



JOINT OPERATING COMMITTEE MEETING

August 2, 2023
6:30 P.M.

DIRECTOR'S REPORT

- ITEM 1: Recommend acceptance of the retirement of Harry Perry, Maintenance Foreman, Project Staff, effective June 30, 2023. (Attachment #1)
- ITEM 2: Recommend approval of changes to the CMTHS 2023-2024 Student Handbook. (Attachment #2)
- ITEM 3: Recommend approval of the 2023-2024 Joint Operating Committee Meeting dates. (Attachment #3)
- ITEM 4: Recommend approval of contract with JKM Landscaping for the 2023 season. (Attachment #4)
- ITEM 5: Recommend approval for the 3-year lease of 35 Apple MacBook Pros for the Video Sound and Music Production program. (Attachment #5)
- ITEM 6: Recommend employment of the following individuals: (Resumes attached)

Name: Colleen Kriebel
Position: Baking and Pastry Arts Instructor
Effective Date: August 22, 2023
Salary: \$61,154.00/A7
Employment Status: Full-time Instructor/190 days
Benefits: As specified in the current Professional Negotiations Agreement

Name: Nickalette Driver
Position: Attendance Administrative Assistant
Effective Date: August 3, 2023
Salary: \$53,000.00
Employment Status: Full-time/261 days
Benefits: As specified in the current ESPA Agreement

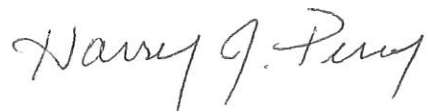
DR. ANGELA KING
EXECUTIVE DIRECTOR

June 20, 2023

Dr. Angela King, Executive Director
Central Montco Technical High School
821 Plymouth Rd.
Plymouth Meeting, PA 19462

Upon your request I am writing to you to inform you that effective Friday, June 16, 2023 I will be retired from Central Montco Technical High School.

Thank you,

A handwritten signature in cursive script that reads "Harry J. Perry". The signature is written in dark ink and is positioned above the printed name.

Harry J. Perry

+23-24 Student Handbook-Changes/Additions/Removals

“Attendance Policy” Pg. 6:

Original

As a result of school concern for student attendance, a formal letter will be sent to the parents/guardian on the 5th, 10th, and 20th occasions of a student’s absence. The purpose of this letter is to inquire about the cause of the student’s absences from school. In obvious instances, such as hospitalization, confined illness, and similar situations, this practice will be disregarded.

Added

As a result of school concern for student attendance, a formal letter will be sent to the parents/guardian *as well as the sending school*, on the 5th, 10th, and 20th occasion of a student’s unexcused absence. The purpose of the letter is to inquire about the cause of a student’s absences from school. *Excused absences may include hospitalization, confined illness, and similar situations with documentation from a medical, mental health, school district, and/or any authorized professional.*

“Automobiles, Parking etc”. Pg 8:

Original

Students who drive to CMTHS must:

- Complete and return a CMTHS Driving/Riding Permit Request including a copy of the license, registration, and insurance electronically to attendance@cmths.org
- Follow the assigned parking and entering/exiting the building protocols.
- Parents/Guardians dropping off students must follow the designated drop-off procedures. • All drivers must have a parking permit from their sending schools.
- All student drivers/riders must attend CMTHS regularly and on time and must arrive at their CTC program by 8:00 AM (morning session) and 12:00 PM (afternoon session).
- Habitual unexcused lateness and absences may result in administrative discipline and loss of parking privileges at CMTHS.

All students approved will be issued an assigned parking space and driving permit. Students must park in their assigned student parking spaces. The driving permit MUST be displayed inside the vehicle at all times. Violations, including transporting unauthorized passengers, speeding, reckless driving, and any other inappropriate actions, may permit revocation and disciplinary action. Students using the school parking facilities are not permitted to sit in cars or to leave the school grounds at any time during the school day, except with permission from a member of the administrative staff. 8 Automobiles incorrectly parked may be removed from school grounds. Students driving will enter the grounds by the Plymouth Road entrance and leave by the New Hope Street exit. Students are

expected to follow the directional signs in the parking lot. All parking is at the risk of the owner/driver. All vehicles parked on CMTHS property are subject to search by school personnel. Vehicles thought to contain illegal or dangerous items are subject to seizure by the Plymouth Police Department. The school assumes no responsibility for any damage or loss of property. CMTHS reserves the right to deny or suspend parking privileges to any student who violates regulations. The speed limit on school property is 10 mph. Excessive speed driving through CMTHS, reckless driving and/ or driving through Senior Suites (Brandywine) and/or St. Paul's Church parking lot may result in the loss of driving privileges and disciplinary action. Do not park in the Senior Suites or St. Paul's Church parking lots.

Added

- Parking in the Senior Suites, St. Paul's Church, or Norris Hills Shopping Center parking lots is prohibited and may result in towing of the vehicle at the owner's expense.

"Communication" Pg. 11:

Original

CMTHS uses a variety of methods to communicate with our students and families. Methods we use include, but are not limited to:

- Phone alert system
- Texting alert system
- Email
- CMTHS Website

If a parent/guardian email address or a student's address or telephone number changes, the student must report these changes to the CMTHS school counseling office or change it in PowerSchool as soon as possible.

Added

CMTHS uses a variety of methods to communicate with our students and families. Methods we use include, but are not limited to:

- Phone alert system
- TalkingPoints Application
- Texting alert system
- Email
- CMTHS Website

If a parent/guardian email address or a student's address or telephone number changes, the student must report these changes to the CMTHS school counseling office or change it in PowerSchool as soon as possible.

“Counseling” Pg. 12:

Original

COUNSELING: STUDENT SUCCESS CENTER

Change

COUNSELING

“Entering and Exiting the CMTHS Building” Pg. 14:

Original (Removed)

Every student will follow the specific exiting procedures during school hours. These exiting procedures will include any hallway transition to another location in the building. During times while under the direction of CMTHS’s Health and Safety Plan, the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines:

- Congregate areas will be blocked off/restricted.
- Students will leave only when directed by a staff member and follow transition protocols. Every student will have a designated entry point and must follow the procedures for entering the building. Students must follow the exiting building protocols at the end of the school day and for any preapproved early dismissals. We will follow 3 feet or to the maximum extent feasible with social distancing or to the maximum extent feasible and safety protocols as indicated in all Health Safety Plans.
- Students will have and wear face coverings if mandated by CMTHS’s Health and Safety Plan, Pennsylvania Department of Education, and the Montgomery County Department of Health guidelines.
- Students will be provided with a specified entrance/exit plan directly to their classroom/program and directly to their transportation home.
 - Students will follow the loudspeaker announcements to direct students in/out of the classroom/program.
 - Students will follow all visuals such as tape lines and decals for distancing within the program areas, common areas, and hallways.
- Students will show their sending school or CMTHS ID upon entering the building. • Students must have a completed medical form prior to entering the building or bus transportation

Added

Every student will follow the specific entrance and exit procedures during school hours. These entrance and exit procedures will include any hallway transition to another location in the building.

“FOOD”:

Added

- **Food deliveries** to CMTHS are strictly prohibited as per the school policy. Students are advised to refrain from arranging or accepting ANY food deliveries on school grounds. If a delivery of food occurs, the delivery will be rejected by school personnel.
- **School lunches** are served at sending schools; students are expected to eat at their sending school or prior to coming to CMTHS. Bringing lunch from outside is not allowed. For lunch-related assistance, students can contact Mr. Wilson.

“GRADING” Pg. 16:

Original

Students and their parents are encouraged to seek the help of the instructors or administrators whenever necessary. Please contact the instructor by phone or email if you have questions and concerns. Please leave a message if the instructor is unavailable. All calls should be returned within 24 hours. CMTHS grades consist of three components that are a specific percentage of the total grade:

1. Work Ethic 30%
2. Knowledge 30%
3. Skill or Competency 40%

The daily Work Ethic grade of up to 10 points is assigned by the teacher. Work Ethic is based on the following: attendance, discipline, completion of assignments, safety violations, and behavior. Marking period grades are calculated into the student's Grade Point Average (GPA) based on the sending school grading scale. Grade reports are mailed to the parent/guardian at the end of each marking period. A mid-marking period progress report is also sent to the parent/guardian. Sending schools receive grade updates from CMTHS at both the middle and end of each marking period or as needed to complete state-mandated reporting, individual education plans, and program changes.

Change

Students and their parents are encouraged to seek the help of the instructors or administrators whenever necessary. Please contact the instructor by phone, email, or TalkingPoints with questions and concerns. Please leave a message if the instructor is unavailable.

CMTHS grades consist of three (3) components of the total grade:

1. **Work Ethic** – includes assignment completion, attendance, behavior, participation, preparedness, safety, tardiness, uniform

2. Knowledge/Theory – includes assessment grades on knowledge/theory tasks assignments
3. Skill or Competency – includes assessment grades on hands-on skill and/or program competency tasks

Marking period grades are calculated into the student's Grade Point Average (GPA) based on the sending school grading scale. Grade reports are reported in the student's CMTHS PowerSchool. Students and parents/guardians are given their PowerSchool access at the beginning of the school year. It is encouraged that both students and parents/guardians check grades regularly.

We will notify the parent/guardian via our communication services when the mid-marking and the end of each marking period are posted.

Sending schools to receive grade updates from CMTHS at the middle and end of each marking period or as needed to complete state-mandated reporting, individual education plans, and program changes.

CMTHS grades are indicated on the student's sending school transcript.

“Reflective And Restorative (Rr) Program”:

Added

Due to high concerns of repeated level one offenses, students may be referred to the Reflective and Restorative program. CMTHS Reflective & Restorative program is an intervention for repeated level I behaviors/minor infractions to prevent level II, III, or IV discipline procedures that may include suspensions and/or removal from CMTHS.

- Students may be referred to the Reflective & Restorative program by their instructor for repeated level 1 offenses.
- Once the referral is reviewed by the Coordinator of Student and Behavioral Supports (CSBS), the parent and student will be informed of the appropriate consequence as well as the time scheduled.
- The student will be removed from their program for a time that will not exceed 45 minutes during their program session.
- The student will complete lessons in Schoology related to the infraction, a reflective exercise and a discussion pertaining to the offense. Lessons will be administered by the Behavior Mentor.
- If additional time is needed, the Behavior Mentor will schedule time for the student to complete mandatory lessons.
- The student must fully participate and complete this session(s).
- Refusal to participate or complete the session(s) may result in an Out of School Suspension (OSS).

The vision of this program is to foster and promote a growth mindset that supports student agency, which allows students to take ownership of their learning with guidance, support, and accountability, so that students will develop self-agency through self-reflection that will support self-improvement. We at CMTHS seek to ensure a fair and supportive learning environment for all students.

“Responsibilities of Students” Pg 20:

Original

Students attend school to develop to their fullest potential. With this in mind, students are expected to do the following:

- Follow CMTHS Health and Safety Procedures, Policies, and Protocols according to Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health and Safety Plan to ensure the health and safety of everyone.
- Accept responsibility for their actions.
- Respect the rights of others to secure an education in an environment that is orderly and disciplined.
- Attend school regularly in person and/or virtually depending on the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan.
- Be punctual at all times.
- Maintain habits of personal cleanliness, clean, plain cloth face covering & proper handwashing techniques.
- Respect school property and help to keep it free from damage
- Recognize that teachers assume the role of “In Loco Parentis” in matters of behavior and discipline.
- Make an earnest effort to do their best work.
- Contribute toward establishing and maintaining mutual respect and dignity for all.
- Obey school rules and regulations made by school authorities and the student governing body.
- Read this code and seek help with parts not understood.

Change

Students attend school to develop to their fullest potential. With this in mind, students are expected to do the following:

- Accept responsibility for their actions.
- Respect the rights of others to secure an education in an environment that is orderly and disciplined.
- Be punctual at all times.
- Maintain habits of personal cleanliness.
- Respect school property and help to keep it free from damage

- Recognize that teachers assume the role of “In Loco Parentis” in matters of behavior and discipline.
- Make an earnest effort to do their best work.
- Contribute toward establishing and maintaining mutual respect and dignity for all.
- Obey school rules and regulations made by school authorities and the student governing body.

“Uniforms and Dress Guidelines” Pg. 22:

Original

Students are expected to enter the building dressed in an appropriate manner. Basic considerations for what are appropriate are modesty, manners, safety, and proper grooming. Clothing cannot distract from the educational process. Some examples of that are:

- Clothing with offensive language, provocative symbols and/or references to alcohol, gangs, drugs, violence, sex, tobacco, ethnic prejudice, or political statements.
 - Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because pictures or wording violate the regulations listed above regarding safety, obscenity, or profanity, may be prohibited.
- Each instructor will decide whether headwear is permissible in their program. Headwear is not permitted in any other part of the building. All headwear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair.

All programs require students to wear the uniforms of their trade. Safety practice, sanitation, and/or state law, govern the type of clothing worn. Students are expected to act (and look) like the skilled technicians they are training to be. Uniforms may be purchased via the uniform link at www.cmths.org or by clicking here. There may be program activities that students are not allowed to participate in unless the proper uniform is worn.

Change

Students are expected to enter the building dressed in an appropriate manner. Basic considerations for what are appropriate are modesty, manners, safety, and proper grooming. Clothing cannot distract from the educational process. Some examples of that are:

- Clothing with offensive language, provocative symbols and/or references to alcohol, weapons, gangs, drugs, violence, sex, tobacco, ethnic prejudice, or political statements.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because pictures or wording violate the regulations listed above regarding safety, obscenity, or profanity, may be prohibited.
- Wearing head coverings that completely cover the face is not permitted, with the exceptions of medical requirements and religious practices.



Student Handbook 2022-2023



821 Plymouth Road
Plymouth Meeting, PA 19426
610-277-2301
www.cmths.org

A Bright Future Begins at Central Montco Technical High School

Dear CMTHS Families,

August 2022

We are pleased that you have chosen to attend Central Montco Technical High School (CMTHS). Central Montco Technical High School's Administration, Faculty, and Staff are committed to helping you reach your career goals. Whether you plan to enter college or the workforce after graduation, your future is in your hands. We encourage you to take advantage of the many opportunities offered to you.

This handbook is designed to be a guide for day-to-day policies and procedures and adapted for the adherence of the guidelines of Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health and Safety Plan during the pandemic. Please read the handbook thoroughly and keep it handy as a reference guide. The staff will review with all students during the first and second week of school. Parents and students must sign the signature page and acknowledge they have read the handbook in its entirety.

Best Wishes,

The Joint Operating Committee, the Administration, and the Staff of CMTHS

Central Montco Technical High School Joint Operating Committee

Central Montco Technical High School (CMTHS) is a joint venture between the Colonial, Norristown Area, and Upper Merion Area School Districts. The governing body, or Joint Operating Committee, comprises three school board members from each of the participating school districts.

Colonial School District

Superintendent: Dr. Michael Christian
JOC Members: Mrs. Chris Epstein
Mrs. Susan Moore, Treasurer
Mr. William Winchester



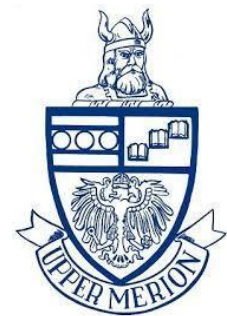
Norristown School District

Superintendent: Mr. Christopher Dormer
JOC Members: Mr. Philip Daniels
Mr. Christopher Jaramillo
Mr. Louis Mason, Vice Chairperson



Upper Merion School District

Superintendent: Dr. John Toleno, CMTHS Superintendent of Record
JOC Members: Mrs. Alice Budno-Hope
Mr. Troy Chiddick
Mrs. Maggie Philips, Esq., Chairperson



Central Montco Technical High School

Executive Director: Dr. Angela King
Recording Secretary: Mrs. Jessica Titus

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Due to the nature of the COVID pandemic, amendments to this handbook may occur at any time

Click on the titles below to be taken directly to that section.

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Accident Reporting

Whether major or minor, accidents resulting in injury must be reported to the instructor, and the injured student sent to the emergency medical nurse. The nurse will take whatever measures appear to be necessary. If a student requires medical attention, his/her parent/guardian will be contacted to pick up their child and take them to a doctor or hospital. When the parent/guardian is unable or not available to pick the student up, CMTHS reserves the right to send that student to a doctor by other means of transportation.

Admissions Policy

CMTHS has established requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students and may admit non-resident students from outside the attendance areas of participating school districts if space warrants such admission and an appropriate program can be provided.

Admission to CMTHS is based upon the recommendation of the sending-school teachers and school counselors. Students are accepted into a program on a first-come, first-served basis. Some programs, as a result of their academic rigor, call for prerequisite academic courses. In the event that course enrollments exceed capacity as determined by facility limitations and laws, CMTHS will consider additional sections but reserve the right to cancel enrollments.

Acceptance of the students from non-participating districts is subject to space availability after all students from participating districts are accommodated without adding any additional sections. Also, such students shall be required to pay tuition as calculated by CMTHS. Such students must meet all other normal admission requirements. Programs are developed around a three-year curriculum, and students may enter CMTHS in the 10th, 11th, or 12th grade.

Alert and Notification System

CMTHS uses a notification service that allows us to send a telephone message and an email or text message (or combination of the three) to the parent/guardian, providing relevant information about school events, student attendance, or emergencies. CMTHS will notify parent/guardian of school delays or cancellations due to inclement weather, remind parent/guardian about school events, and inform parent/ guardian of the child's tardiness or absence from class. In the event of an emergency at school, parent/guardian will be notified immediately by phone. The parent/guardian email address and phone number provided on the student information sheet are used by our system to convey messages.

Attendance Policy

Regular attendance in the building *providing that the safety metrics measures are met according to Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines* is necessary for student success; therefore, we encourage students and their parents to work cooperatively to ensure regular attendance in the building *and/or virtually*. Students are graded on attendance under the Work Ethic component of the CMTHS grading system. A daily work ethic grade of up to 10 points is assigned by the teacher. Work Ethic is based on the following: attendance, discipline, completion of assignments, safety violations, and behavior. If a student is marked absent, an automated telephone call will be made to the student's parent/guardian, whether excused or not.

As a result of school concern for student attendance, a formal letter will be sent to the parents/guardian on the 5th, 10th, and 20th occasion of a student's absence. The purpose of this letter is to inquire about the cause of the student's absences from school. In obvious instances, such as hospitalization, confined illness, and similar situations, this practice will be disregarded.

EXCUSED ABSENCE NOTES

If a student has been absent from school for any reason, an absence note signed by the parent/guardian, sending school, doctor, or judicial court is to be emailed to attendance@cmths.org by the third day of school following the absence. Submitting the absence note is the responsibility of the student. Irregular and excessive absences will be investigated and could lead to disciplinary action. Absences caused by school-sponsored activities, appointments initiated by the nurse, counselor or administrator, or illnesses or injuries confirmed by a doctor's note are considered excused. Attendance data (absences and tardies) are included in permanent records. Cases of excessive absences will be referred to the appropriate authorities by the student's sending school.

UNEXCUSED ABSENCES

All other absences not listed under excused absences are considered unexcused.

LATENESS/TARDY POLICY

If a student arrives late to school, other than by a late school bus, the student must enter through the main office. Each time a student arrives late to CMTHS, an automated telephone call, email, or message will be sent notifying the student's parent/guardian of their lateness to CMTHS. Excessive unexcused lateness and absences may result in the loss of Co-Operative Education and Internship privileges. Students who arrive at school after the majority of class time are considered absent. Parents are encouraged to make appointments before or after school.

EARLY DISMISSALS

Early dismissals from in-person learning are discouraged or limited to only essential or urgent situation. Parents/Guardians are required to make appointments. An email to attendance@cmths.org from the parent/guardian requesting an early dismissal with the student's full name, parent/guardian's phone

number, and reason for early dismissal is required. The early dismissal must be approved by administration 24 hours in advance of the dismissal time except for emergencies, and all parties must follow early dismissal protocols as stated in the email. A staff member will verify the email by calling the parent/guardian.

If someone other than a parent/guardian picks up the student, the person picking up the student must be listed as an emergency contact on the medical form and the person's full name must be indicated in the email. The person picking up the student is required to provide a picture ID for scanning and must follow the guidelines below.

- Individuals must follow all signs in the parking lot.
- All visitors must use our electronic sign in and enter their ID into our screening system, if they must enter the building.
- If there is an essential need to enter the building, there will be a mandatory prescreening and authorization of visitors required prior to entering the building.
- Individuals will be directed to enter through the front office only.

CMTHS recognizes that many students are involved in civic activities. However, attendance at school is the first and foremost responsibility of the student. For that reason, early dismissal will not be granted to students who serve as firefighters, fire police, paramedics, or in similar capacities. Students will not be excused for reporting late to school or missing school for the entire day because of participating in such activities. We will make Exceptions for extreme emergencies will be made at the discretion of the administration.

Automobiles, Parking, Driving and Riding Permits

Students who drive to CMTHS must:

- Complete and return a CMTHS Driving/Riding Permit Request including a copy of the license, registration, and insurance electronically to attendance@cmths.org
- Follow the assigned parking and entering/exiting the building protocols.
- Parents/Guardians dropping off students must follow the designated drop-off procedures.
- All drivers must have a parking permit from their sending schools.
- All student drivers/riders must attend CMTHS regularly and on time and must arrive at their CTC program by 8:00 AM (morning session) and 12:00 PM (afternoon session).
- Habitual unexcused lateness and absences may result in administrative discipline and loss of parking privileges at CMTHS.

All students approved will be issued an assigned parking space and driving permit. Students must park in their assigned student parking spaces. The driving permit **MUST** be displayed inside the vehicle at all times. Violations, including transporting unauthorized passengers, speeding, reckless driving, and any other inappropriate actions, may permit revocation and disciplinary action. Students using the school parking facilities are not permitted to sit in cars or to leave the school grounds at any time during the school day, except with permission from a member of the administrative staff.

Automobiles incorrectly parked may be removed from school grounds. Students driving will enter the grounds by the Plymouth Road entrance and leave by the New Hope Street exit. Students are expected to follow the directional signs in the parking lot. All parking is at the risk of the owner/driver.

All vehicles parked on CMTHS property are subject to search by school personnel. Vehicles thought to contain illegal or dangerous items are subject to seizure by the Plymouth Police Department. The school assumes no responsibility for any damage or loss of property. CMTHS reserves the right to deny or suspend parking privileges to any student who violates regulations.

The speed limit on school property is 10 mph. Excessive speed driving through CMTHS, reckless driving and/ or driving through Senior Suites (Brandywine) and/or St. Paul's Church parking lot may result in the loss of driving privileges and disciplinary action. Do not park in the Senior Suites or St. Paul's Church parking lots.

Bullying Policy (Policy # 249)

CMTHS is committed to providing all students with a safe and civil school environment in which all members of the school are treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying is an intentional electronic, written, verbal or physical act or series of acts directed at another student, students, or staff, which occurs in a school setting and includes cyberbullying.

It is the policy of CMTHS to maintain an educational environment that is intolerant of bullying in any form. It is a violation of this policy for any student or staff member to bully another person while attending school or school-sponsored events, in school vehicles, using school equipment/technology, at a designated bus stop or traveling to or from school. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at a school-sponsored event, in school vehicles, or at a designated bus stop.

CMTHS strictly prohibits any conduct by any student or non-student that creates or is intended to create an intimidating, threatening, offensive or hostile learning environment. All students and adults have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

Any student who feels they have been bullied has the right to file a complaint, also, reporting procedures are in place for use by parents and community members. Complaints may be reported directly to a classroom teacher, school counselor or school administrator.

All reports of bullying shall be promptly investigated; corrective action may be taken as deemed appropriate. Upon learning about a bullying incident, the principal or designee shall interview students involved, and thoroughly investigate the incident(s). This investigation may include interviews with students, parents and school staff, and the review of school records. In some instances, the staff of the student's home school district may participate in the investigation. In all cases, where a formal bullying

investigation commences, the sending school districts of the involved students will be notified of the bullying investigation. More information can be found by clicking [here](#).

Bus Transportation

Central Montco Technical High School cooperates fully with the sending school's transportation rules and regulations. The bus driver reports student misconduct on buses to the sending school's transportation coordinator. According to rules and regulations, students who engage in bad behavior during the loading or unloading process at CMTHS will be disciplined at CMTHS.

CMTHS works closely with the sending school authorities in addressing misconduct on buses. Transportation privileges may be denied for misconduct.

Students must follow all bus transportation safety protocols.

- *Students must follow pre-determined strategic bus seating charts for proper social distancing and designated entrances to the building.*
- *Students must wear face covering as mandated by Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines while boarding, riding, and exiting the bus.*
- *Students will be prohibited from boarding the bus if he/she does not have a completed medical form.*
- *Bus transportation will be denied for students who violate the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS health & safety plan.*

If a student experiences transportation problems such as late buses, missed pick-ups, incorrect bus assignments, etc., he/she should contact his/her sending school's transportation coordinator. The student's sending-school District is responsible for transportation to and from CMTHS. CMTHS is not responsible for bus transportation.

Permission to ride another school district's bus is always prohibited. Students must secure sending school principal's approval to ride another bus within their own District. Following is a list of sending schools' transportation website links and phone numbers.

[Norristown Transportation Department](#) - 610-630-5051

[Upper Merion Transportation](#) (First Student) - 610-205-6484

[Colonial/PW Transportation](#) First Student - 610-834-1670 x4

[Lower Merion/Harriton Transportation](#) - 610-645-1940

Career and Technical Organizations: Student Leadership

SkillsUSA and Health Occupations Students of America (HOSA)

Both of these programs have chapters at CMTHS. These programs are nationally recognized organizations and are a required part of a student's program. Many planned student activities will be held during the year to support SkillsUSA and HOSA. Scholarships and tools are awarded to students who compete in District, state, and national skills & leadership competitions. Click [here](#) to learn more about SkillsUSA and [here](#) to learn about HOSA at CMTHS.

National Technical Honor Society

NTHS helps schools recognize students for their achievement in career and technical education. Members receive a membership certificate in a professional presentation portfolio. In addition, members receive an official NTHS diploma seal, graduation tassel, lapel pin, and window decal to show their affiliation with NTHS. Click [here](#) to learn more about NTHS at CMTHS.

Certifications and Testing

PENNSYLVANIA SKILLS CERTIFICATE

To earn the Pennsylvania Skills Certificate, students must achieve an advanced level on a NOCTI or other PDE-approved test. These tests consist of two parts-written and performance.

The written NOCTI exam covers factual knowledge, technical information, and problem solving related to a technical field. The performance test allows students to demonstrate that they have the skills required to do the job. The tests are given at schools with local business and industry persons evaluating student performance.

The tests provide students the opportunity to demonstrate that they have acquired the technical skills needed for entry-level employment and postsecondary education.

A student that achieves advanced on all portions of the NOCTI exam will receive a Pennsylvania Skill Certificate from the Pennsylvania Department of Education. The Pennsylvania Skills Certificate is one of the qualifying documents used to offer students advanced college credits with partnering postsecondary institutions through the Statewide Articulation Agreement. To learn more about this opportunity, talk to your CMTHS counselor or visit www.education.state.pa.us and search for "Statewide Articulation Agreement."

OTHER CERTIFICATES

Competent and Completion Certificates are documents that indicate the student has obtained the entry-level skills required for a specific occupation. They are issued to students according to the skills

completed for specific job titles. A student's program may offer certificates of participation, proficiency, or licenses issued by state and national organizations.

Change of Program

Students who wish to change programs within CMTHS must notify the CMTHS school counselor for consultation. The counselor will contact all individuals involved: Student, Parent/Guardian, CMTHS Instructor(s), CMTHS Special Needs Counselor (if applicable), Sending School Counselor, and Case Manager (if applicable). If all agree to the possible move, the student will shadow a new program in two sessions over a two-day period. Once the shadow is complete, the CMTHS Counselor will speak with the Program instructor and Student to see if it is a good fit. The student will then be moved to the new program if space is available. Where there is a capacity restraint in that program, the student will be added to the waitlist. (See "Waitlist" for more details).

Closing of School

School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be announced on the school website www.cmths.org, and via the school telephone communication system. Students should follow their sending-school's closing information. Students should not drive to school on those days for which snow and/or sleet are predicted.

Communication

CMTHS uses a variety of methods to communicate with our students and families. Methods we use include, but are not limited to:

- Phone alert system
- Texting alert system
- Email
- CMTHS Website

If a parent/guardian email address or a student's address or telephone number changes, the student must report these changes to the CMTHS school counseling office or change it in PowerSchool as soon as possible.

Confidential Communication

CMTHS recognizes that some written and oral communications between students and school personnel is confidential. All school personnel must comply with federal and state laws, State Board regulations and Joint Operating Committee policy concerning confidential communications of students. Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare or safety of the student or other persons is in jeopardy. In qualifying circumstances, a staff member may reveal confidential information to the Executive Director and other appropriate authorities.

Counseling: Student Success Center

If students want to talk to the school counselor, they may request permission from their instructor to contact the counselor and make arrangements for counseling. The counselor will come to the student's designated location if possible. Students may also make appointments directly with the counselor. The counselor can assist students with their CMTHS program, career information, college opportunities, additional technical training, armed forces opportunities, and/or personal concerns.

Educational Field Trips

Many CMTHS teachers use field trips to extend the learning environment. To participate in a field trip, students must:

- Have regular and on-time attendance, which are required to be eligible to attend a CMTHS sponsored field trip.
- Have appropriate behavior; students with frequent and serious disciplinary incidents may not be eligible for CMTHS sponsored field trips.
- Submit a signed parental consent
- Abide by all school rules, even when not on school grounds
- Be responsible for informing each sending-school teacher in advance of the field trip
- Be responsible to keep up with work missed as a result of the field trip
- Follow outlined procedures under the "Medications" section of this document. School medical personnel may attend educational field trips at the request of the Director.

Electronic Devices

The teacher always has the discretion of using all electronics, including cell phones, headsets, earphones, earbuds, and Air Pods. Electronics are permitted in school *but must have limited usage due to cleaning & sanitizing protocols (refer to Health & Safety Plan)*. Students must have one ear unobstructed at all times so they may hear instructions and follow directions. Students MAY NOT utilize personal devices to make videos or take pictures during the school day unless directed by the teacher, administration, or designated staff member. CMTHS will not be responsible for the loss or theft of any electronic devices and/or personal items. Items of value should not be brought to school and should not be left unattended.

Emergency Evacuation Drills

Periodic evacuation drills are a part of the school's on-going safety program. As soon as the alarm sounds, the power shuts down. All persons are to leave the building quietly. Do not talk or run. Students must locate themselves at least 75 feet away from the building and remain with their class. The roll will be taken. Do not assemble on the driveway where fire equipment might pass. When given a signal, students return to the building through the same door they left. If a student is away from their program when the alarm sounds, they are to leave by the closest exit and report to their designated assembly area for the instructor to take roll accurately. All evacuation drills will follow the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines.

English Language Development

Any student who receives direct ELD services at their home district is entitled to ELD push-in support within their career and technical program at Central Montco Technical High School. This support includes differentiated class content and assessments based on student proficiency level and Spanish interpretation and translation support within the program curriculum.

ELD support also extends to the families of our students by ensuring that there is an open line of communication between the school and home. Interpretation and translation in Spanish is available with our bilingual ELD Specialist for any parental/guardian questions or concerns and for communication home. If you have any questions, please contact our ELD Specialist, Mrs. Katie Allen at kallen@cmths.org.

Entering and Exiting the CMTHS Building

Every student will follow the specific exiting procedures during the school hours. These exiting procedures will include any hallway transition to another location in the building.

During times while under the direction of CMTHS's Health and Safety Plan, the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines:

- *Congregate areas will be blocked off/restricted.*
- *Students will leave only when directed by a staff member and follow transition protocols.*

Every student will have a designated entry point and must follow the procedures for entering the building. Students must follow the exiting the building protocols at the end of the school day and for any pre-approved early dismissals. We will follow 3-feet or to the maximum extent feasible with social distancing or to the maximum extent feasible and safety protocols as indicated in all Health Safety Plans.

- *Students will have and wear face coverings if mandated by CMTHS's Health and Safety Plan, Pennsylvania Department of Education, and the Montgomery County Department of Health guidelines.*
- *Students will be provided with a specified entrance/exit plan directly to their classroom/program and directly to their transportation home.*
- *Students will follow the loudspeaker announcements to direct students in/out of the classroom/program.*
- *Students will follow all visuals such as tape lines and decals for distancing within the program areas, common areas, and hallways.*
- *Students will show their sending school or CMTHS ID upon entering the building.*
- *Students must have a completed medical form prior to entering the building or bus transportation.*

Equipment and Textbooks

Textbooks, tools, electronic devices, and equipment that are the property of CMTHS must be returned in good condition at the end of the school year. Students will be required to pay for books and equipment that are damaged or not returned at the end of the school year. Students who are deemed in need of financial assistance for uniforms, tools and/or equipment may request a payment plan/contract from the Business Office. CMTHS will purchase or provide a loaner item to students whose parents sign a payment plan contract. Students with payment plan contracts who do not satisfy their yearly obligations per terms of the agreement may not be allowed to return to a program.

Equity Statement

Central Montco Technical High School does not discriminate in its education programs, activities or employment practices based on sex, color, national origin, race, sexual orientation, disability, age, religion, ancestry, political opinions or affiliations, or lawful activity in any employee organization. Central Montco Technical High School provides equal access to the Boy Scouts and other designated youth groups. For information about your civil right and grievance procedures, contact Dr. Angela King, Executive Director and Equal Rights Coordinator, 610-277-2301.

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Central Montco Technical High School, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from your child's education records. However, Central Montco Technical High School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary following District procedures. The primary purpose of directory information is to allow Central Montco Technical High School to include this information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Also, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information, names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Central Montco Technical High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing.

Grading

Students and their parents are encouraged to seek the help of the instructors or administrators whenever necessary. Please contact the instructor by phone or email if you have questions and concerns. Please leave a message if the instructor is unavailable. All calls should be returned within 24 hours. CMTHS grades consist of three components that are a specific percentage of the total grade:

1. Work Ethic 30%
2. Knowledge 30%
3. Skill or Competency 40%

The daily Work Ethic grade of up to 10 points is assigned by the teacher. Work Ethic is based on the following: attendance, discipline, completion of assignments, safety violations, and behavior.

Marking period grades are calculated into the student's Grade Point Average (GPA) based on the sending school grading scale. Grade reports are mailed to the parent/ guardian at the end of each marking period. A mid-marking period progress report is also sent to the parent/guardian. Sending schools to receive grade updates from CMTHS at both the middle and end of each marking period or as needed to complete state-mandated reporting, individual education plans and program changes.

Health Information (Students)

Students are prohibited from entering CMTHS without a completed health form. Students must have the parent/guardian signed health information document to work on hazardous equipment. It is the responsibility of the parent/guardian to complete student health form, and all other required documents before entering the building on the first day of class. Students will not be permitted to enter CMTHS, use tools or operate equipment until the health and other required forms have been properly completed and submitted. Also, all safety procedural tests must be satisfactorily completed and recorded by the program instructor.

Identification of Students

All students are required to wear an ID tag and must produce their ID tag when requested. The school will provide each student with one ID each year. Replacement ID tags will be at the expense of the student.

Insurance

All students enrolled in a technical program are urged to participate in the sending school's insurance program. Both physical and financial loss can occur through accidents. If students do not participate in the sending school insurance plan, the administration strongly urges them to consult with their parent/guardian to determine if they have insurance, which would cover them during the school day.

Internet (Acceptable Use of Internet Policy # 815)

Internet access, email and network resources are potential to students for educational and instructional purposes and other purposes consistent with the educational mission of CMTHS. Students are expected to act in a responsible, ethical, and legal manner following CMTHS policies and procedures, accepted rules of network etiquette and federal, state, and local law.

Appropriate use of CMTHS access to the Internet and the school's email and network technologies shall be in support of the educational mission and instructional program of the school and in accordance with this policy and the Children's Internet Protection Act (CIPA) 114 Stat. 2763A-335. Students may not use the school's computers for access to the Internet or for email without the approval or supervision of a teacher or CMTHS staff member. In the event a parent or student fails to sign and return the permission, a second permission will be issued. The school will view failure to return the second permission as acceptance of the terms and conditions within the permission.

With Internet and email comes the potential of material that may not be considered appropriate. CMTHS cannot ensure that students who use the Internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. Inappropriate use is categorized by the following: materials that are damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to CMTHS policy on harassment, contrary to CMTHS policy on bullying, harassing or illegal.

CMTHS reserves the right to log, monitor and review Internet, email, and other network use of each user. This logging, monitoring and review may be conducted without cause and notice. By using CMTHS computers each user agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy concerning Internet, email, or other network usage. Network storage areas may be treated like school lockers, but the limitation of 22 Pa shall not govern searches of such network storage. Code § 12.14(c). Network administrators may review student files and communications to maintain system integrity and ensure that students are using the system only for appropriate purposes. Students should expect that files stored on CMTHS servers or computers will not be private. More information can be found by clicking [here](#).

BRING YOUR OWN DEVICE (BYOD)

Students are permitted to bring their own electronic device to school including, but not limited to the following: cell phones, smart phones, I-Pads, and laptop computers. Students may utilize these devices at the discretion of a staff member. Students agree to utilize the district Wi-Fi network and are not permitted to utilize 3G or personal networks during school hours. Students may not utilize personal devices to make calls at any time during the school day unless directed by the teacher, administration, or designated staff member.

Students who do not follow the discretion of the staff member will be subject to disciplinary action. It should be recognized that BYOD at CMTHS is a privilege for students, not a right. Students will be required to follow all classroom procedures and the student code of conduct or forfeit this privilege and be subject to additional disciplinary actions.

Lost and Found

Report all lost and found items to a staff member. Do not touch or remove the lost and found items.

Mascot, Colors, and Motto



The CMTHS official Mascot is the Hawk.

The CMTHS official school colors are burgundy and gray.

The CMTHS School Motto is “Shaping Today’s Students for Tomorrow’s Careers”.

Occupational Advisory Committees

All CMTHS programs are designed to provide the student with the skills required for specific occupations. In order to identify and update the skills taught, each program has an Occupational Advisory Committee (OAC). It is comprised of representatives from businesses, postsecondary staff members, parents, and students.

Personal Property Work Done at CMTHS Policy

Students, with permission, may bring work into CMTHS. The educational needs of the school may, at times, require the instructor and administration to deny the student the ability to bring in a particular work project. The educational philosophy of CMTHS is that the instructional needs be met first. Consequently, any work that is brought into the school must be approved by the administration. The instructor approves the job based on its relevance to the curriculum.

Philosophy of CMTHS

Central Montco Technical High School (CMTHS) provides a variety of programs that prepare individuals to enter the workforce or to continue their education at colleges, universities, and technical schools. In addition to occupation-specific training, CMTHS promotes the development of civic responsibility, employability skills, leadership, and professionalism. All programs are competency-based and designed to meet the individual student's needs, skills, interests, abilities, and preferences.

CMTHS is committed to serving the business and industry sector of the community by providing programs that assist in meeting workforce requirements.

Portfolios

During their senior year, students shall create a professional portfolio which contains but is not limited to, a resume, certifications earned, letters of reference, awards, and samples of the student's work. Through their participation in the Senior Seminar Program, seniors will be instructed in the PA Career and Education and Work Standards, which include career awareness, preparation, acquisition, retention, and advancement.

Responsibilities of Students

Students attend school to develop to their fullest potential. With this in mind, students are expected to do the following:

- *Follow CMTHS Health and Safety Procedures, Policies, and Protocols according to Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health and Safety Plan to ensure the health and safety of everyone.*
- Accept responsibility for their actions.
- Respect the rights of others to secure an education in an environment that is orderly and disciplined.
- *Attend school regularly in person and/or virtually depending on the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan.*
- Be punctual at all times.
- *Maintain habits of personal cleanliness, clean, plain cloth face covering & proper handwashing techniques.*
- Respect school property and help to keep it free from damage
- Recognize that teachers assume the role of “In Loco Parentis” in matters of behavior and discipline.
- Make an earnest effort to do their best work.
- Contribute toward establishing and maintaining mutual respect and dignity for all.
- Obey school rules and regulations made by school authorities and the student governing body.
- Read this code and seek help with parts not understood.

IN LOCO PARENTIS

Every teacher, and administrator in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the students attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians, or persons in parental relations to such pupils may exercise over them.

Safety Equipment

Occupational training involves the use of equipment and tools that are found in industry. Programs are equipped so that students can learn skills that make them immediately employable upon completing the program. Student behavior must resemble that of a worker in industry. Safety regulations are divided into general and program safety rules. Program safety rules are more specific to each program area. All safety rules are to be obeyed. Posted in each program area are specific “safety attire regulations.” These regulations are explained to the students at the beginning of the term and are emphasized frequently.

Proper conduct - no horseplay, unsafe acts, or harassment; Wear eye safety protection in the program at all times; Wear required clothing

In posted areas, all students, faculty members and visitors must wear clear, non-colored lensed safety glasses. Safety glasses are protection and required by Pennsylvania Law. Safety glasses are issued to new students whose programs have posted areas, at the beginning of their first year at the CMTHS. Glasses that are damaged or lost must be replaced at the student's expense. Students may not participate in program activities in designated locations without wearing safety glasses.

Students who wear prescription glasses must wear goggles over their glasses or obtain prescription safety glasses with side shields. If a student decides to purchase safety glasses elsewhere or have prescription safety glasses, the safety glasses must be approved by CMTHS emergency medical nurse. Other safety equipment such as face shields, respirators, helmets, gloves, shoes, and other items must be worn when the activity calls for it. Instructors will explain this requirement in their program.

Sending School Activities

Students are encouraged to participate in their chosen sending school activities, clubs, sports etc. Students will not be penalized for participating in these activities as long as they provide the proper documentation to the Administration in a timely manner before the activity. Transportation will be arranged by the Administration and the sending school district.

SOAR (Students Occupationally & Academically Ready)

CMTHS fully supports the mission of SOAR (Students Occupationally and Academically Ready) which is a Pennsylvania Department of Education (PDE), Bureau of Career and Technical Education (BCTE) program to prepare students for college and careers in a diverse, high-performing workforce. For purposes of articulation, the Pennsylvania Department of Education, Bureau of Career and Technical Education defines a secondary completer as a student that has completed:

1. All program requirements necessary to achieve career objectives
2. Completed a Pennsylvania Department of Education approved NOCTI (National Occupational Competency Testing Institute) exam
3. Attained a high school diploma or equivalent.

Click [here](#) to learn more about the SOAR Program.

Student Shadow

If a student wishes to change a program, they will shadow the new program in two sessions, over a two-day period prior to the move. (See “Student Change of Program.”)

Tobacco

Pennsylvania Law (Act 145 of 1996 18 Pa.CS.A. Sect. 6306) prohibits the possession or use of a “lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form in a school building, or school bus or on school property.” A student who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a student is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized less than 42 PA/C/S/ Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine. In addition, CMTHS will take disciplinary actions; Plymouth Township may impose substantial fines for violation of Ordinance #952. CMTHS also prohibits the possession of electronic smoking devices such as vape pens, e-hookahs, and e-cigars.

Uniforms and Dress Guidelines

Students are expected to enter the building dressed in an appropriate manner. Basic considerations for what are appropriate are modesty, manners, safety, and proper grooming. Clothing cannot distract from the educational process. Some examples of that are:

- Clothing with offensive language, provocative symbols and/or references to alcohol, gangs, drugs, violence, sex, tobacco, ethnic prejudice, or political statements.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because pictures or wording violate the regulations listed above regarding safety, obscenity, or profanity, may be prohibited.
- Each instructor will decide whether headwear is permissible in their program. Headwear is not permitted in any other part of the building. All headwear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair.

All programs require students to wear the uniforms of their trade. Safety practice, sanitation, and/or state law, govern the type of clothing worn. Students are expected to act (and look) like the skilled technicians they are training to be. Uniforms may be purchased via the uniform link at www.cmtths.org or by clicking [here](#). There may be program activities that students are not allowed to participate unless the proper uniform is worn.

FACE COVERINGS:

During times while under the direction of CMTHS's Health and Safety Plan, the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines students must provide their own clean cloth face coverings and wear them following the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines, unless medically excused as determined by the guidelines from the departments above. Only plain color masks are permitted. The only print permitted is the student's official school district logo.

Unlawful Harassment (Policy # 248)

CMTHS strives to provide a safe, positive learning climate for students. The policy of the school to maintain an educational environment in which harassment in any form is not tolerated. CMTHS prohibits all forms of unlawful harassment of students by all students and staff members, contracted individuals and vendors, and volunteers in the school.

The term "harassment" includes but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, gender identity, national origin, age, or handicap/disability that create an intimidating, hostile or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome, and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Additional examples of sexual harassment include, but are not limited to unwanted sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual learning or working conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. (continued)

Students who have been harassed should promptly report such incidents to administration. Complaints of harassment 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 legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment. More information can be found by clicking [here](#).

Video Surveillance

A safe school environment is our priority. An orderly school environment requires a code of discipline to achieve this objective. The school uses video surveillance equipment to assist in providing a safe and healthy learning environment.

Visitors

All visitors must enter the building through the main office facing Plymouth Road. All visitors must have an appointment or be expected by the person they are visiting and follow the procedures below:

- Individuals must follow all signs in the parking lot.
- All visitors must use our electronic sign in and enter their ID into our screening system, if they must enter the building.
- If there is an essential need to enter the building, there will be a mandatory prescreening and authorization of visitors required prior to entering the building.
- Individuals will be directed to enter through the front office only.

In general, students may not bring a visitor to CMTHS with the intent of attending class. All tours should be arranged through the School Counseling Office.

Waitlist

Students are placed on/off a waitlist on a first-come-first-serve basis. If a spot opens in a program and the student still has interest in moving, they will follow the “Student Change of Program” protocol. There are no guarantees that a student will move off a waitlist in a given year.

Withdrawal from CMTHS

Students who wish to withdraw from CMTHS must notify the CMTHS school counselor for a consultation. The counselor will contact the student’s parent/guardian and sending school counselor. If the parent/guardian and sending school counselor agree to the move, and a full-day sending school schedule can be made, the student will be able to withdraw from CMTHS. All financial and material obligations to CMTHS must be met before the student’s withdrawal is completed.

Work-Based Studies

The purpose of work-based learning is to allow observation and understanding of the procedures, requirements, and responsibilities of occupations in an actual workplace setting. This experience can be obtained through the following methods.

CLINICAL EXPERIENCE

Some programs at CMTHS utilize clinical experiences during the class period to assist learning about the occupation and/or to develop certain skills. Instructors observe students during these sessions.

COOPERATIVE EDUCATION

Cooperative Education placements are provided for a second semester 11th grade or a 12th grade student in his or her 2nd or 3rd year of study to "cap-off" or complete his/her technical studies. The co-op assignment experiences must be related to the student's career objective and serve at least one or more of the following needs: to learn skills on equipment not available at CMTHS; to develop work-related attitudes while working alongside skilled employers; and to apply the skills learned at CMTHS in a competitive work environment.

Cooperative Education placement during the school week can be 3-4 days and students must work a minimum of 15 hours per week. Co-op students are paid employees. Co-op students report to school weekly for senior seminar class, NOCTI preparation or as requested by their instructor. As a part of the senior seminar class, students complete a portfolio that may be used after graduation for trade school and employment interviews.

INTERNSHIPS

Internship placements are for 11th and 12th grade students. Students are encouraged to participate in Internships while attending CMTHS. Internships allow the student to experience the field in which they chose to study and gives' them a choice as to what they may want to specialize in upon graduation. Internships are reserved to provide the student with an opportunity to work alongside a mentor at an off-campus location. The experience the students are exposed to should be designed to satisfy skill development tasks as outlined in the curriculum associated with the student's career objective.

Shadowing experiences are for any student to observe the career field in which a student has an interest in a business or industry for one or two days. Shadowing experiences are unpaid.

Discipline Levels and Procedures

Types of misconduct are classified into four (4) levels. Each level contains progressive intervention measures to address violations.

HEALTH AND SAFETY PLAN VIOLATIONS

All students will be expected to follow all of the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines 100% of the time. We understand that COVID-19 cases may occur. It is our goal to minimize transmission and to contain and isolate any significant symptomatic students in the building. Thus, any student who violates the protocols in the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health Guidelines and the CMTHS Health and Safety Plan are subject to a LEVEL III disciplinary action and removal from in-person CMTHS. There will be zero tolerance of any health and safety violations. As we cannot assure that there will not be positive cases in the school, CMTHS will do everything possible to contain and isolate any symptomatic students.

LEVEL 1 OFFENSES

A Level 1 offense on the part of the student is an offense which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level 1 offenses, may occur outside of the classroom and/or school.

- Disrespectful speech or action
- Disrupting class
- Dress code violation
- Failure to carry out directions
- Horseplay
- Inappropriate public display of affection
- Intentional distractions that prevent learning
- Intentionally using the wrong school bus
- Lying
- Obscene conduct or profanity
- Other Level 1 offenses
- Profanity
- Sleeping
- Unauthorized use of electronics
- Unprepared for class

Procedures for Level 1 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

Discipline Actions Include:

1. A staff member who is supervising the students or who observes the offense will intervene immediately
2. Parent/Guardian contact
3. Conference with the staff member and student

Discipline May Include:

- Written warning and/or
- Administrative action and/or
- Loss of extra-curricular school privileges

LEVEL 2 OFFENSES

A Level 2 offense on the part of the student is an offense whose frequency or seriousness disrupts the learning climate of the classroom and/or school. A Level 2 offense may also include incidents that occur outside of the classroom at school events or on school property.

- Cheating
- Cutting Class
- Damage or destruction of property
- Defiant Behavior
- Disobedience towards school personnel
- Disrespect towards school personnel
- Failure to accurately identify oneself
- Failure to report to detention
- Forgery
- Gambling
- Horseplay or pushing and injury
- Leaving class without permission
- Out of assigned area
- Loitering
- Misuse of hall pass
- Misuse of Internet
- Obscene conduct or profanity
- Other Level 2 offenses
- Petty theft
- Repeated Level 1 offense
- Safety violations

- Trespassing
- Unauthorized area
- Unsafe acts
- Vandalism

Procedures for Level 2 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

If a suspension is considered an appropriate discipline, the student and parent/ guardian shall be advised of the reasons for the suspension and be allowed to respond before the suspension becomes effective.

Discipline Actions Include:

1. A staff member who is supervising the students or who observes the offense will intervene immediately
2. Parent/Guardian contact
3. Conference with the staff member and student
4. Administrative action

Discipline May Include:

- Suspension (1-10 days) and/or
- Behavior contract and/or
- Parent conference with staff and/or Administration and/or Administrator and/or
- Loss of extra-curricular school privileges

LEVEL 3 OFFENSES

A Level 3 offense on the part of the student is an offense whose frequency or seriousness disrupts the learning climate of the classroom and/or school. A Level 3 offense may also include incidents that occur outside of the classroom at school events or on school property.

- Bullying (Policy No. 249)
- Consensual sexual activity
- Disorderly conduct
- Ethnic/racial/sexual intimidation
- Extortion
- Failure to report to two or more detentions
- Fighting
- Flagrant disrespect for school staff
- Harassment
- Health & Safety Violation

- Inciting Level 3 behavior of student or non-student within school jurisdiction
- Instigating a fight
- Jeopardizing safety of self/others
- Major theft or possession of stolen property
- Misuse of Internet (major)
- Other Level 3 offenses
- Physically assaulting another student
- Reckless use of an automobile
- Repeated Level 2 offenses
- Smoking/possession of tobacco, nicotine, tobacco paraphernalia or electronic smoking devices
- Tampering with CMTHS computer network
- Tampering with teacher's grades
- Terroristic threat
- Unauthorized use/tampering AED
- Vandalism (major)

Procedures for Level 3 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

The Administration initiates disciplinary action by investigating the infraction and conferring with appropriate staff or agencies on the extent of the consequences.

If a suspension is considered an appropriate discipline, the student and parent/guardian shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

Discipline Actions Include:

1. Parent/Guardian contact
2. Conference with parent/guardian
3. Administrative action

Discipline May Include:

- Loss of extra-curricular school privileges
- Suspension (1-10 days) and/or
- Behavior contract and/or
- Police referral and/or
- Recommend removal from CMTHS

LEVEL 4 OFFENSES

A Level 4 offense on the student's part is an offense that could result in violence to another person or property, or which poses a direct threat to others' safety. Additional Level 4 offenses may involve the possession, sale, furnishing, use or involvement of any nature with unauthorized substances, or look-alike. Level 4 offenses may also include, but are not limited to, possessing, furnishing, selling, or using a weapon or a replica of a weapon on school property. These acts may be criminal and always require administrative action that may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the sending school Board of School Directors.

- Arson
- Assault resulting in serious injury
- Bomb threats
- Burglary
- Consensual/non-consensual sexual activity
- Continued repeated Level 3 offenses
- Criminal trespass
- Deliberately striking, pushing, or threatening to kill an employee
- False fire alarm
- Fighting-second offense or major
- Health & Safety Violation
- Inciting Level 4 behavior of another student or non-student within school Jurisdiction
- Obscene and other sexual materials
- Other Level 4 offenses
- Possession of alcoholic beverages
- Possession of an explosive device
- Possession of weapons or objects used as weapons (regardless of intent)
- Possession, use, sale or distribution of controlled substances or paraphernalia
- Risking a catastrophe
- Robbery
- Sexual assault

Procedures for Level 4 Offense:

In the event of a Level 4 offense, there is immediate intervention by the staff member who is supervising the students or who observes the offense, provided such intervention can take place safely.

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

The administrator verifies the offense, confers with the appropriate staff or agency, and meets with the student. The student may be immediately removed from the school environment. Parent/guardian is notified. Law enforcement officials are contacted, unless the discipline is based on continuation of a

Level 3 Misconduct, in which event the administrator determines if such referral is appropriate. A complete and accurate written report is submitted to the sending school district who will recommend appropriate discipline and/or expulsion and/or removal from CMTHS. The student is given a full due process hearing if expulsion is recommended.

Discipline Actions Include:

1. Parent/Guardian contact
2. Law enforcement contact
3. Sending school administrator contact
4. Suspension (3-10 days)
5. Informal discipline hearing (after 3 days OSS)

Addendum 1: Health and Safety Plan Protocols

If school is in session during a time mandated health protective measures are required by the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines, the following safety metrics will be put in place.

Classroom/Program Area:

- *Assigned seating charts for all students.*
- *Assigned workstations.*
- *Everyone separated 3 feet or to the maximum extent feasible.*
- *Eat meals 3 feet apart facing the same way.*

Personal Sanitation/Face Coverings

- *Handwashing/sanitizing before eating, and after using the bathroom.*
- *Handwashing/sanitizing upon entering the classroom, prior to leaving the building and every two hours or as needed.*
- *Hand wash/sanitize if an individual touches face, coughs, sneezes, or such.*
- *Hand wash/sanitize hands before putting on face coverings or PPE and after taking it off.*
- *Clean, plain, cloth face coverings are required, unless there are approved medical restrictions.*

Cleaning & Sanitizing Tools & Equipment

- *Students will clean and sanitize their own tools with specific sanitizing/cleaning procedures.*
- *All individual tools and equipment will be labeled with the student's name.*
- *All school tools and equipment will be labeled and distributed, sanitized, and stored by the instructional staff.*

Monitoring Student Health

- *Student health and symptom checks must be done prior to leaving the home. Students/parents must email attendance@cmths.org when symptomatic and stay home.*
- *Individuals who are sick must stay home or if in school, go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself.*
- *Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine. Students who are sick and do not have transportation home will either be transported by health care professionals or designated staff in protective gear (PPE) using our specifically modified vehicle.*
- *The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Montgomery County Public Health for decisions regarding quarantine. Refer to most recent Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health, and the Guidance of Home Isolation & Quarantine*
- *Recommendations for Pre-K to 12 Following Identification of Case(s) of COVID-19*

Addendum 2: COVID 19 Pandemic

Attendance - Regular attendance in the building and during asynchronous/synchronous virtual learning is necessary for student success; therefore, we encourage students and their parents to work cooperatively to ensure regular attendance in the building and/or virtually.

Early Dismissal - Students who need to be dismissed from school will have follow all protocols previously described in this handbook.

Electronics – Students must follow the staff’s discretion of using all electronics and the cleaning & sanitizing protocols (refer to Health & Safety Plan).

Entering/Exiting the Building - Each student will have a designated entry point and follow the procedures for entering the building. Students must follow the exiting the building protocols at the end of the school day and for any early dismissals. We will follow social distancing and safety protocols as indicated the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan.

Face Coverings - Students must provide their own clean cloth face coverings are required following the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan, unless medically excused as stated on the CMTHS Health Form and verified by administration as following the guidelines. Only plain color masks are permitted. The only print permitted is his or her official school district school logo.

Hallway and Common Areas – Hallways and common area are limited only to specified individuals (refer to Health & Safety Plan).

Health and Safety Plan Violations - All students should be mindful that as long as there are cases of COVID-19 in the community there are no assurances that CMTHS will not have any cases. The goal is to keep any COVID cases contained and isolated to the best of our ability. Thus, any student who violates the protocols in the CMTHS Health and Safety Plan is subject to disciplinary actions and/or removal from CMTHS.

Health Forms - Students are prohibited from entering CMTHS without a completed health form.

Late Policy - Students who arrive late to virtual learning must email the teacher and explain the reason for their tardiness.

NOCTI/SOAR - CMTHS will follow Pennsylvania Department of Education guidelines for NOCTI testing and SOAR credits.

School Counseling - If students want to talk to the school counselor, they may request permission from their instructor, who will contact the counselor and make arrangements for counseling.

Student Responsibilities – Students must follow CMTHS Health and Safety Plan to ensure everyone’s health and safety. Maintain habits of personal cleanliness, clean face covering & proper handwashing techniques.

Uniforms - All programs require students to wear the uniforms of their trade or the necessary attire as deemed appropriate by administration and instructor. Students will arrive and leave in their program attire.

**Central Montco Technical High School
2023-2024**

CMTHS JOC Meeting Schedule 2023-2024

July:	No Meeting
August:	August 2, 2023
September:	September 6, 2023
October:	October 4, 2023
November:	November 1, 2023
December:	December 13, 2023
January:	No Meeting
February:	February 7, 2024
March:	March 6, 2024
April:	April 3, 2024
May:	May 1, 2024
June:	June 5, 2024

All JOC Meetings start at 6:30 pm

CMTHS JOC Committee Meeting Schedule 2023-2024

Policy Committee of the CMTHS JOC will meet virtually every fourth Thursday of the month at 6:15 pm.

Facility Review Committee of the CMTHS JOC will meet virtually every third Tuesday of the month at 5:00 pm.

Finance Committee of the CMTHS JOC will meet virtually every third Tuesday of the month at 6:00 pm.

Curriculum Committee of the CMTHS JOC will meet virtually the first Tuesday of March and May at 6:00 pm.

J.K.M. LAWN CARE, LLC
 PO BOX 5034
 Limerick, Pa 19468 US
 +1 4846866825
 info@jkmlawncare.com
 www.jkmlawncare.com



Estimate

ADDRESS

Central Montco Technical HS
 821 Plymouth Rd
 Plymouth Meeting, PA 19462

SHIP TO

Central Montco Technical HS
 821 Plymouth Rd
 Plymouth Meeting, PA
 19462

ESTIMATE # 2717

DATE 01/11/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	WEEKLY LAWN MAINTENANCE			
	Lawn Maintenance	28	500.00	14,000.00T
	Scope of Work: Weekly lawn mowing, string trimming and blowing off paved surfaces conducted 28x per season			
				Subtotal: 14,000.00
	FERTILIZATION PROGRAM			
	Traditional Fertilization Program	3	900.00	2,700.00T
	Scope of Work: (3) Traditional Fertilizer treatments conducted in spring, summer & fall, utilizing a mix of liquid and granular products			
				Subtotal: 2,700.00

2023 PRICING w/scope of work

SUBTOTAL 16,700.00
 TAX 0.00
 TOTAL **\$16,700.00**

\$16,700.00

(Handwritten signature)
 1/13/23



Date:
Jun,09 2023

Valid until:
Jul, 09 2023

Prepared for:
CENTRAL MONTCO TECHNICAL HIGH SCHL
PA
Enrico Mazza

Prepared by:
Mckenzie Kerry
737.219.3278
mckenzie_kerry@apple.com

Total purchase amount: \$99,680.00

\$1.00 Purchase Option

Term	Annual	Monthly
36 months	\$35,811.04	\$3,102.04

\$1 Purchase Option - End of Term Options.

Options available upon completion of the base financed term include:

1. Exercise the option to purchase the equipment at end of term for one dollar
2. Exercise purchase option and trade in equipment at then-agreed upon values for credit toward new purchase or payment

Thank you for the opportunity to present this financing proposal for your review, which we are presenting to you at a time when you have expressed general interest in financing, prior to you submitting a credit application to us. I look forward to discussing your unique situation further. Please do not hesitate to call me at the contact information below with questions or concerns, or if would like to proceed with submitting a credit application.

To learn more about financing offers from Apple, please visit <https://www.apple.com/financing>.

Best,

Mckenzie Kerry
Phone: 737.219.3278
mckenzie_kerry@apple.com

Pricing Notes and Conditions

Payments, rates, terms, and conditions contained in this non-binding proposal are offered for informational purposes only and are subject to change without notice and shall not be construed as an offer to extend credit or enter into any lease financing transaction.

Applications for credit or lease financing shall be subject to our independent credit review, and shall be reviewed and/or approved subject to such terms and conditions as we may require in our sole discretion.

All quotes are exclusive of any applicable taxes.

This proposal is subject to the execution of mutually acceptable documentation between lessor and lessee, the terms and conditions of which shall be controlling.

Lease Discount Disclosure Statement: Apple Inc., as lessor, through the Apple Education Finance Program, provides an equipment discount ("Discount") to certain third party investors. The proposed lease shall be financed by a particular third party investor and, therefore, the Discount may be applied to facilitate this Lease Discount Promotion. The actual interest rate you will pay in respect of any resulting lease shall be reflected in an amortization table provided with such lease. The lease discount listed above refers to the lease discount for the lessors assignee.

The lease charge portion of the Payments (described above) can be determined by applying to the Total Adjusted Cost (described above) the rate which will amortize such Total Adjusted Cost down to the Purchase Option amount (as described above) by payment of such Payments. The lease charge rate may be higher than the actual annual interest rate because of the amortization of certain costs, expenses and fees incurred by us. It is understood that even if our mutual intention is confirmed by you, neither party shall be legally bound to the other by reason of this proposal, nor shall any rights, liabilities or obligations arise as a result of this proposal. Rates are subject to verification that the Lessee is a state or political subdivision as defined in Section 103 of the Internal Revenue Code of 1986.

Apple Inc. Education Price Quote

Customer: Enrico Mazza
CENTRAL MONTCO TECHNICAL HIGH
SCHL
email: emazza@cmths.org

Apple Inc: McKenzie Kerry
6900 W. Parmer Lane
Austin, TX 78729
email: mckenzie_kerry@apple.com

Apple Quote: 2212082352

Quote Date: Friday, June 09, 2023

Quote Valid Until: Sunday, July 09, 2023

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	14-inch MacBook Pro – Space Gray (Packaged in a 5-pack) Part Number: Z17P Configuration: <ul style="list-style-type: none">065-CDW3 Apple M2 Pro with 12-core CPU, 19-core GPU and 16-core Neural Engine065-CDW7 32GB unified memory065-CDWD 1TB SSD storage065-CDWK 96W USB-C Power Adapter065-CDWN Three Thunderbolt 4 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port065-CDWQ 14-inch Liquid Retina XDR display065-CF1J None065-CFDJ Backlit Magic Keyboard with Touch ID – US English065-CF1F COUNTRY KIT,A,5-PACK,J414	35	\$2,639.00	\$92,365.00
2	3-Year AppleCare+ for Schools – 14-inch MacBook Pro (no service fees) Part Number: SD6M2LL/A	35	\$209.00	\$7,315.00

Edu List Price Total \$99,680.00

– Additional Tax \$0.00

– Estimated Tax \$0.00

Extended Total Price* \$99,680.00

*In most cases Extended Total Price does not include Sales Tax

*If applicable, eWaste/Recycling Fees are included.
Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2212082352. Please contact your institution's Authorized Purchaser to submit the above quote online. For account access or new account registration, go to <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
 - For registration assistance, call 1.800.800.2775
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to institutionorders@apple.com. **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
 - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT contracts@apple.com.
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
 - APPLE INC. AS THE VENDOR
 - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
 - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
 - PURCHASE ORDER NUMBER
 - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
 - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
 - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
 - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL Sunday, July 09, 2023 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
 - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

Opportunity ID:
<https://ecommerce.apple.com>
Fax:

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COLLEEN YAEGER KRIEBEL

CERTIFICATIONS AND SKILLS:

- Executive Pastry Chef with over 26 years of industry experience
- ServSafe Certified Manager since 2000
- Advanced techniques in custom cakes, pastries, chocolates, confections, and principles of design
- Microsoft Office Suite, QuickBooks, Point of Sales systems, Canvas, Schoology, PowerSchool

EDUCATION:

Culinary Institute of America, Hyde Park, NY 2/2000 - 10/2001
Associate Degree in Occupational Studies, Baking and Pastry Arts

The Castle at Tarrytown Relaix & Chateaux Equis Restaurant, Tarrytown, NY Externship

Central Montco Technical High School, Plymouth Meeting, PA 9/1997 - 6/1999
Baking and Pastry Arts

Plymouth Whitemarsh High School, Whitemarsh, PA 9/1995 - 6/1999
High School Diploma

PROFESSIONAL EXPERIENCE:

Kriebel's Custom Bakery, Eagleville, PA 3/2011-Present
Executive Pastry Chef/Owner
A custom cake shop owner responsible for hiring, scheduling, advertising, marketing, customer service, payroll, accounting, training on POS, menu development, event coordinating, and controlling P&L.

Central Montco Technical High School, Plymouth Meeting, PA 2/2003 - Present
Long Term Substitute Teacher for the Culinary Arts/Baking Department
Pastry Chef instructor with responsibilities including classroom management, attendance, lesson planning, and grading. Building and maintaining virtual classroom and supervision of student-run bakery.

Ruth's Chris Steakhouse, King of Prussia, PA 4/2010-4/2013
Professional Server
Offering fine dining service. Bartending and barista, managing cash drawers, and customer service.

Aux Petits Delices, Wayne, PA 10/2004 – 3/2011
Executive Pastry Chef/General Manager
Ordering, scheduling, inventory, customer service, event planning, writing SOPs for all jobs; executing and designing specialty cakes.

Henning's Market, Harleysville, PA

10/2006-10/2007

Bakery Manager

Management of 21 employees, hiring and firing, inventory, procurement of goods, event planning, cake decorating, stocking and rotation of products, and running weekly specials.

Presidential Catering, Plymouth Meeting, PA

10/2001 - 9/2004

Assistant Catering and Pastry Chef

Preparing pastries and wedding cakes for catered events. Organizing preparations for mass production.

AWARDS AND COMMENDATIONS:

- Dessert Wars Champion, Philadelphia 2023
- Business of the Year, Lower Providence Board of Supervisors 2019
- Best Tasting Award, Let Them Eat Cake 2019
- Distinguished Alumni, CMTHS 2015
- Best of Montco, Kriebel's Custom Bakery since 2011
- Gold Medal Winner, Baking and Pastry Arts, Skills USA 1999, 14th in the Nation

PUBLIC APPEARANCES:

- Food Network CAKE WARS: Addams Family S4 Ep 3
- The Preston and Steve Show: Mass Wedding, Mass Gender Reveal, Japanese Pancakes
- Small Bites Radio with Glenn Gross and Derek Timm
- On Cooking: KYW 1060 with Hadas Kuznits
- FOX 29 NEWS: Breakfast with Bob, Halloween Cake Decorating segment, Down Syndrome Day, Cake Decorating with Jenn Frederick and Kellie Hemmerly

COMMUNITY AND VOLUNTEER WORK:

- Proud supporter of many local charities: King of Prussia Rotary Club, Variety, The Childrens Charity, Best Buddies Program, PAL of Norristown, Philabundance Camp Out for Hunger, Children's Hospital of Philadelphia, Tim Tebow Foundation A Night to Shine, Hogs and Honeys Foundation for Kids, Laurel House, Kitty Cottage
- Variety Works internship program host for Variety, The Childrens Charity of Delaware Valley. Formal training on how to accommodate neurodiverse employees, helping to create a more inclusive community
- Externship host for institutions such as The Culinary Institute of America, Penn Tech, Drexel, Montgomery County Community College, The Restaurant School of Philadelphia, The Art Institute of Philadelphia, Lancaster School of Technology, Central and North Montco Technical High Schools, and Methacton School District
- An active member of CMTHS and NMTHS Occupational Advisory Committee serving the Baking and Pastry Arts program
- An active member of the PA state Skills USA board where we organize and judge career-focused competitions for CTE high school students
- NOCTI PA state testing evaluator

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SKILLS

- Banking Systems
- Microsoft Office
- Microsoft Outlook
- Team Collaboration
- Problem Solving
- Management
- Cash Handling
- Accounts Payable
- Implementing new procedures
- Communicating
- Flexibility
- Strong Organizational Skills
- Enabling and Decision Making
- Customer Service

WORK EXPERIENCE

Peoples Bank & Trust Company - Edmond, OK

August 2017 – July 2023

Branch Manager, Commercial Loan Processor

September 2021- July 2023

Security Officer, Privacy Officer, Compliant Officer

Assistant Secretary Board of Directors, Secretary of the Loan Committee, Accounts Payable.

- Oversaw all aspects of branch operations, including sales, customer service, staff management, and compliance with regulatory guidelines
- Cultivated and maintained relationships with key customers and local businesses to drive customer acquisition and retention.
- Acted as the primary point of contact for escalated customer inquiries and complaints, resolving issues promptly and effectively.
- Ensured compliance with internal policies, procedures, and regulatory requirements, maintaining a strong control environment and managing operational risks
- Rewrote the entirety of the security program and turned the program around to better prevent and deter any security risks to the bank and mitigate any potential risk to the bank.
- Established New Processes for day-to-day teller transactions and CSR duties. Upon taking the role of branch manager there had been a lot of teller errors and policy violations that I had to address immediately. Since taking the position we have nearly eliminated most teller transactional errors and have gotten our process to better represent our policy and procedures.
- Created the bank's procedures for accounts receivable that alleviated all previous errors.
- Created new procedures, forms, and account opening forms on both the lending and retail side.
- Attend Professional Development courses with the Oklahoma Bankers Association to maintain best practices and improve skills/managerial strategies.
- Updating websites, calendars, and signs outside of the bank and handling all marketing with ads and promotional products.

Commercial/SBA Loan Assistant

December 2019 - September 2021

- Assisted the commercial lending team in processing loan applications, gathering necessary documentation, and preparing credit packages for review.
- Reviewed loan documentation for accuracy and completeness, ensuring compliance with regulatory guidelines and internal policies.
- Collaborated with loan officers, underwriters, and legal counsel to facilitate smooth loan closings and disbursements.
- Maintained loan files, updated databases, and generated reports to track loan statuses, document

NICKALETTE DRIVER

expiration dates, and payment schedules.

- Responded to client inquiries and provided exceptional customer service throughout the loan application process.
- Actively participated in team meetings, training sessions, and professional development opportunities to enhance knowledge of industry trends and best practices.
- Created and implemented the process for entering, filling, and executing PPP loans.

Teller/ Accounts Payable

August 2017 - November 2019

- Processed various financial transactions, including deposits, withdrawals, loan payments, and check cashing, accurately and efficiently.
- Balanced cash drawers at the beginning and end of each shift, ensuring accuracy and compliance with internal controls.
- Assisted customers in opening new accounts, providing information on available products and services, and addressing account inquiries.
- Educated customers on self-service banking options, including online banking, mobile banking, and ATM usage.
- Resolved customer issues and inquiries promptly and professionally, ensuring high levels of customer satisfaction.
- Promoted and cross-sold banking products and services based on customer needs and identified opportunities.
- Collaborated with team members to achieve branch sales and service goals, participating in training and development activities.
- Maintained knowledge of bank policies, procedures, and regulatory requirements to ensure compliance.

TTCU Federal Credit Union - Tulsa, OK

Teller- Part-time

October 2016 - August 2017

- Process customer transactions, including deposits, withdrawals, loan payments, and account transfers, ensuring accuracy and compliance with the credit union's procedures.
- Actively promote and cross-sell the credit union's products and services to meet individual and branch sales goals.
- Provide personalized assistance to customers regarding account inquiries, discrepancies, and financial inquiries, resolving issues promptly.
- Balance cash drawers daily and handle large volumes of currency while maintaining meticulous records of transactions.
- Collaborate with the branch team to enhance customer experience and foster a positive and welcoming atmosphere.
- Participate in training programs to stay updated on the latest credit union regulations, products, and procedures.

EDUCATION

University of Central Oklahoma, Edmond, OK - B.S.

December 2019

Major in General Studies

Minor in Women's, Gender, and Sexuality Studies and History

Tulsa Community College Tulsa, OK - A.A.

May 2018

Associates in Psychology