, AND AILMENTS

Injuries, ailments, and other disabilities sustained either on or off duty must be reported immediately to the Director. (Written notes, not telephone calls), and the Cadet must present a release from a physician prior to re-admission to physical training classes.

1. Any injury, sickness, or ailment sustained off the premises which prevent the student from returning to the Academy must be reported in writing immediately to the Director.
2. After receiving medical attention, the cadet will submit a written report to the Director

explaining the nature of his illness and the treatment prescribed by the physician.
Medical treatment will be at the expense of the cadet.

3. Any and all injuries incurred on Academy grounds and within the Academy building, including all areas under roof or outdoor training areas, must be reported by the cadet to the instructor in charge. It is the responsibility of the student and the instructor to file an accident report in the academy office instructor in the academy office, as soon as possible. If the injured cadet is not able to file the report, the instructor is responsible. However, if the instructor is not informed as to the cadet's injury, that instructor cannot file on an incident of which he/she is unaware.

MEDICAL EXPENSES

The Commonwealth of Pennsylvania and the Greater Johnstown Career and Technology Center are not liable for medical expenses incurred by the cadet as a result of injury or illness sustained while he/she is undergoing training at the Academy.

When necessary, medical treatment will be provided by local physicians, or in local hospitals, and expenses will be the responsibility of the police officer or their police department. Each municipal police officer enrolled at the Academy should be familiar with coverage provided by their police department's health and accident insurance plan, and to whom medical expenses should be referred for payment. Pre-service students (non-police, private individuals) must provide for their own medical insurance and the Academy cannot accept responsibility for medical treatment or medications.

The application via the cadet to attend the Academy is "implied consent" by the student to the above stated policy.

CERTIFICATION

Persons who may attend and be eligible to test for the Pennsylvania State Municipal Police Officer's MPT Certification number.

- Part-time municipal police officers.
- Full-time officers, under waiver.
- Full-time officers.

Persons who may attend but will not be eligible to test for certification until such time as they become employed as a Municipal Police Officer:

- CETA trainees seeking certificates
- Non-police officers seeking certificates
- Criminology graduates.

Persons not currently employed as MUNICIPAL POLICE OFFICERS may apply for PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY LOANS through local lending institutions, and if eligible, may receive VETERANS' BENEFITS and PELL GRANTS information while attending the ACT #120 school.

All municipalities now require successful completion of the ACT #120 curriculum prior to application for a position as a Municipal Police Officer.

Successful completion of the ACT #120 training will permit the Graduated Cadet to test for the MPT number required of all full-time and part-time police officers. Once the MPT number is obtained, the legal definition of municipal police officer is accepted throughout Pennsylvania and many other states.

Officers making Lateral Transfer between police departments must contact the Commission to determine the need for full waiver or partial waiver training, if an MPT number is not maintained by the officer.

CIVILIAN ENROLLMENT (NON-SWORN MUNICIPAL OFFICERS)

Non-police officers, such as: Persons desiring to become sworn municipal officers, private detectives, watch guards, security guards, couriers, constables, sheriffs or their deputies, county detectives, or any other citizen of the United States who complies with the standards set by the Municipal Police Officers' Education and Training Commission are permitted to attend the ACT #120 course, in total or in specific topical areas under waiver.

A diploma will be issued to the cadet upon successful completion of the course. The cadet then must apply for certification through the commission.

County detectives must obtain an MPT number due to the similar arrest powers as stated under ACT #120.

ABSENCES

The Academy Director may excuse a cadet from any classes. Please telephone the Academy office. Specific details outlining the absence will be submitted to the Director upon return to the Academy. The call to the Academy office must be classified as an emergency only.

An excused absence is one that is due to illness or death in the immediate family, and any other unavoidable circumstances; however, the school must be apprised of the reason for said absence within twenty-four hours and the reason must be supported by documentary evidence, or said absence will be recorded as unexcused. Any unexcused absences could result in immediate dismissal. All cadets must attend 100% of the duration of the course in order to attain satisfactory attendance. When a cadet has missed any part of the course, the instructor may issue an incomplete grade for that section which must be repeated for graduation.

A cadet is late if he/she is not in his proper place at any field experience, or designated class session according to the time listed on the schedule. If a cadet is late, the instructor is authorized to use his or her discretion in correcting the condition. The cadet will also fill out the standard, to/from form.

ATTEND 100% OF ALL CLASSES

Cadets are required to attend 100% of all classes. Academy Directors are the sole and final authority for allowing a cadet to miss any portion of training for any reason. In cases where a cadet is employed by a police department (basic training applicant), the Academy Director will consult with the police department when authorizing absences. Any cadet missing class without the authorization of the Academy Director has failed to comply with the regulatory requirements of the training Act.

Academy Directors can authorize two types of absences, excused and unexcused, as described below.

Excused Absences

Excused absences, as defined in regulation, can be authorized for personal illness or injury, illness in the immediate family requiring the cadet's attention, or death of an immediate family member. A cadet whose absence is excused is not required to make up the specific hours of class that were missed but is responsible for all the material that was covered during the absence. The academy must maintain documentation of each excused absence that includes the name of the cadet, the date and time of the absence, classes missed, and an acknowledgment by the cadet that they were afforded an opportunity to cover the missed material with the instructor if desired.

Unexcused Absences

Unexcused absences are defined as any absence authorized by the Academy Director that does not meet the definition of an excused absence. Cadets are responsible for all the material that was covered and ARE required to make up the classroom or practical time missed for any unexcused absences. All time must be made up before applicable tests are taken. All applicable tests must be taken before a cadet can be considered to have passed a module.

Tardiness

Any cadet not physically present at the start of his/her scheduled class period will be considered tardy and the exact number of minutes will be recorded by the instructor. The accumulated time may count toward an absence when it is equivalent to the length of one class period. A to/from form will be filled out and turned into the instructor to comment on and forward to the Director of the Academy.

All cadets must complete the basic training course approved by the Commission with a minimum grade as established by the Commission. The Commission will publish a notice in the *Pennsylvania Bulletin* and in the Commission newsletter whenever the minimum grade on each tested area of examination changes.

1. Applicants not achieving the minimum grade in any tested area are permitted to take the examination in that tested area at a Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant's second attempt, the applicant shall be required to successfully retake and pass the entire basic police training course in order to qualify for certification.
2. Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire basic police training course in order to qualify for certification.

MAKE-UP

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

PROGRESS STANDARDS:

Progress will be based on Municipal Police standards in relation to theory and/or skills performance. Ninety-five percent of the grades will be created by objective (specific points per topic) by the way of standard tests. Five percent of grade will be created in the view of the instructor as to classroom performance, as observed by the instructor.

The average grade per module will be created by the specific topics in the module. One or more topics make-up a module. The total average “modular grade” must be above 80% average even though specific modular grades may be failing or passing unto themselves. The more grades, the less important each topic becomes. However, it is not intelligent to rest on the average modular grade. Specific low grades, even though boosted by the averaging technique, still stand by themselves when the transcript is viewed by prospective employers. The Academy Director, and the area instructor will confer as to giving the final recommendation for certification. Percentage grades can be over-ridden by the Academy instructors and the Director.

CERTIFICATION REQUIREMENTS

Unless the Academy Director deems that the Academy criteria have been met, the diploma will be withheld and recommendation for certification not forwarded to the Commission.

It is REQUIRED that the minimum Act #120 hours be met for certification in the specific areas.

It is REQUIRED that the extra provided hours be met (unless excused by the Academy Director) in order that the cadet will achieve the highest job recommendations from the Academy personnel. ALL TESTS WILL BE BASED UPON THE 919 HOUR CURRICULUM.

Once a cadet leaves the Academy, the Director is contacted whenever a reference to the cadet’s Academy attendance and performance is given - this is not a threat, it is a fact. When you leave the Academy, YOUR RECORD SPEAKS FOR YOU. YOU CREATE THAT RECORD and the Academy Director can only VERIFY THE FACTS.

GRADING

A grade of 80% or above will be considered as passing on written tests. In areas of proficiency the instructor will subjectively evaluate the competency performance. All topics must be passed in order to graduate from the course. Oral or written examinations are held as prescribed:

1. Each cadet is required to maintain an average of 80% or better in all of his subjects.
2. A cadet who fails to correct a grade deficiency, and who reveals a pattern of inability to maintain a 80% average, will not receive a certificate or diploma.
3. A cadet who is deficient in his class studies should consult instructor for assistance and guidance.

RECYCLE

When a cadet has:

1. Missed too many classes, as determined by the Director.
2. Scored below 80% on one or more units.
3. Failed to perform at subjectively evaluated skills, or attitude levels as determined by the instructors and/or the Director.
4. Failed to maintain prescribed tuition and learning materials payment plans.
5. Failed to adhere to other regulations as defined in this book.

It will be the option of the Academy Director to require the cadet to repeat in whole or in part those areas of deficiency at a rate (determined at that time) per instructional hour.

Unless the Academy Director deems that the Academy criteria have been met the diploma will be withheld and recommendation for certification not forwarded to the Commission.

BREAKS

Breaks are not a “right” of the cadet, but a privilege granted by the specific instructor(s) with approval of the Academy Director.

The instructor has the right and duty to limit or exclude breaks as per their evaluation of cadet or overall progress. Remember - - once past, a break is gone forever, but the experience, knowledge and practice will remain relative to the active participation of the cadet in the learning process.

VISITORS

Visitors are welcome to attend, observe and ask questions about any aspect of the structure and operation, regulations, and procedures of the Academy, Act #120 and Act #235 or any other acts or laws of the Commonwealth of Pennsylvania or the United States of America. However, visitors to the Academy instructional areas or laboratories must first obtain permission from the Academy Director. No pets or children are permitted on or about Academy facilities. No visitors are permitted on the range, in the gym(s) or the emergency medical training areas.

FIREARMS

The Academy does not authorize or accept responsibility for the use or misuse of any firearms or weapons as defined by Act #235 (The Lethal Weapons Act) and/or Section 908 or chapter 61 of the Pennsylvania Crimes Code, or any other State or Federal Laws.

Firearms will only be carried by academy cadets to and from and on the firearms range. Firearms will not be carried (loaded or unloaded) in the Greater Johnstown Career and Technology Center school

building. Unloaded firearms will be transported (not worn) to and in the Police Academy only when directed to by the range instructors

FIREARMS REGULATIONS GENERAL

All students must have a service revolver of no less than .38 caliber groove diameter, or semi-auto pistol of no less than 9mm land diameter (.356 caliber)

All handguns must be approved, inspected, and recorded by the Academy firearms instructor. (Range Officer/Range Master).

Academy approved ear and eye protection equipment must be worn at all times on the range and must be provided by the student.

Bullet protective clothing is approved and recommended by the Academy but should not be an element of false security for violation of any academy regulations. (Cadet provided).

Every trainee will be issued ammunition at the range by the Academy. Shotgun and special weapons ammunition will also be provided by the Academy. The cadet must provide all leather gear. Equipment to include belt, snap-down holster, (2) speed loaders with pouches, or for semi-auto weapons each cadet will be required to possess (3) magazines and magazine pouch.

FIREARMS RANGE USE

The range is both an extension of the Johnstown Regional Police Academy and the property of a third party under annual lease.

All cadets, instructors, and administrators of the Academy are bound by the rules of safety and good conduct as defined by the rules of the Academy and are guests of the third party owner.

With the above understandings, it is directed that no personnel affiliated with the Academy, as cadets, faculty or administration are sanctioned to remain on the range or third party owner property for any reason after the Academy instructors or the Director has dismissed the class or the implied dismissal via the published training schedule. All persons remaining on the range or farm property will be subject to trespass and will not be accorded any relationship with the Academy.

Any firearms practice, parties or any other activities not covered by the Academy curriculum are grounds for immediate dismissal. The control of the range and other third party owner property reverts immediately back to range owner upon official class dismissal.

Firearms will only be carried by academy cadets to and from and on the firearms range. Firearms will not be carried (loaded or unloaded) in the Greater Johnstown Career and Technology Center school building. Unloaded firearms will be transported (not worn) to and in the Police Academy only when directed to by the range instructors.

COMMAND POST RANGE RULES AND REGULATIONS

1. Raise the red range flag to indicate “Hot Range”.
2. The range officer will be responsible for the enforcement of all safety rules and regulations.
3. The range officer prior to firing will inspect all weapons, serial numbers and make of weapons will be noted at this time.
4. Weapons will be empty and holstered at all times.
5. There will be NO handling of weapons behind the firing line at any time.
6. Weapons on the firing line will be handled on command of the range officer at all times.
7. You will not turn around with a weapon in your hand while on the firing line. You will raise your free hand. You will be attended to.
8. If something is wrong with the functioning of your weapon, keep the weapon facing down range and raise your free hand. You will be attended to.
9. When you have completed your firing, you will be instructed to clear, check and holster your weapon, or keep the cylinder open, with the muzzle facing down range.
10. No shooter will move to a position forward or behind a line parallel to any other person in a firing situation.
11. Remember, our goal is to have no misfires or accidental discharges, but if we must have one, then let it always be down range.
12. Factory ammunition will be used on the range. (ISSUED).
13. Clean up the range after firing has ceased for the day. Place brass in marked containers, burnable materials are to be burned and other trash will be discarded in an appropriate manner.
14. The shooter must count all shots and any suspected misfires or incomplete ignitions reported immediately to the range officer. DO NOT FIRE another shot if you suspect a projectile to be lodged in any portion of the weapon.
15. Immediately report any injury or illness to the range officer – no matter how slight.
16. No conversation will be permitted during firing.
17. Smoking is not permitted.
18. Chewing of tobacco or gum is not permitted.
19. Remove all staples from target hangers.
20. Lower red range flag indicating **FIRING HAS CEASED.**

RANGE EQUIPMENT “REQUIRED”

1. HANDGUN.35 caliber (9mm or larger)
2. POLICE SECURITY HOLSTER – with snap or locking mechanism
3. (2) Speed Loaders (with pouches) - revolvers
4. (3) Magazines (with pouches) – semi-automatics
5. EAR PROTECTION
6. EYE PROTECTION

Yellow shooting glasses - dim or cloudy only
Blue or gray glasses - bright light

Regular safety corrective lenses
Safety goggles - issued
Plain safety lens glasses

7. LOOSE DURABLE CLOTHING
Tight pants with difficult-to-access pockets do not work
8. FULL LENGTH PANTS
No shorts
9. WORK BOOTS OR HEAVY SHOES (recommended)
Open sandals have no place on the range
10. POLICE MAG-LITE FLASHLIGHT
11. CLEANING KIT
12. HAT WITH EYE PEAK OR OPEN BACKED EYE PEAK FOR SUN SHADE/PROTECTION.
13. PLASTIC OR RUBBER GLOVES - issued
14. FOOD AND DRINK (NO ALCOHOLIC BEVERAGES OF ANY KIND)
No refreshment concessions are available on the range.

RANGE EQUIPMENT “RECOMMENDED”

1. Bullet-proof vest (for on-duty assignments)
2. Shirt with pockets
3. Tarp, rug, or blanket
4. Raincoat/rain gear
5. Sun Protection (shirts with sleeves) sun block
6. Bug Screen / Bug Repellant

CERTIFICATIONS AS POLICE OFFICERS.

Successfully completing the basic police-training course, as determined by the training school, and based on Commission standards will enable the applicant to apply to take the certification examination, administered by the Commission.

To qualify to sit for the certification examination, the applicant shall:

1. Achieve a minimum qualifying firearms score of 80%
2. Receive certification for First Aid & CPR from the American Red Cross, the Department of Health, the American Heart Association or other agencies approved by the Department of Health.
3. Comply with Commission Rules and Regulations
4. Pass the same certification exam administered to those seeking waiver of training as set forth in the Rules & Regulations in Section 203.12(4).
5. Attend 100% of the classes.
6. Successfully complete the basic training course approved by the Commission with a minimum grade as established by the Commission.

Waiver of Training

Applications for certification for which waivers of training are requested shall be submitted by the applicant's employing police department. An applicant for a waiver of training shall:

1. Be employed as a police officer.
2. Satisfy one of the following conditions:
 - (a) Successfully completed a Pennsylvania basic police training course approved by the Commission.
 - (b) Previously was a Commission-certified police officer and left this position in good standing.
 - (c) Previously was employed as a full-time police officer in this Commonwealth before June 18, 1974, and who was not required to obtain certification from the Commission, and worked as a full-time police officer for at least 5 years.
 - (d) Previously or currently employed as a police officer of another state and met the certification standards of that state, as evidenced by documentation from the state agency responsible for establishing the standards.
3. Undergo proficiency testing in the following three areas. Documentary proof of each qualification shall accompany the waiver of training application.
 - (a) Firearms – Applicants shall qualify on a police firearms course conducted by a certified police firearms instructor with the weapons the applicant will use in the performance of his police duties.
 - (b) First Aid/CPR – Applicants shall have a valid certification in first aid, adult, child and infant CPR from the American Red Cross, The American Heart Association, the Department of Health or any agency approved by the Department of Health.
 - (c) Patrol Vehicle Operation – Applicants shall successfully pass the patrol vehicle operation test at a certified school or by a certified instructor.

MUNICIPAL POLICE EDUCATION AND TRAINING LAW

Act of 1974, P.L. 359, No. 120

AN ACT

Creating the Municipal Police Officers' Education and Training Commission; providing for the commission's membership, selection, compensation, and removal; providing for the powers and duties of the commission; providing for the appointments and duties of the chairman; providing for the act's applicability to the civil service laws; requiring training by certain political sub-divisions and police departments; providing penalties for violation thereof; and making an appropriation.

The General Assembly of the Commonwealth of Pennsylvania hereby enact as follows:

Section 1. "Municipal Police Officers' Education and Training Program". The General Assembly shall establish a Municipal Police Officers' Education and Training Program in accordance with the provisions of this act. The administration of this Program shall be the responsibility of the Pennsylvania State police.

Section 2. "Definitions" - As used in this act:

- (1) "Commission" means the Municipal Police Officers' Education and Training Commission.

- (2) "School" means a training school or academy, which provides a basic police training school or academy, which provides a basic police training course within the functional organization of a police department or departments or any educational facility within the Commonwealth of Pennsylvania.
- (3) "Police officer" means any full-time or part-time employee, of a city, borough, town, township or county police department assigned to criminal and/or traffic law enforcement duties, and for the purpose of training only, security officers of first class city housing authority, but shall exclude persons employed to check parking meters and/or to perform only administrative duties, auxiliary and fire police.(amended Dec. 20, 1984, P.L. 1197, No.227).
- (4) "Police department" means any public agency of a political subdivision having general police powers and charged with making arrests in connection with the enforcement of the criminal and/or traffic laws.
- (5) "Commissioner" means the Commissioner of the Pennsylvania State Police.
- (6) "Political subdivision" means any county, city, borough, incorporated town or township (amended Dec. 20, 1984, P.L. 1197, No. 227).
- (7) "Certification" means the assignment of a certification number to a police officer after successful completion of a mandatory basic training course or receipt of a waiver of basic training from the commission and successful completion of mandatory in-service training. Certification is for a period of two years.(added Dec. 21, 1988, P.L., No. 180).

Compiler's Note: The act of Oct. 5, 1980, P.L. 692, No. 141 which amended definition (3) of this section also contained the following provisions:

Section 2. This act shall take effect immediately and shall be applicable to all security officers hired by first class city housing authorities on and after the date one year prior to the effective date of this amendatory act. Those security officers to whom this act is applicable who are presently employed by first class city housing authorities on the effective date of this amendatory act shall have one year to comply with its provisions.

Section 3. The Municipal Police Officers' Education and Training Commission; Creation. - There is hereby created a Municipal Police Officers' Education and Training Commission.

Section 4. Commission Members; Selection, Compensation and Removal-(a.) The commission shall be composed of twenty members as follows:

- (1) The Secretary of the Department of Community Affairs.
- (2) The Attorney General of the Commonwealth.
- (3) The Commissioner of the Pennsylvania State Police, who shall serve as chairman of the commission.
- (4) A member of the Senate of Pennsylvania, to be appointed by the President pro tempore of the Senate.
- (5) A member of the Pennsylvania House of Representatives, to be

appointed by the Speaker of the House of Representatives.

- (6) Four elected officials of the various political subdivisions of the Commonwealth, to be appointed by the Governor; one to be a borough official, one a first class township official, one a second class township official, and one a city official.
- (7) Four incumbent chiefs of police from the various political subdivisions of the Commonwealth to be appointed by the Governor; at least one to be a chief of a borough police department, at least one to be a chief of a township police department, at least one to be a chief of a city police department.
- (8) One Federal Bureau of Investigation special agent-in-charge to be appointed by the Governor.
- (9) One educator qualified in the field of law enforcement, to be appointed by the Governor.
- (10) One member representing the public at large, to be appointed by the Governor.
- (11) Two non-commissioned police officers to be appointed by the Governor.
- (12) The police commissioner of a city of the first class or his designee.
- (13) A director of one of the certified training schools to be appointed by Governor.
 - (a) amended Dec. 21, 1988, P.L., No. 180)
 - (b) All members of the commission appointed by the Governor shall serve for a period of three years except that upon the effective date of this act, the Governor shall appoint two police chiefs for a period of three years, one police chief for period of one year. Any member of the commission shall, immediately upon termination of his holding of the position by virtue of which he was eligible for membership or appointed as a member of the commission, cease to be a member of said commission.
 - (c) A member appointed to fill a vacancy created by other than expiration of a term shall be appointed for the unexpired term of of the member whom he is to succeed in the same manner as the original appointment.
 - (d) The members of the commission shall serve without compensation but shall be reimbursed the necessary and actual expenses incurred in attending the meetings of the commission and in the performance of their duties under this act.
 - (e) Members of the commission may be removed by the Governor for cause after written notice from the Governor.
 - (f) The designated public member may not be nor may not have been

a police officer and is not affiliated nor has ever been affiliated with a police department or training school. (f added Dec. 21, 1988, P.O., No. 180).

Compiler's Note: Section 207 of the act of Oct. 15, 1980 (No. 164), known as the "Commonwealth Attorneys Act" provided that the Attorney General shall be a member of the Municipal Police Officers' Education and training Commission.

Section 5. "Powers and Duties of the Commission". The powers and duties of the Commission shall be as follows:

- (1) To establish and administer the minimum courses of study for basic and in-service training for municipal police officers and to revoke an officer's certification for failure to comply with the basic and in-service training requirements or in cases, where an officer is convicted of a criminal offense or the commission determines that the officer is physically or mentally unfit to perform the duties of his office.
- (2) To approve or revoke the approval of any school which may be utilized to comply with the educational and training requirements as established by the commission.
- (3) To establish the minimum qualifications for instructors, to approve or revoke the approval of any instructor and to develop the requirements **for continued certification.**
- (4) To promote the most efficient and economical program for police training by utilizing existing facilities, programs and qualified State, local and Federal police personnel.
- (5) To make an annual report to the Governor and to the General Assembly concerning (i)the administration of the Municipal Police Officers' Education and Training Program, and (ii)the activities of the commission, together with recommendations for executive or legislative action necessary for the improvement of law enforcement and the administration of justice.
- (6) To require every police officer to attend a minimum number of hours of in-service training as provided for by regulation, unless the officers' employer files a show cause document with the commission, requesting additional time for such officer to comply with the in-service training requirements. Approval of such request shall be made by the commission on a case-by-case basis.
- (7) To require all police officers to undergo a background investigation to determine the individual's suitability for employment as a police officer. This investigation shall be completed prior to the employment of such officer and shall include, but not be limited to, a criminal history check, a credit check, personal interviews and any other applicable means of determining eligibility. An applicant who has been convicted of a felony or serious misdemeanor shall not be eligible for employment as a police officer.
- (8) To require minimum standards for physical fitness, psychological

evaluation and education as prerequisites to employment as a police officer.

- (9) To appoint an Executive Director to administer the training program established by this act. The position of Executive Director shall be filled by the commission who shall select the best qualified person from a list of three persons nominated by the Pennsylvania State Police Commissioner. The person who receives a simple majority of those members present and voting shall become the Executive Director. If the commission rejects all nominees, then the process shall be repeated until a person is selected. The Executive Director shall employ a sufficient staff, including professional, administrative and clerical personnel, to perform the tasks of his office, including the preparation of an annual budget.
- (10) To consult, and cooperate with, universities, colleges, community colleges and institutes for the development of specialized courses for municipal police officers.
- (11) To consult and cooperate with, departments and agencies of this Commonwealth and other states and the Federal Government concerned with police training.
- (12) To certify police officers who have satisfactorily completed basic educational and training requirements as established by the commission and to issue appropriate certificates to such police officers.
- (13) To visit and inspect approved schools at least once a year.
- (14) To make such rules and regulations and to perform such other duties as may be reasonably necessary or appropriate to implement the education and training program for police officers.
- (15) To grant waivers of mandatory basic training to police officers who have successfully completed previous equivalent training or who have acceptable full-time police experience, or both. (amended Dec. 21, 1988, P.L., No. 180).

Section 6. “Powers and Duties of the Commissioner” - (deleted by amendment Dec. 21, 1988, P.L., No. 180).

Section 7. “Meeting; Quorum” - The commission shall meet at least four times each year. Special meetings may be called by the chairman of the Commission, or upon written request of five members. A quorum shall consist of eleven members of the commission. (7 amended Dec. 21, 1988, P.L., No. 180).

Section 8. “Applicability to the Civil Service Laws” - Nothing in this act shall be construed to exempt any police officer or other officer or employee from the provisions of the existing civil service laws or the tenure act.

Section 9. “Police Training Mandatory; Penalties”

- (a) All political subdivisions of the Commonwealth or groups of political subdivisions acting in concert shall be required to train all members of their police departments prior to actually enforcing criminal laws, enforcing moving traffic violations under 75 Pa.C.S. (relating to vehicles) or being authorized to carry a firearm

after the effective date of this act, pursuant to the provisions of this act.

- (b) Those municipal police officers employed on the effective date of this subsection shall be able to perform criminal or traffic duties and be authorized to carry a firearm until certified by the commission, but no longer than one year from their date of employment.
- (c) Any person hired as a municipal police officer by any political subdivision or group thereof acting in concert shall be ineligible to receive any salary, compensation or other consideration or thing of value for the performance of his duties as a police officer unless he has met all of the requirements as established by the commission and has been duly certified as having met those requirements by the commission.
- (d) Any official of any political subdivision who orders, authorized or pays as salary to a person in violation of the provisions of this act shall on summary conviction thereof be sentenced to pay a fine of one hundred dollars (\$100) or be imprisoned for a term not to exceed a period of thirty days. The commission may stop payment of all funds which pass to municipalities by this act for any violation of this act. It shall notify the State Treasurer to discontinue disbursement of any State funds until a municipality is in compliance with this act. (amended Dec. 21, 1988, P.L., No. 180).

Section 9.1 “Automatic Certification” - All municipal police officers hired prior to June 18, 1974 shall be automatically certified for basic training but shall be required to complete the in-service training as set forth in section 5 (6). (9.1 added Dec. 21, 1988, P.L., No. 180).

Section 9.2 “In-Service Training by Existing Personnel” - The requirements of section 5(6) shall apply to every municipal police officer. (9.2 added Dec. 21, 1988, P.L., No. 180, to take effect in two years).

Section 10 “Reimbursement of Expenses” -

- (a) The commission shall provide for reimbursement to each political subdivision of one hundred percent of the allowable tuition and the ordinary and necessary living and travel expenses incurred by their police officers while attending certified municipal police basic training schools, providing said political subdivision adheres to the training standards established by the commission. The regular salary of police officers while attending approved schools, within the meaning of the act, shall be paid by the employing political sub-division. Fifty percent of the regular salaries of police officers while attending approved schools within the meaning of the act shall be reimbursed by the commission to the employing political subdivision. For the fiscal year beginning July 1, 1989, to June 30, 1990, and for each year thereafter sixty percent of the regular salaries of police officers while attending approved schools within the meaning of this act shall be reimbursed by the commission to the employing political subdivision. The commission shall require written documentation of all expenses incurred by political subdivisions relating to the training of municipal police officers for the purposes of reimbursement by the

commission. All municipalities shall annually audit these funds as part of their annual audit and submit a copy of such audit to the commission. Failure to do so shall render the municipality in violation of this act.

- (b) The commission may approve in-service training grants for actual expenses incurred by political subdivisions of the Commonwealth for the providing of non-mandatory training programs to police officers in accordance with this act.
- (c) All political subdivisions of the Commonwealth or groups of political subdivisions acting in concert may make application to the commission for funding pursuant to the provisions of this act. The application shall be accompanied by a certified copy of a resolution or resolutions adopted by its governing body or bodies providing that, while receiving any State funds pursuant to this act, the political subdivision of the Commonwealth or group of political subdivision acting in concert will adhere to the standards for training established by the commission. The application shall contain such information as the commission may request.
- (d) If a police officer, within two years following certification, terminates his employment with the political subdivision by which he was employed at the time he was duly certified as having met the commission's requirement and thereafter obtains employment as a police officer with another political subdivision, the political subdivision which employs the previously certified police officer shall reimburse the political subdivision which formerly employed the police officer for the non-reimbursable portion of the salary paid to the police officer while complying with the provisions of this act.
- (e) The commission shall have the authority to pay for the cost of mandatory in-service training for all police officers, to the extent determined by the commission. (amended Dec. 21, 1988, P.L., No. 180).

Section 11. "Repeals" - All acts or parts of acts inconsistent with the provisions of this act are repealed to the extent of such inconsistency.

Section 12. "Appropriation" - The sum of five hundred thousand dollars (\$500,000.), or as much thereof as may be necessary, is hereby appropriated for the fiscal year beginning July 1, 1974 and ending June 30, 1975 to the Pennsylvania State police for the use of the Municipal Police Officers' Education and Training Commission in carrying out the provisions of this act. (amended Oct. 10, 1974, P.L. 729, No. 246).

Section 13. "Effective Date" - This act shall take effect immediately.

**POLICIES FOR STUDENT VETERANS/ELIGIBLE PERSONS/RESERVISTS
RECEIVING V.A. EDUCATIONAL ASSISTANCE ALLOWANCE**

LEAVE

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. Administration will be notified immediately when a veteran student is granted a leave of absence.

Activated reservists must notify the academy director of active duty dates and expected return. The reservist may enter the class currently in session when he returns and at the same time in the curriculum that he left the academy.

CLASS CUTS & TARDINESS

Class cuts are not permitted and shall be recorded as absences. Tardiness is not permitted and any student not physically present at the start of his/her scheduled class will be considered tardy, and the exact number of minutes will be recorded.

MAKE-UP WORK

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowances.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Appropriate credit is given for comparable previous education and training and will be approved by MPOETC. MPOETC will notify the academy of the applicants' waiver status and the required courses necessary for graduation.

LEAVE OF ABSENCE

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