



STUDENT HANDBOOK

2011 - 2012

WELCOME

As Building Principals we welcome you to the Miami Valley Career Technology Center. The staff of the MVCTC believes the educational process in schools, with parental support, is a vehicle by which the meaningful principles of democracy are taught and practiced. The school will provide advice, counsel, and supervision to students as they progress to a state of mature and responsible decision-making and involvement.

The rights assumed by students must be accompanied by corresponding responsibilities. Students must accept the consequences of their actions, recognize the limits of their freedoms, and have concern and consideration for the rights of others. We believe the student with parental direction and guidance bears the following responsibilities to obtain the highest quality education:

1. To accept every person as an individual human being and to promote intercultural and group relations and understanding.
2. To apply his/her abilities and interests to the improvement of knowledge and to the development and application of learning skills.
3. To recognize and function within the policies established by the school board and school officials.
4. To attend school for the purpose of obtaining a quality and meaningful education.
5. To abide by the rules and regulations necessary for the orderly conduct of school activities by the school officials and staff.
6. To maintain respect for school officials, staff and students and to exhibit conduct reflecting self-control, self-regulation, and self-discipline.
7. To contribute to the overall improvement of the school's curriculum through active involvement in both classroom activities and student organizations.

We hope your experience with us is a rewarding one and hope you will leave as an employable and productive citizen.

Sincerely,

Jeff Shoup, East Building Principal

Dale R. Winner, West Building Principal

Kevin Bergman, South Building Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



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USEFUL CONTACTS

MIAMI VALLEY CAREER TECHNOLOGY CENTER
6800 HOKE ROAD CLAYTON, OHIO 45315
937-837-7781

Dr. John Boggess..... Superintendent
Mrs. Debbie Gossett Treasurer
Mr. Samuel Custer Director of Personnel
Dr. Kevin Lacey..... Business Manager
Mr. Harold Niehaus Director of Instructional Development
Dr. Jack Poore Director of Student Services
Mr. Jeff Shoup..... East Building Principal
Mr. Dale R. Winner West Building Principal
Mr. Kevin Bergman South Building Principal/COSA Supervisor
Mr. Jay Byrne Youth Connections Principal
Mrs. Amy Leedy Adult Education Supervisor
Mrs. Lona P. Bowman..... Academics Supervisor
Dr. Nick Weldy Academics Supervisor
Mr. Bryan Jackson Trade and Industry Supervisor
Mrs. Ann Patton Health and Consumer Sciences Supervisor
Mrs. Rhonda Phillips Business and Information Technology & Graphics Supervisor

OUR MISSION

We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.

OUR BELIEFS

Guided by our Mission Statement, both our thinking and our actions will reflect the following fundamental beliefs:

- Family is the primary influence in the development of the individual.
- Success depends upon working as a team to build a strong foundation for optimal learning.
- Continued partnerships among MVCTC and businesses and colleges are important.
- Every student has the right to an education, but not the right to interfere with others.
- MVCTC must be the leader in career and technical education for the Career-Technical Education Planning District, the state, and the nation.
- The learning environment must be safe and secure.
- The curriculum must be relevant and applied.
- All individuals can learn, are unique and have worth.
- Quality requires consistent review and improvement
- Decisions should be made in the best interest of the students, the school and community.
- Learning is a lifelong process.
- High expectations are the foundation of high achievement.

OUR GOALS

We have identified four major goals that will be the focus of our work. Achieving these goals is essential if we are to fulfill our Mission.

- Develop and implement a marketing plan to communicate quality education.
- Provide continuous professional development opportunities to promote awareness, knowledge and application for improvement.
- Communicate more effectively with all stakeholders
- Constantly improve the environment to provide a safe, appropriate and technologically advanced quality education.

GUIDING PRINCIPLES

MVCTC strives to create relationships with and around the child that exemplify the guiding principles listed below. These principles will be instrumental in preparing the child for success in all aspects of life. These principles are consistent with those from the character-centered teaching initiative that exists in the United States. They are:

Adaptability	Compassion
Contemplation	Courage
Honesty	Initiative
Loyalty	Optimism
Perseverance	Respect
Responsibility	Trustworthiness

July 2011 - June 2012

MVCTC School Calendar

July 11						
S	M	T	W	T	F	S
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

4 Independence Day - Campus Closed

August

2 Schedule Pick-up - Construction and COSA

3 Schedule Pick-up - Business and T&I East

4 Schedule Pick-up - Health and Consumer Sciences

15 First Day for Teachers

16 Inservice

17 Inservice

18 First Day for Students

August 11						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 11						
S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

5 Labor Day - Campus Closed

October

14 3 Day Mini Break - No Secondary School

21 End of 1st Quarter - 45 Days

November

2 3:00 PM - 5:00 PM Parent Teacher Conferences

3 3:00 PM - 7:00 PM Parent Teacher Conferences

23 No Secondary School - Parent Teacher Conference Adjustment Day

24 Thanksgiving - Campus Closed

25 Campus Closed

October 11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 11						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

6 Sophomore Career Days

7 Sophomore Career Days

8 Sophomore Career Days
Sophomore Open House-4:30-7:00

21 1:30 PM Secondary Students Early Dismissal

1:45 PM Secondary Teachers Early Dismissal

22 Dec 22 - Jan 3 Winter Break

December 11						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

23 Observe Christmas Eve - Campus Closed

26 Observe Christmas - Campus Closed

30 Observe New Years Eve - Campus Closed

January

2 Observe New Years - Campus Closed

3 Dec 22 - Jan 3 Winter Break

12 End of First Semester - 93 Days

13 January Inservice - No Secondary School

16 MLK Day - Campus Closed

February

17 4 Day Mini Break - No Secondary School

20 4 Day Mini Break-President's Day - Campus Closed

March

23 End of Third Quarter - 47 Days

April

5 5 Day Mini Break - No Secondary School
Calamity Day Make-up

6 5 Day Mini Break - No Secondary School
Good Friday - Campus Closed

9 5 Day Mini Break - No Secondary School
Calamity Day Make-up

May

18 Last Day for Seniors

23 Last Day for Juniors

24 Calamity Day Make-up
Last Day for Teachers

25 Calamity Day Make-up

28 Memorial Day - Campus Closed

29 Calamity Day Make-up

January 12						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 12						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 12						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 12						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 12						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 12						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Board Adopted December 14, 2010

BELL SCHEDULE

MORNING LABS

8:05 – 11:00	Lab	-OR-	8:05 – 11:00	Lab
11:05 – 11:45	Period 5		11:05 – 11:45	Period 5
11:45 – 12:15	Lunch C		11:50 – 12:30	Period 6A
12:20 – 1:00	Period 6B		12:30 – 1:00	Lunch D
1:05 – 1:45	Period 7		1:05 – 1:45	Period 7
1:50 – 2:30	Period 8		1:50 – 2:30	Period 8

AFTERNOON LABS

8:05 – 8:45	Period 1	-OR-	8:05 – 8:45	Period 1
8:50 – 9:30	Period 2		8:50 – 9:30	Period 2
9:35 – 10:15	Period 3		9:35 – 10:15	Period 3
10:15 – 10:45	Lunch A		10:20 – 11:00	Period 4A
10:50 – 11:30	Period 4B		11:00 – 11:30	Lunch B
11:35 – 2:30	Lab		11:35 – 2:30	Lab

LUNCH SCHEDULE

- A 10:15 – 10:45
- B 11:00 – 11:30
- C 11:45 – 12:15
- D 12:30 – 1:00

FRONT COVER DESIGNED BY
STUDENTS IN THE MVCTC GRAPHIC COMMERCIAL ART TECH PREP PROGRAM

3-DAY SEMESTER EXAM SCHEDULE

Day 1					
Period 1 8:05-9:30a	Period 2 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 5 1:05-2:30p
		Lunch A 11:00-11:30a	Study Time		
Period 1 8:05-9:30a	Period 2 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 5 1:05-2:30p
			Lunch B 11:30a-12:00p	Study Time	
Period 1 8:05-9:30a	Period 2 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 5 1:05-2:30p
		Study Time	Lunch C 12:00-12:30p		
Period 1 8:05-9:30a	Period 2 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 5 1:05-2:30p
		Study Time		Lunch D 12:30-1:00p	

Day 2					
Period 7 8:05-9:30a	Period 8 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 6 1:05-2:30p
		Lunch A 11:00-11:30a	Study Time		
Period 7 8:05-9:30a	Period 8 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 6 1:05-2:30p
			Lunch B 11:30a-12:00p	Study Time	
Period 7 8:05-9:30a	Period 8 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 6 1:05-2:30p
		Study Time	Lunch C 12:00-12:30p		
Period 7 8:05-9:30a	Period 8 9:35-11:00a	Lunch/Study Time 11:05a-1:00p			Period 6 1:05-2:30p
		Study Time		Lunch D 12:30-1:00p	

Day 3					
Period 3 8:05-9:30a	Period 4 9:35-11:00a	Lunch/ Make Up/Exam Celebration Time 11:05a-1:00p			Early Release
		Lunch A 11:00-11:30a	Make Up/Exam Celebration Time		
Period 3 8:05-9:30a	Period 4 9:35-11:00a	Lunch/ Make Up/Exam Celebration Time 11:05a-1:00p			Early Release
			Lunch B 11:30a-12:00p	Make Up/Exam Celebration Time	
Period 3 8:05-9:30a	Period 4 9:35-11:00a	Lunch/ Make Up/Exam Celebration Time 11:05a-1:00p			Early Release
		Make Up/Exam Celebration Time	Lunch C 12:00-12:30p	Make Up/Exam Celebration Time	
Period 3 8:05-9:30a	Period 4 9:35-11:00a	Lunch/ Make Up/Exam Celebration Time 11:05a-1:00p			Early Release
		Make Up/Exam Celebration Time		Lunch D 12:30-1:00p	

	Day 1	Day 2	Day 3
Exam Period 8:05-9:30a	Period 1	Period 7	Period 3
Exam Period 9:35-11:00a	Period 2	Period 8	Period 4
Lunch & Study	Lunch and Study at the same time each day with the same teacher team in the same location		Make Up &/or Exam Celebration
Exam Period 1:05-2:30p	Period 5	Period 6	Early Release

- A. The Fall Exam Session for both juniors and seniors will take place during the final three days prior to winter break.
- B. The Spring Exam Session for seniors will take place within the normal class schedule during the last week they are on campus
- C. The Spring Exam Session for juniors will take place during the final three days of the school year.
- D. In all cases, Day 3 will end at 1:00p. Students will have lunch. Day 3 will include time for exam make-up or for others an exam completion celebration involving CT and Academic Staff.

2-HOUR DELAY SCHEDULE

(All Classes Meet)

	1 st Period 10:05- 10:25a	2 nd Period 10:30- 10:50a	3 rd Period 10:55- 11:15a	11:20- 11:50a	11:55a- 12:25p	12:30- 1:00p	1:05- 1:35p	7 th Period 1:40- 2:00p	8 th Period 2:05- 2:30p
Morning Lab	Lab				5 th Period Academic	Lunch C	6 th Period 6B Academic	Academic	Academic
	Lab				5 th Period Academic	6 th Period 6A Academic	Lunch D	Academic	Academic
Afternoon Lab	Academic	Academic	Academic	4 th Period 4A Academic	Lunch B	Lab			
	Academic	Academic	Academic	Lunch A	4 th Period 4B Academic	Lab			

PROGRAMS WITH UNIQUE SCHEDULES

	1 st Period 10:05- 10:25a	2 nd Period 10:30- 10:50a	3 rd Period 10:55- 11:15a	11:20- 11:50a	11:55a- 12:25p	12:30- 1:00p	1:05- 1:35p	7 th Period 1:40- 2:00p	8 th Period 2:05- 2:30p
CA1	Academic	Academic	Academic	Lunch A	Lab				Academic
CA2	Academic	Academic	Academic	Lunch A	Lab				Academic
EC1	Academic	Lab				6 th Period 6A Academic	Lunch D	Academic	Academic

I. INTRODUCTION

MISSION STATEMENT

We are dedicated to providing premier educational choices and advanced employment preparation for youth, adults, and organizations of the Miami Valley.

THE PLEDGE OF ALLEGIANCE

The MVCTC Board of Education believes that the salute to the flag and Pledge of Allegiance help to reinforce within students and staff the principles of liberty and democracy. In support of this belief, and pursuant to Ohio Revised Code Section 3313.602a, an oral recitation of the Pledge of Allegiance shall be part of the program of the Miami Valley Career Technology Center at special functions.

The MVCTC Board of Education recognizes that some students and/or faculty members' beliefs may prohibit their participation in these patriotic exercises. Those who do not wish to participate in the Pledge of Allegiance to the flag will refrain from any act that would interfere with the participation of others.

MOMENT OF SILENCE

The MVCTC Board of Education may provide for a moment of silence each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. No pupil shall be required to participate in a moment of silence provided for pursuant to this section.

GRADUATE COMPETENCY GUARANTEE

The MVCTC Board of Education guarantees that all Miami Valley Career Technology Center completers receiving a career passport shall be able to perform the competency(s) indicated in such passport.

Individuals who are deemed by their employer incapable of performing the competency(s) indicated on the passport may, within two years of program completion, return to the Miami Valley Career Technology Center without charge to receive additional education/training in an available program until such specific competency levels are met.

MVCTC ORGANIZATION

The Miami Valley Career Technology Center is organized with the following departments: Agriculture, Business & Information Technology, Health and Consumer Sciences, Academics, Pupil Personnel, and Trade and Industry. The Pupil Personnel and Academics Department are described in the general information section and serve the needs of all students while the remaining departments tailor their offerings to meet the needs of students enrolled in their specific programs. Any questions about particular programs can be answered by the instructors, counselors, or department supervisors.

II. GENERAL INFORMATION

ACADEMICS DEPARTMENT

The Academics Department offers credits in English, Social Studies, Spanish, Mathematics and Science. Some of these courses are required for graduation and others are electives. The department has continued to expand course offerings as graduation requirements have increased.

Juniors complete a full credit of English. Seniors complete full credits of English and social studies including one-half credit of Government. During the two years students are enrolled at MVCTC, they can earn at least two credits of English and one credit of social studies required for graduation. Many students can earn an additional credit of social studies to potentially qualify for an honors diploma.

Junior English (English 3) focuses on developing useful language skills with emphasis on reading skills, writing skills, and American literature. The program goal is for students to be able to read, write, listen, and speak confidently in their adult roles. British Literature is an option for advanced juniors.

Senior year offers students the choice between British Literature, English 4, and dual enrollment English.

The British Literature course includes extensive composition, and teachers assume all students who choose this option intend to go to college. The content of English 4 is organized around students' career-technical programs, and it focuses on technical reading, technical writing, speaking and listening. It, too, prepares students for college although some students who choose this option work, join the military, or serve an apprenticeship directly after high school. Dual enrollment courses, titled Academic Writing and Reading first semester and Writing in Academic Discourse second semester, teach the content of Wright State University English 101 and 102, respectively, plus additional objectives from Ohio's K-12 English Language Arts Standards.

Social Studies 4 provides students with information concerning economics, and the function of the nation's government. Current events and special topics help broaden students' awareness of world situations. The program goal is to produce well informed, active citizens.

Economic Life is a dual enrollment course with Wright State University. Students take WSU Econ 200 online with the support of an MVCTC instructor who also supplements the course with objectives from Ohio's K-12 Social Studies Standards.

Social Studies 3 is a junior elective that prepares students for a globalized future. Students will analyze and explore cultures, histories, religions, current events, and geography, plus biographies that motivate active citizenship.

Sociology and Psychology are half credit social studies electives.

Social Studies Survey is a junior elective that both prepares students for the Ohio Graduation Test and advances their mastery of high school social studies.

Workforce Spanish is an applied course that helps students in select career-technical programs understand the culture and language of the Spanish-speaking coworkers, clients, and employees they may encounter in their careers.

Independent Study Spanish allows students to begin or continue a sequence of Spanish courses. It is built around courseware which the Spanish teacher supplements.

Depending on the program, students may have the option of taking two years of math and/or science while at the MVCTC.

State standards currently require students to obtain three math credits to qualify for graduation. Math courses range from skills math for students needing additional preparation for the Ohio Graduation Test (OGT), to math that is targeted specifically for the student's career-technical program, to traditional math offerings through calculus. It is extremely important for the student to select the appropriate math option that helps them reach their career goals. Discussing these options with their math instructor or their guidance counselor is important to their success at the MVCTC and in their chosen career.

State standards for Ohio require students to have three credits of science: one must be in a physical science and one in a biological science. Science offerings at the MVCTC allow the student to acquire course work in both of these areas. Students in some programs are placed in a related science class that is closely related to their program while students in other programs are placed in one of the following: anatomy and physiology, forensic science, applied physics, chemistry, or world of biotechnology. An integrated skills science course is also available for senior students needing additional preparation for the science portion of the Ohio Graduation Test. These courses give students an excellent opportunity to meet graduation requirements, to prepare students for postsecondary education, and to develop into highly skilled workers for business and industry.

STEM (Science, Technology, Engineering, and Mathematics)

All students in STEM math and science courses will have access to an environment where the delivery of math and science is integrated and taught through Inquiry Based Learning, taking instruction to a level beyond projects and theory. Students will gain the depth of understanding which will allow them to transfer their knowledge from one career field to any other area in life.

ADVANCED PLACEMENT REGULATIONS

The MVCTC will seek job opportunities for students in order to provide them with advanced learning experience beyond the capacity of the career technical labs. In these instances, students will be required to fulfill their academic, correlated, and related class assignments. The MVCTC provides a Job Placement Service for current students and completers of career technical programs. This service is provided on a year-round basis.

Eligibility for Plan A is as follows:

- (A) Students must have a grade average of "B" (2.5) or higher for the preceding three semesters and meet guidelines for MVCTC eligibility. A student must also pay all school fees before being eligible.

- (B) The date of eligibility may be delayed one (1) school day for each day the student has been absent during the first three (3) semesters, regardless of whether the absence(s) was excused or unexcused. In other words, if a student has missed five (5) days, eligibility may be delayed for five (5) school days.
- (C) Attendance and grade standards must be maintained throughout the placement period or the placement privilege may be revoked.
- (D) All job (both initial and changes) placement must be cleared by the career technical supervisor.
- (E) The job training station must be consistent with the student's career technical program and allow for continued completion of desired competencies.
- (F) Students will not be exempt from academic, related, and elective classes.
- (G) A training plan will be placed on file as requested by the state.
- (H) A teacher from the student's service area will visit each student and employer on a regular basis as prescribed by the career technical supervisor.
- (I) No student in Cosmetology may be eligible for Advanced Placement until the student has applied for the Ohio Cosmetology State Board Exam.
- (J) Only employers who provide equal opportunity employment may be considered as Advanced Placement employers.
- (K) Advanced Placement students who are absent from school will not be permitted to work on the day of the absence unless approved by the Building Principal. It shall be the responsibility of the instructor to notify the employer in such cases. Any disciplinary actions for violations of the student code of conduct may result in an alteration in advanced placement status.
- (L) For health and safety purposes, students may be asked to show evidence of being drug free as a qualification for placement.
- (M) The department supervisor has final authority in determining what is in the best interest of the student's educational experience.

Eligibility for Plan B is the same as above (Plan A) except the grade average requirement must be a "C" (1.50 or higher).

Eligibility for Plan C may be considered on the recommendation of the supervisor.

The specific dates for the three Advanced Placement plans (A, B, C) are:

Plan A January 17, 2012

Plan B February 13, 2012

Plan C March 12, 2012

An exception to the above policy may be made if it meets with the approval of the Department Supervisor.

ANNOUNCEMENTS

Announcements will be distributed to students and staff via email. The MVCTC public address system will be used to announce time sensitive information as it arises.

APPRENTICESHIP

This is an opportunity for selected seniors to work in an approved apprenticeship work placement with appropriate classes. All students who meet the eligibility criteria and who are enrolled in MVCTC career technical programs that can be certified apprenticeship trades may request consideration for apprenticeship status for the senior year.

For more information on this career path, a student should contact his/her MVCTC guidance counselor.

Eligibility Requirements:

1. 95% attendance. Students in the School-to-Apprenticeship Program may be required to have a Doctor's note if absent more than five days.
2. 2.5 GPA and meet guidelines for MVCTC eligibility.
3. Skill Status: must meet minimum skill competencies as established by teacher and industry in each subject area.
4. Transportation: must have available, reliable transportation.
5. Graduation status: must be on track to graduate on time.

6. Parental Approval: parent or guardian and student must sign the Student Apprenticeship Awareness Contract.
7. Recommendation from all instructors regarding work ethic, behavior, and quality of class work.
8. Full payment of all junior fees shall be made prior to the beginning of the apprenticeship program. Tool kits must be purchased before leaving school grounds. Senior fees must be paid by the end of the first semester of the senior year.
In addition to the above criteria, each student must show a positive attitude and interest toward his/her work and a commitment to a 2-4 year apprenticeship program.

CAFETERIA

Food service will be available before school and during lunch periods. Students are not permitted to leave school grounds during the one-half hour lunch period. No food or drink will be allowed in any area outside of the cafeteria unless it is an approved activity.

Lunches at MVCTC are catered, but students will also be allowed to pack their lunch and take advantage of vending machines located near the dining room during food service hours. Students are encouraged to pre-pay for lunches by putting money on their lunch account.

CHILD ABUSE

A mandatory obligation is imposed by law on all school officers and employees to report cases of suspected child abuse or neglect. The statute also creates immunity from civil and criminal liability for child abuse reports made by school authorities. If any MVCTC employee has reason to believe that a child less than eighteen years of age or any physically or mentally disabled child less than twenty-one years of age has suffered any wound, injury, disability, or condition, as a result of abuse, the employee **MUST** report this information to the appropriate Children's Services Bureau.

COMMUNICATION WITH THE HOME SCHOOL

It is extremely important that our students be kept informed about activities at their home schools. We make every effort to communicate with those schools and keep the students up-to-date. In case of short notice, communication will be made via our school intercom system; but in the majority of cases, home school information will be transmitted via email. It is the student's responsibility to access and read their email on a regular basis before school, at lunch, and other times as allowed by instructors.

COPYRIGHT RESTRICTIONS WARNING

The penalties for a person knowingly infringing on the copyright law can result in a number of civil penalties including fines ranging from \$250 to \$50,000 and up to one year imprisonment. The person doing or ordering the copying is the guilty party and the copyright owner is the party who will press charges. You may request copying permission from the holder of the copyright.

CREDIT FLEXIBILITY PROGRAM

MVCTC recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it beyond the original delivery at MVCTC with an approved program. Interested students may obtain a Credit Flexibility Packet from the Office of Student Services.

DUAL ENROLLMENT PROGRAM

MVCTC and Miami University – Middletown, as well as MVCTC and Wright State University, have been partnering to deliver college courses on the MVCTC campus during the school day. (These partnerships are subject to change.) Dual enrollment is not PSEO. Dual enrollment allows students the opportunity to remain on the MVCTC campus, take a college level course, and earn **both** high school and college credit. When a student is enrolled as a dual-enrollment student, s/he is also a student at the college, where s/he has the same benefits as any other Miami University – Middletown or Wright State University student.

EIGHTEEN YEAR OLD STUDENTS

Adult students must comply with all school rules and regulations. All students who have reached the age of 18 are still expected to follow all rules and regulations outlined in the student handbook and the adopted Board of Education Student Conduct Code. An eighteen-year-old student wishing to exercise his/her majority must submit a completed Age of Majority Agreement to their Building Principal.

FIRE, TORNADO AND OTHER SAFETY DRILLS:

Fire drills are held at MVCTC approximately once a month. Students will leave the buildings by the EXITS indicated within their rooms, and do so quickly. After an orderly exit, students should move to a point away from the path of emergency traffic but should remain together as a group until attendance is taken and an all clear is given by their teacher.

FIRE OR FIRE DRILL

- Students will report to their designated area outside of the building in an orderly fashion. Attendance will be taken.

TORNADO OR TORNADO DRILL:

- There will be no regular changing of classes. All students will be told to remain in their lab or classroom until directed to assigned areas by instructors or staff.
- If students are at lunch (in the Cafeteria), they will be directed to go to the Humanities hallway.
- In order to prevent any confusion should the tornado alarm be sounded, the following procedures are to be followed: The "Alarm" will be a siren that will run continuously. There will be a verbal "All Clear" sounded via the school intercom system.

Procedures:

1. When the tornado alarm is sounded, persons are to assemble in their assigned area as posted in their room assuming the tornado position. (Crouched down close to the floor, preferably close to a southwest wall).
2. All gas and electrical circuits will be shut off by Maintenance Personnel.
3. No one is to move from the assigned area until told to do so.
4. Should rescue procedures be needed, they will be organized by the Building Principals and the Safety Department.

LOCK DOWN OR LOCK DOWN DRILL:

- An announcement will be read via the school intercom system indicating that MVCTC is in a Lock Down.
- There will be no regular changing of classes. All students will be told to remain in their designated room.
- Students are to remain in the designated room until an announcement that the Lock Down has concluded.
- Should rescue procedures be needed, they will be organized by the Building Principals and the Safety Department.

GRADS (GRADUATION, REALITY, AND DUAL ROLE SKILLS)

GRADS is a career-technical Family and Consumer Sciences program to assist adolescent expectant parents and current parents who are enrolled in school.

The goals of the program are:

- Remain in school through graduation
- Healthier babies and mother
- Learn practical parenting and child development skills
- Encourage delay of subsequent pregnancies
- Gain an orientation to work
- Goal setting toward balancing work and family

Grads class offers an opportunity for pregnant students and young parents to share ideas, gain confidence and support and to increase the likelihood of remaining in school with little interruption until graduation.

LOST & FOUND

The MVCTC maintains a lost and found service in the Safety Office in the West building and in the South Building Principal's office. Students are cautioned that school is not a good place for expensive personal possessions and are reminded that locks and lockers are provided for safer storage of personal items brought to school.

MEDIA CENTER

The MVCTC has a media center located in the West Building and, in many respects, students will find it similar in operation to the library at their home school. The media center will be open each day from 7:45 a.m. until 3:00 p.m. Students may use the center during free time, or, with the permission of their instructors, during class or laboratory periods.

PUBLIC INFORMATION COORDINATOR

It is the responsibility of the Public Information Coordinator to provide leadership to the activities related to the communication of the mission of the MVCTC.

Information which is deemed newsworthy and would reflect positively on the MVCTC should be submitted to a teacher who will notify the supervisor.

SCHOOL DAY SCHEDULE

Classes at MVCTC begin at 8:05 a.m. and end at 2:30 p.m. Students should arrive at MVCTC no earlier than 7:30 a.m. unless a 7:15 a.m. detention is being served or the student attends a before-school class. Advanced Placement students may follow an alternate schedule. For further information see the Advanced Placement Regulations section of this handbook.

SAFETY DEPARTMENT

The safety department maintains an office in the West Building. Students and parents can contact the department by contacting any building office.

Responsibilities:

- (A) Protection of our right, in general, for ownership of public and personal property.
- (B) Protection of our right to work/live together safely.
- (C) Protection from the few who might ignore the rules and attempt to take personal advantage.
- (D) Protection of our educational facilities from needless loss or damage.
- (E) Attempt solution of new problems for which there are no set guidelines or immediate answers.
- (F) Traffic control and lot supervision.
- (G) Monitor and coordinate teachers assigned to parking lot duty and to report concerns to the principals.

SIGNS & POSTERS

Students may not hang/display any sign or poster without approval from the building principal.

STUDENT FEES

There are fees associated with all programs at MVCTC. In most cases, fees are nominal and are primarily for consumable supplies and resource books. Dress code items may also be added to student accounts separate from fees. Large fees, required in some areas, are for required tools. Grades and credits may be withheld until all student fees and student account balances are paid in full.

Certain employers tell us that, in addition to a skill, a basic set of good tools is required for employment; therefore, we feel that the tools purchased are an investment, not an expense. Tools, in this sense, refer to any materials, instruments, or other items required for the course.

Students should not purchase tools before the start of the school year. The MVCTC can purchase tools at a lower cost than can most individuals. If a student already has some tools, they may be brought to school to be evaluated by the appropriate instructor. If such tools are acceptable, they must be left at school. MVCTC tool kits are the property of the school until paid for in full. Only tool kits that are paid for in full may be removed from school grounds with the permission of the instructor.

The District does not charge students eligible for free lunch under the "National School Lunch Act" as amended and the "Child Nutrition Act" as amended. Free lunch eligibility does not exempt a student from paying fees for materials used in a course of instruction and prescribing a schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks, or electronic textbooks required to be furnished without charge, and for damage to school buildings, and may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.

Payment of fees will be made in one of the following ways:

- (1) Payment of junior fees should be made in full before the first day of school.
- (2) Senior fees should be paid in full by the end of the first semester, January 12, 2012.

There is no refund of fees after the beginning of the second semester.

Students who are experiencing problems in paying school fees should contact their MVCTC counselor to seek

assistance from the MVCTC Foundation.

STUDENT I. D. CARD

For safety purposes, students will be issued an ID card. These cards are to be visible and appropriately worn above the waist on the student's clothing as directed by staff. Students will be charged a \$5.00 replacement fee for lost cards.

STUDENT INSURANCE (ACCIDENT, PERSONAL PROPERTY)

Miami Valley Career Technology Center's insurance policy does not provide coverage for student injuries. The district does however make available to parents, information regarding the availability of student accident insurance. Please remember, this is not a school district sponsored program. We allow the distribution of the information for the benefit of the students and parents. While the district takes appropriate measures to ensure the safety of students, accidents do occur. This means that the parent(s) are responsible for any bills from a school related injury to their child.

As a service to parents and their children, we make information about these programs available, and parents are encouraged to obtain such insurance for them. Miami Valley Career Technology Center is not a provider of insurance, nor does it sponsor nor endorse any particular student insurance program. Distribution of this information does not constitute an endorsement of this or any particular student insurance plan. The district is not being compensated in any way for distributing the information, which is being provided for informational purposes only. Any decision whether to purchase insurance must be based upon the parent's own assessment of the risk of injury or illness and the adequacy of the plan to meet their needs in the event of a covered illness or injury.

Personal Property, i.e. tools, toolbox, etc.: By law, the Board of Education is not permitted to insure personal property. We suggest that each parent/student purchase insurance as protection for personal property that might be damaged, lost or stolen.

SENIOR RECOGNITION

(A) Diploma

Diplomas are granted by the home school.

(B) Honor Student Medallion

This award is presented to students who maintain all A's or B's for every grading period while attending MVCTC.

(C) One Year Certificate of Perfect Attendance

This certificate will be issued to a student who has not missed a day of school during his/her junior or senior year.

(D) Two Year Certificate of Perfect Attendance

This certificate will be issued to a student who has not missed a day of school during his/her junior and senior year.

(E) One Year Honor Attendance Certificate

This certificate is issued to a student who accumulates no more than two absences during either his/her junior or senior year.

(F) Two Year Honor Attendance Certificate

This certificate is issued to a student who accumulates no more than four absences during his/her junior and senior year.

This certificate will be issued to a student who has 97% attendance during his/her junior and senior years.

(G) Career-Technical Education Diploma with Honors

The student who completes an intensive career-technical education curriculum in high school must meet any seven of the following eight criteria:

- (a) four units of English
- (b) four units of mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course of a four-year sequence of courses that contain equivalent content
- (c) four units of science that includes physics and chemistry
- (d) four units of social studies
- (e) a minimum of four units of career-technical program that leads to an industry recognized credential, apprenticeship or to be part of an articulated pathway which can lead to a post-secondary credit
- (f) maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year

- (g) obtain a composite score of 27 on the ACT tests or a composite score 1210 on the Scholastic Assessment Test (SAT) (excluding scores from writing sections)
 - (h) achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent
- (H) Career Passport
- The Career Passport is a portfolio of credentials that profiles the student's competencies, grades, attendance, achievements, and personal accomplishments. The Career Passport is intended to help employers evaluate the student's capacity to perform the job. It assists both students and adults with their career and educational planning.
- (I) MVCTC Certificate of Recognition and Certificate of Recognition with Honors:
- (1) Certificate of Recognition
 - In order for a student to receive a Certificate of Recognition he/she must:
 - (a) Maintain a cumulative GPA of 1.50 GPA or higher
 - (b) Maintain a minimum 93% attendance
 - (c) Complete Senior Work Experience Program requirements
 - (d) All fees and financial obligations (including SN@P computer) must be paid in full by May 11, 2012
 - (2) Certificate of Recognition with Honors:
 - In order for a student to receive a Certificate of Recognition with Honors he/she must:
 - (a) Maintain a cumulative GPA of 3.250 GPA or higher
 - (b) Maintain 97% attendance
 - (c) Complete Senior Work Experience Program requirements
 - (d) All fees and financial obligations (including SN@P computer fees) must be paid in full by May 11, 2012

Any senior that does not qualify to receive a Certificate of Recognition will be notified in writing following the end of the third quarter of the senior year. Students not meeting the criteria may not participate in Senior Recognition ceremonies. Students wishing to appeal must do so by submitting a letter of appeal to the building principal prior to April 6, 2012. If an appeal is granted by a building principal, a student will be allowed to participate in Sr. Recognition ceremony, however will receive a Career Technical Student Organization certificate instead of a Certificate of Recognition. Any senior who becomes ineligible to receive a Certificate of Recognition after April 6, 2012, will be notified.
 - (3) Most students' Certificate of Recognition or Certificate of Recognition with Honors will be awarded based on meeting qualifications for two years in the same program. Seniors who complete only one year of a program will receive awards based on the final year's competencies and standards.
 - (4) The standards for notification of receipt of a Certificate of Recognition or Certificate of Recognition with Honors are based on seven quarters of grades and attendance; but, students who do not maintain these standards during the eighth quarter may jeopardize their status for qualification for an award. Students not meeting criteria to receive Certificate of Recognition will receive a certificate that indicates they were a member of a Career Technical Student Organization.

STUDENT SERVICES DEPARTMENT

The Student Services Department is responsible for many of the routine services at MVCTC, ranging from job placement to health services. The counselors are the contact between the students and the home school. Counselors are located in each of the three buildings and are available to students and parents for discussion of educational, personal and social issues. If students desire to meet with a counselor, they should first obtain permission from their instructor or fill out an "I Want to See a Counselor" form. Completing the form and giving it to the nearest guidance secretary, counselor, or teacher will result in an appointment for that student to meet the counselor responsible for his/her particular program.

Other concerns can be forwarded to the Director of Student Services.

- (A) Admissions: The MVCTC admits students to each career technical area on the basis of criteria developed by the staff in cooperation with representatives from member schools and approved by the MVCTC Board of Education. In our selection process we try to select those students who we feel may benefit from a career technical curriculum.

Our criteria include the following:

1. In the case of a two-year program, students who have completed two years of high school and need two years at MVCTC to complete their graduation requirements.
2. In the case of a one-year program, students who have completed three years of high school and need one year at MVCTC to complete their graduation requirements.
3. Students who are in good standing at their home high school and on track to graduate without any credit deficiencies.
4. Students who complete the application packet and provide all needed records in a timely manner. Application timelines will be posted on the website and in the program guides.
5. Students who have demonstrated an attendance rate of 95% or higher the previous year.
6. Students who meet the minimum competencies/qualifications for the program.
7. Students who have spent the semester prior to the year for which they are applying for admittance to MVCTC in successful and regular attendance at their home high school (i.e., neither expelled, on home instruction, nor assigned to an alternative out-of-school program).
8. Additional criteria for tech prep programs as adopted by the Miami Valley Tech Prep Consortium will be used where applicable.

Applications from students who do not meet the eight stated admission preferences will be reviewed if openings still exist in the program for which the student has applied. Students who have credit deficiencies and/or poor attendance will be required to submit plans for making up the credit deficiencies and/or sign an attendance pledge if the student is admitted to MVCTC.

MVCTC recognizes that certain circumstances may require an application be administratively reviewed on a case-by-case basis for exceptions to the foregoing preferences when the applicant is a student with a disability. MVCTC shall comply with all applicable state and federal laws and regulations pertaining to the admission of students with disabilities.

Admission to all MVCTC courses shall only be for credit with a grade issued at the end of the course. Courses cannot be taken as an audit.

- (B) Armed Services, College and Technical School Representatives: Students are eligible to miss two days per year to visit a post-secondary institution or to go for armed services physical and testing.

Prior appointment and prior approval by the guidance counselor is needed.

Students who do not clear this absence at least two days in advance may receive an unexcused absence and/or face disciplinary consequences. To be eligible, a student must be on course to graduate and be passing all current classes.

- (C) Change of Programs/Schedules: A student's request to change career technical programs will be considered during the first two weeks of school. If a student wants to change a career technical program, he/she must first contact the counselor in his/her building. Changes are not always possible; if it is in the best interest of the student and space is available in the preferred program, every effort will be made to facilitate the change.

Students and parents are asked to carefully review the course requests. Every effort is made to schedule students into the classes they request. Because of this, schedule changes after the school year begins are almost impossible to make. Schedules will not be changed unless there has been an error made by MVCTC or in the event that the teacher, counselor, supervisor and principal of the student feel that the student has been woefully misplaced in a class.

- (D) College Enrollment: Upon graduation, students will be eligible to enter many colleges and universities. Recent changes in college admission practices may require careful planning during high school to be properly prepared for admission to college. If additional courses are needed, this limitation should be considered when choosing an institution of higher learning.

- (E) Special Educational Services: Special educational services are part of a student's IEP. Service requests in these areas are coordinated by the Student Services Department in conjunction with the Miami Valley Career Technology Center Board of Education and/or the home school district.

- (F) Home tutoring: Students who have professionally documented health related issues or other circumstances requiring home tutoring should check with MVCTC guidance personnel to determine if they qualify for home tutoring.

- (G) Job Placement: Students at the MVCTC are served by a job placement program that:

- (1) Provides students with job-related experiences that they can offer to prospective employers
- (2) Aids students with employment opportunities through the job development visitations made by MVCTC

- (3) Provides students with a staff member who is in contact with employers as well as present and former students.
- (H) Post Secondary Option: The student and parent must attend a PSEO meeting held by either the MVCTC or member school guidance department prior to March 31 of their junior year. To participate, applicants must comply with established state guidelines. The student will be responsible for clarifying requirements for graduation, Career Passports, sports eligibility, etc. with home school personnel aided by MVCTC counselors. In addition to PSEO, opportunities are available for MVCTC students to participate in the Dual Enrollment program. Please refer to the Dual Enrollment section of this handbook for more information.
- (I) Tech Prep Proficiency Testing: Students may be provided the opportunity to participate in proficiency testing to earn post-secondary credit. Students do have the opportunity to opt out of individual tests and understand by doing so that they are giving up the opportunity to earn the credit.
- (J) School Health Service: The school nurse is located in the West Building. School health service is available to protect and improve the health of students, thus aiding their growth and development and enabling them to benefit fully from their school experience.

Students who become ill while at school should get a pass from their instructor before reporting to the West Building Clinic. Students who are ill may not call parents before going to the clinic for dismissal.

If a student is too ill to remain in school, the school nurse will notify the parent or guardian about the illness and arrange for the student to be picked up or drive home as the case may be.

The dismissal time for attendance purposes is counted from the time the student leaves the classroom. The student must check out with the instructor and attendance office before leaving school.

Before a student may be admitted to a particular program, a health statement must be signed by each parent as part of the MVCTC admissions application. If informed about a student's ailment or disability, MVCTC will take steps to accommodate him/her in an emergency.

If the parents are not sure of the physical condition of a student, MVCTC highly recommends that the student have a complete physical examination before school begins. The results should be sent to the Pupil Personnel Department of the MVCTC. We ask that you consider this simply as a safety factor. We wish to avoid accidents or serious injury wherever possible.

- (K) Medication at School: Ideally, all medications should be taken at home so that the healing process can progress most efficiently and the spread of infection can be limited. Any student who is required to take prescribed medication during regular school hours is to comply with the following school regulations:
- (1) The MVCTC nurse will supervise the secure and proper storage and dispensing of medication for students. Students are not permitted to keep or store any medication.
 - (2) Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school comply with the physician's orders. (Forms may be secured from the MVCTC nurse who is located in the MVCTC Wellness Center).
 - (3) Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.
 - (4) Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents should notify the school if students will be taking such medications.
 - (5) Students will log in time, date and medication for each dosage.
 - (6) After one week, unused medication will be destroyed.
 - (7) Non-prescription medication (example: aspirin, ointments, and cold tablets) require written permission from the parent or guardian indicating times to be taken and reason for taking the medication.
 - (8) Non-prescription medication must be brought to the nurse in the original container when the student arrives at school.
- (L) Substance Abuse & Voluntary Referrals: If a student has a substance abuse problem (alcohol, marijuana, other drugs) and would like help, he/she should contact any MVCTC Counselor. Help will be made available and confidentiality will be observed.
- (M) Transfer Procedure Back to Home School: A return to the home school may be initiated in either of two (2) ways:
- (1) The student may choose to return on a voluntary basis by requesting the return during one of the designated return

periods which are (a) the designated date in the second week of school; (b) the end of the MVCTC 1st semester; (c) at the end of the school year.

- (2) The student may be asked to return to the home school on a voluntary basis. MVCTC personnel may recognize that student is not being successful in the career-technical program and the home school will then request that the student return to his/her home school.

If a student desires to return to his/her home school, the first step is to contact one of the MVCTC counselors, who will initiate the procedure. It is suggested that students exercise a great deal of thought prior to initiating such a change, and have honestly given MVCTC and their program a good try before doing so. When the MVCTC and a member school are not in agreement regarding the return of a pupil, the MVCTC will initiate a meeting among (a) a representative of Student Services Office of the MVCTC, (b) a representative from the home school, (c) the parents or legal guardian of the student and (d) the pupil. A member of the Student Services staff will be responsible for submitting the group's recommendation to the home school.

In the event this recommendation does not appear to solve the matter, the MVCTC administration will make a decision based upon what appears to be educationally best for the student and the class as a whole.

- (N) Work Permits & Labor Laws: Students can secure information about work permits and labor laws from the Job Placement Secretary in the West Building Clinic/Safety Office.
- (O) Graduation Credits and School District Transfers: The student and parent/guardian are responsible for reviewing credits and graduation status with the home school counselor. Likewise, students who transfer to a new home school while attending MVCTC are responsible for reviewing credits and graduation status with the new home school district counselor. Graduation credits vary by school district and MVCTC cannot guarantee that credit deficiencies can be completed through regular course offerings.

SENIOR WORK EXPERIENCE PROGRAM

The Senior Work Experience Program is mandatory for all seniors. Students will be required to complete and document 30 hours of community service (to be completed prior to April 27, 2012) or 30 hours in a paid position during the week of May 14-18, 2012 (related or not related to the Career Tech Program). With the 30 hours of community service or work, students will not be in attendance at school from May 14 through May 18, 2012. Documentation of approved Senior Work Experience (completed or planned) must be submitted to the Career Tech Instructor by April 27, 2012. The Senior Work Experience Program shall constitute 10% of a student's 4th quarter lab grade.

STUDENT RECORDS

While the student attends the MVCTC, the school will maintain a set of student records. The MVCTC will add to these records the appropriate evaluations of the student's performance. However, official records are maintained at the home school and requests for transcripts should be directed to the home school. In accordance with Section 438 of Public Law 93-380, known as the Family Education Rights and Privacy Act of 1974, parents and students have the right to inspect and review official records directly related to their child and must, with certain exceptions, give written consent before any information is released by the school to outside agencies.

TEXTBOOKS, NOTEBOOK COMPUTERS

Textbooks, notebook computers, media materials and other school-issued items are considered the property of the MVCTC and are provided to students for use in academic and career technical subjects. While normal use is expected, excessive wear, damage or loss may result in assessment of charges for repairs or replacement to the parent/emancipated student and the withholding of the student's report cards and/or credits. Students may be expected to purchase some books for their personal use through assessment of program fees.

TOOL KITS/WITHDRAWALS

If the total fee is paid before withdrawal, the tool kit is considered to be purchased. THERE WILL BE NO REFUND ON TOOL KITS AFTER JANUARY 12, 2012. Students are to assume the responsibility for paying fees promptly.

Special problems regarding the payment of fees should be brought to the attention of the School Treasurer so that an alternate course of action might be considered. In the event that students do not take care of fees, it is permissible by law to withhold grades and school records for that student. (Ohio Revised Code Section 3313.642).

TUITION/OPEN ENROLLMENT STUDENTS

These students may be accepted to attend the MVCTC as per current board policy and any tuition and fee charges will be explained upon admission. Charges may be paid in one installment or paid quarterly.

VISITORS

Visitors to MVCTC must display a visitor's pass. All visitors, vendors, former students etc. **must** sign in at the office of the Principal and display a visitor's pass. Instructors and staff members may request to see the visitor's pass. Visitors will not be permitted to classrooms and/or labs during times when class/lab is in session. Visitors may meet with teachers during their conference periods provided arrangements have been made ahead of time. No visitors of any kind (including babies and small children) are to be at school on Junior Welcome Day.

Students should not bring friends or their children to school. Exceptions may be made by the Principal.

Parents who wish to have a conference with a teacher must contact the Principal's office to schedule a time when a meeting can be held.

III. YOUTH ORGANIZATIONS AND SPECIAL ORGANIZATIONS

YOUTH ORGANIZATIONS

BPA, FEA, FFA, FCCLA, HOSA and SkillsUSA activities at MVCTC are associated directly with the student's career technical area. Their main purposes are to develop leadership skills, foster cooperation, develop an awareness and appreciation of good citizenship, and to upgrade students' skills in group social activities. They are an integral part of the curriculum.

All students are encouraged to participate in their home school's extracurricular offerings.

-BUSINESS PROFESSIONALS OF AMERICA

BPA is the MVCTC youth club that serves the Business and Information Technology students. Members take pride in participating in activities that promote leadership, citizenship, academic, and technological skills. All students in the Business and Information Technology department are members of Business Professionals of America and have opportunities to participate in leadership activities and workplace skills assessments at the local, regional, state, and national levels.

-FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

FCCLA is the youth organization for students in Early Childhood Education, Culinary Arts, and Hospitality Services. FCCLA promotes leadership experiences and student decision-making opportunities through the family and consumer sciences education programs. Chapter activities help extend learning beyond the classroom. Through hands-on-projects that they develop, implement and evaluate, students encounter situations through which they: accept responsibility; experience leadership; build relationships; develop appreciation for diversity; analyze and solve problems; apply academic and communication skills; and adapt to change. FCCLA members may participate in competitive contests at the local, regional, state and national levels.

-FFA

FFA is the youth organization at MVCTC which serves students in the (COSA) Agriculture Department. The FFA mission: The FFA is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education. The chapter is very active in all levels of competitive events and is known as one of the outstanding chapters in Ohio. One of their major projects is the FFA Charity Auction. To the individual student, membership means recreational activities, career-development participation, proficiency and degree awards, leadership conventions in Indianapolis, Indiana and Washington D.C., citrus sales, and program specific Career Development Events in which students showcase their technical skills by competing at the local, district, state and national level.

-FUTURE EDUCATORS OF AMERICA

FEA is the student organization for our Teacher Academy Program. The organization is dedicated to encouraging future educators to make positive decisions that influence their career choice. Students will learn the business meeting format and participate in projects, community service learning and teaching skill competitions. FEA members may participate in competitive contests at the local, state and national levels.

-HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)

HOSA is a national student organization and MVCTC was the first school in Ohio to join. Students in Allied Health, Medical Assisting, Medical Careers, Medical Lab, Allied Health Tech Prep, Biotechnology, and Sports Medicine participate in HOSA. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health science students, therefore, helping the students to meet the

needs of the health care community. Competitive events at the local, state, and national levels are competency based and measured against standardized criteria.

-SKILLSUSA OHIO

SkillsUSA Ohio is an organization designed for youth enrolled in Trade and Industrial, Cosmetology, and Dental Assisting programs. Established in 1965, SkillsUSA Ohio has adopted as its motto: Preparing for Leadership in the World of Work. Since its establishment, it has grown to international recognition and its membership has increased rapidly each year. It is the largest single club at MVCTC, and has been subdivided into four sections because of its size. Generally, each section provides for activities and occasionally works with the other sections on larger projects.

SPECIAL ORGANIZATIONS

-MCJVS/MVCTC ALUMNI

All completers of the MVCTC automatically become Alumni and will continue to receive news about the school, and invitations to special events.

-NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) is a nonprofit, honor organization for outstanding students enrolled in occupational, career technical programs. The purposes of the National Technical Honor Society are to promote service, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local technical institutions and business and industry; and to promote the image of technical education in America.

Students must maintain a 3.75 grade point average and have a 97% attendance rate for 6 quarters, passed all Ohio Graduation Tests, maintain an excellent discipline record and be recommended by his/her MVCTC teachers.

Students in a one year program must maintain a 3.75 grade point average and 97% attendance rate for 2 quarters, passed all Ohio Graduation tests, maintain an excellent discipline record and be recommended by his/her MVCTC teachers.

Once a student is selected, NTHS criteria used in the selection process must be maintained throughout the school year.

-STUDENT AMBASSADORS

This group of students is trained in leadership skills and public speaking. They assist the district in providing interested students and parents with information about MVCTC career technical programs and the benefits of attending the MVCTC.

IV. ATTENDANCE POLICY

GENERAL INFORMATION

The laws of Ohio require daily attendance of all students. Frequent absences and tardies disrupt the educational process and deter the student from acquiring the maximum educational benefits of the technical and academic courses at the MVCTC. Daily attendance and punctuality are essential for success in school and are necessary habits for success in the workplace. The MVCTC sets a 97% attendance goal as a standard for its students for the school year.

If parent contact has not been made, each student who has been absent is required to submit a written excuse to the Principal's office on the day of return. The excuse should give the nature of the illness or other exact reasons for the absence.

All students who have been absent must get an admit slip from the Principal's office on the day of their return. This pass must be presented to the teacher to enter a class after an absence, regardless of the nature of the absence. The admit slip cannot be discarded until the last teacher has signed it.

ABSENCES

(A) Excused Absences: According to Ohio Administrative Code Section 3301.69.02, the State of Ohio recognizes the following as legal reasons for missing school:

- A. Illness of the child. (The approving authority will require the written statement of a physician/mental health professional if it is deemed appropriate.)
- B. Illness in the family necessitating the presence of the child. (The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.)
- C. Quarantine of the home. (The absences of a child from school under this condition are limited to the length of quarantine as determined by the proper health officials.)

- D. Death of a relative. (The absences arising from this condition are limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.)
- E. Medical or dental appointment. (The approving authority will require the written statement of a physician or dentist if its deemed appropriate.)
- F. Observance of religious holidays. (Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.)
- G. College visitation. (The approving authority will require verification of the date and time of the visitation by the college, university, or technical college.) See the College Visitations, Armed Services, Job Interviews Section below for further explanation of such use.
- H. Emergency or set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
- I. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days) If approved by principal, said days may be designated as no mark days.
- J. In addition, per Ohio Revised Code Section 3301.60.

Absences as related to deployment activities – A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with the student's parent or legal guardian relative to such leave or deployment of the parent or guardian. See the Parent Requested Absence & Vacations Section for additional guidelines.

Upon returning, all notes/calls from parent or doctor for excused absence must be received that day or the next school day. It is the student's responsibility to ask instructors for missed assignments and complete all missed work. A student with an excused absence has the opportunity to receive up to 100% of the credit should he or she request to make the assignment up and then do so. The opportunity to earn 100% of the credit may not apply to classroom/lab participation grades depending on the nature of the program. Assignments given on a day a student has an excused absence must be completed and turned in within a period of school days equal to the number of days missed. Long-term assignments that are due on a day a student has an excused absence should be turned in the day the student returns to school. Further, absences during a long term assignment do not extend the due date for the assignment. If a student does not make up the work within the designated period, he/she will receive a zero for all work missed. In all cases make-up work must be initiated by the student.

Excellent attendance is important to success in school and on the job. Students anticipating absence for labor and delivery due to pregnancy must make arrangements with instructors to get assignments. Absences during pregnancy or following delivery must be minimal. The student is solely responsible for making up missed class work within the designated time period. Students confined to bed, with a valid medical excuse, may be eligible for an alternative educational program. There will be a contact between the school and the physician before an educational alternative program will be considered. Without medical complications, a student is expected to miss no more than 10 school days following delivery.

(B) Unexcused Absences:

A student with an unexcused absence has the opportunity to receive 50% of the earned grade on worksheets, tests or other evaluations in the classroom/lab should he or she request to make the assignment up and then do so. It is the responsibility of the student to make contact with the teacher to obtain such assignments. Assignments must be completed and turned in within a period of school days equal to the number of days missed. A student who does not make the work up will receive a zero on the assignment. The opportunity to earn 50% of the earned grade does not apply to classroom/lab participation grades. In the event of an out-of-school suspension or expulsion there will be no credit awarded for work missed. A student may choose to complete the work as a means of staying current but should not expect credit.

Examples of unexcused absences may include, but not limited to: truancy, work at home that is not of an emergency nature, unapproved work for an employer, alarm clocks that don't work, missing the bus, automobile trouble, unapproved vacations, hunting, senior picture arrangements, prom arrangements, more than one-half day for driver license exams, or more than one-half day for routine dental appointments.

** Attendance percentage for any club participation, school function, or event is calculated using **all** absences, whether excused or unexcused.

(C) Excessive Absences: The MVCTC may require a doctor's note before excusing an absence from school.

(D) Unexcused Tardies: Students arriving to school between 8:05 and 8:45 a.m. will be marked as Unexcused Tardy unless meeting criteria listed under Excused Absences section of Student Handbook. Examples of situations causing students to be marked as Unexcused Tardy are listed above in the Unexcused Absence section of the MVCTC Student Handbook.

Make-up work and procedures will be the same as for unexcused absences. If a test or other evaluation was given in a class missed, the student receives an F for those evaluations. If no evaluation is given during the class missed, the student still gets an F for any assignment/participation he/she missed due to being tardy.

COLLEGE VISITATIONS, ARMED SERVICES, JOB INTERVIEWS

Prior appointment and prior approval by the guidance counselor is needed for College and Armed Services visits. Students may accumulate up to two days for visits to a post-secondary institution or to go for armed services physical and testing. Students who do not clear these absences at least two days in advance may receive unexcused absences and face disciplinary consequences. To be eligible, a student must be on course to graduate and passing all current classes. (On a case to case basis, permission may be denied by the building principal).

Job interviews are to be scheduled after school. Exceptions must be approved in advance by the Building Principal and may be counted as excused absence(s).

EARLY DISMISSALS

To obtain an approved early dismissal, students are to bring a request note for dismissal from a parent/guardian to the building attendance secretary by 8:05 AM. Parent/guardian contact by phone is required to complete the process. Parents/guardians may call the attendance secretary with their permission or may supply on their note a number where they can be reached for approval. Contact with a parent/guardian must be made before an early dismissal will be granted. Unless there are special circumstances (family illness, funerals, etc.), a doctor's note will be required the day following the early dismissal or it will be recorded as an unexcused absence.

TARDY

If a student is late for school, he/she must report to the attendance office to receive a class admittance slip. To avoid being tardy, students must be in their classes and in their seats by 8:05 a.m. If a student arrives between 8:05 a.m. and 8:45 a.m., he/she is considered tardy. If a student arrives between 8:45 a.m. and 1:00 p.m., he/she is considered absent for one half (½) day. If a student leaves, with permission, between 1:00 p.m. and 2:30 p.m., it is considered an early dismissal and handled as outlined above.

HOME SCHOOL NOT IN SESSION - MVCTC IN SESSION

MVCTC students should consult their home school principal or transportation supervisor in such cases. Transportation arrangements vary with each school; **However students are expected to attend the MVCTC even though their home school is not in session.** Students not in attendance at the MVCTC under these situations will be given unexcused absence(s).

If the MVCTC is open and home school is closed, and the home school does not provide transportation to the MVCTC from the home school district a student is not required to attend MVCTC. If the home school does provide transportation to the MVCTC from its district, attendance is required. The latter is often the case during holidays and teacher conference days, which times are observed differently at member schools.

Seniors are to maintain daily attendance at the MVCTC until they graduate or the MVCTC's Senior Recognition (whichever comes first).

HOME SCHOOL CLOSED DUE TO BAD WEATHER

When a home school is closed due to weather conditions or other calamities, students from the closed school are not required to report to MVCTC. Students from other schools that are not closed are required to report as usual to MVCTC. If the home school is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the home school delay. If the student reports to the MVCTC at the regular time (and discovers that their home school is on a delay), they are to follow the MVCTC schedule.

MVCTC CLOSED DUE TO BAD WEATHER

When MVCTC is closed on authority of the administration and/or the Board of Education due to weather conditions or other calamities, no student is required to report to school. When such a decision is made, the media and TV newsrooms are immediately notified:

Please do not call personnel, the school offices, or the media. Listen to the radio or TV for announcements.

INCENTIVE CREDIT - INCLEMENT WEATHER

Incentive credit may be earned:

- (A) On days when MVCTC is in session and a student's home school is closed, a student may find a safe way to MVCTC to earn an incentive credit.
- (B) A student who assists at a school sponsored educational activity such as Open House may earn incentive credit. Students who are qualifying for incentive credit must remain the entire day or until the end of the activity unless excused by the principal.
- (C) The career technical teacher (or other responsible school personnel) will complete an incentive advanced placement form and forward it to the attendance secretary. For each incentive day on file, advanced placement will be moved up one day; however, no student will be placed prior to the first day of the second semester.

PARENT REQUESTED ABSENCE & VACATIONS

Absence requests, if different from the aforementioned reasons, must be made by parents in writing 2 days before taking a student out of school may be approved. Requests may not be approved if teachers and/or the Principal are not in agreement with the absence. Students who do not clear absences at least two days in advance may receive unexcused absences and face disciplinary consequences. Absence excuse request forms are available in the office of the Principal.

Compulsory School Attendance Law states: No permit for the absence of a child for a future limited period may be issued for a period of more than five school days. The teacher will record a zero (0) for each day of the vacation, and it will only be changed if and when missed work is completed following the guidelines for excused absence.

V. GRADING/AWARDING OF CREDIT/ELIGIBILITY

GRADES

The MVCTC must establish a favorable reputation with the community for the benefit of its students. Our reputation will develop favorably as we graduate students who are technically proficient and maturely adaptive to employment requirements; therefore, we cannot indiscriminately issue credits and passports.

Letter Grades

- A - Equals 4 points - Excellent
- B - Equals 3 points - Good
- C - Equals 2 points - Average
- D - Equals 1 point - Poor
- F - Equals 0 points - Failing
- I - Incomplete Work (1st, 2nd & 3rd quarter) Incomplete work should be completed according to the excused absence policy by mid-quarter of the following grading period (no incomplete grade for 4th quarter) Any incomplete grade not changed to a grade by the end of the subsequent quarter will be recorded as an F
- W - Withdrawal - 10 or more days prior to end of grading period
- Z - No Grade/No Credit. Z credit may be given for reasons such as expulsion or no effort and must be approved by the Building Principal

Grading Scale

A 90 - 100
B 80 - 89

GPA Scale

A 3.50 - 4.00
B 2.50 - 3.49

C 70 - 79	C 1.50 - 2.49
D 60 - 69	D 0.75 - 1.49
F 0 - 59	F Below 0.75

Each year, courses will be reviewed to determine if they are of a sufficient level of difficulty which would warrant the "weighting" of a grade. The quality point assignment of a weighted course would be as follows:

<u>Grades Scale</u>	<u>Quality Points</u>
A 90-100	5
B 80-89	4
C 70-79	3
D 60-69	1
F 0-59	0

The first and second quarters of each semester will each be worth 40% of the final semester grade for the course for a total of 80% and the final exam will be worth the remaining 20% of the final semester grade.

Example of Grade Calculation and Awarding of Credit:

QUARTER 1	QUARTER 2	SEMESTER EXAM	FINAL SEMESTER AVG.	CREDIT AWARDED
89 B (40%)	92 A (40%)	90 A (20%)		
35.6 PTS.	36.8 PTS.	18 PTS.	90.4 A	1/2

Example of GPA Calculation:

QUARTER 1	QUARTER 2	SEMESTER EXAM	GPA
A	C	B	
4 PTS. X 2 =	2 PTS. X 2 =	3 PTS. X 1 =	
8	4	3	8 + 4 + 3 = 15 PTS. / 5 = 3.0 GPA

*Official GPA's are calculated each semester.

HONOR ROLL

Juniors and Seniors who maintain grades of B or better in academic, elective and career technical programs are eligible for the Honor Roll, which is updated each quarter. An A average (4.0) will be designated by an asterisk (*).

MID-QUARTER REPORTS

Student will be provided a copy of his/her mid-quarter report to share with his/her parents/guardians each quarter. Parent Internet Viewer is also available for parents/guardians to review progress at any given time throughout the school year.

SCHOOL LETTER REQUIREMENTS:

The MVCTC school letter is a regard of achievement or distinction. All students at the MVCTC, through diligence and hard work, could qualify for a school letter. To qualify, a student must accumulate ten (10) points from the categories listed below. Keeping track of the qualifying points and getting the verifying signatures is the individual's own responsibility. Once the points are earned, the student should give the completed application to his/her career technical instructor to be forwarded to the Building Principal. After the application has been checked and verified, the letter will be awarded. Students who accumulate an additional six (6) points may qualify for a pin to be placed on the letter.

Application forms may be acquired at and returned to the Building Principal's office. The deadline for applications to be returned will be April 27, 2012.

Award categories are:

- (A) One quarter perfect attendance (list the quarter; four quarters of perfect attendance would be four points)
- (B) One quarter of 98% attendance by your career technical class (the class as a whole achieves 98% attendance-- everyone in the class receives a point)
- (C) One quarter of honor roll (list the quarter; four quarters of honor roll would be four points)
- (D) Being a club officer
- (E) Outstanding participation in a home school activity during junior and senior year (letter in a sport; section leader in marching band, yearbook editor, etc)
- (F) Outstanding participation in an MVCTC activity (Special Olympics chairperson, MVCTC Student Ambassador, etc.)
- (G) Local contest winner (first, second, or third place)
- (H) State contest winner (first, second, and third place)
- (I) National contest winner (first, second, and third place)
- (J) Being inducted into the National Technical Honor Society
- (K) GPA improvement of .5 or higher from one quarter to the next (for example: going from a 2.5 to a 3.0 GPA)
- (L) Outstanding achievement (winning a writing contest, speech contest, etc)
- (M) Other (as determined by career technical instructor and the Building Principal)

HOMEWORK

Homework is an extension of the classroom experience. It is the responsibility of each student to make sure that they are prepared for the next school day by completing assigned homework (outside the classroom) in a timely manner. Scores earned on homework assignments may affect the final grade a student receives on his/her report card. Failure to complete homework assignments may have a negative impact on a student's grade – possibly resulting in a failing grade on the student's report card.

HIGH SCHOOL CREDIT POLICY

Criteria for earning MVCTC credit:

- (A) Under normal circumstances, credit for each class is awarded at the end of the semester provided the student's average is 60 or higher.
- (B) Credit is awarded based on the time of attendance at the MVCTC. Students who arrive after the opening of school will be awarded credits on a prorated basis according to the formula:
 - (1) First nine-week grading period: In order to receive full credit, a student must be in attendance by the 25th day (or by the end of the last week in September).
 - (2) Second, third and fourth grading period: A student must be in attendance by the 10th school day of that grading period. Students entering after the 10th school day will earn a progress grade which can be utilized by the home school for quarterly grades. Students dropping a course or program after the 10th day will receive an F or Z unless special permission has been received.
- (C) Credit will be awarded based on numerical averages. Grade point averages will be determined on a 4.0 system.
- (D) Retention/Promotion Policy: The Miami Valley Career Technology Center Board of Education believes it is important for students to demonstrate a level of competency in order to progress from a Level I career-technical program to a Level II career-technical program. The following will be used to guide this progression.
 - (1) If a student enrolled in a program with lab as the only class for which the student will earn career-technical credits, he/she must achieve a passing grade for Level I Lab in order to be promoted to Level II within the program (A passing grade is defined as having a grade of 60% or higher when 1st semester lab grade and 2nd semester lab grades are averaged).
 - (2) If a student is enrolled in a program that has career-technical classes in addition to lab (related classes and, in some cases related academic classes), he/she must achieve a passing grade for Level I Lab and earn 50% or more of the possible related career-technical credits in order to be promoted to Level II within the program.

Students not meeting criteria to advance to Level II within the program will have the following options:

- a. May seek enrollment in Level 1 of another career-technical program.
- b. May seek enrollment at Youth Connections.

- c. May withdraw from MVCTC and return to home school.
Upon review of individual circumstances, exceptions to the scenarios listed above may be made.

ELIGIBILITY

Participation in supplementary activities is considered a privilege, not a right, and students wishing to participate are required to meet standards of student behavior and academic performance. Such activities are those activities which ordinarily occur outside the school day or beyond the time allotted for classroom/lab, which are supervised and/or financed by the MVCTC, and where students are participating in the activity representing the MVCTC. Examples include, but are not limited to, field trips, CTSO activities that extend beyond the students scheduled classroom/lab time, competitions, or other special privileges as determined by the administration. For a student to be eligible to participate, he/she must pass all courses in the prior quarter at MVCTC. Eligibility will be determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to "make-up" or "extra credit" work completed after the posting of grades. An "incomplete" grade, for the purposes of eligibility, shall be considered a failure until the final grade is posted. When students first arrive at MVCTC they will be considered eligible to participate unless determined differently by student behavior.

A teacher or an administrator has the ability at anytime to withhold a student's eligibility for current behavior or academic concerns regardless of the prior quarter's performance.

VI. STUDENT RESPONSIBILITY

CODE OF STUDENT CONDUCT

Student Discipline Code: (Ohio Revised Code Section 3313.66)

A goal of the MVCTC is to maintain a disciplined, drug-free and safe school climate. This code of conduct is the established set of rules and regulations of the MVCTC to provide such an environment. Students who have knowledge of any action (or threat of action) that could disrupt the educational process should communicate such concerns to an instructor, counselor, safety officer, or building principal. Concerns may also be reported to school officials by using the MVCTC safe school help line (937-854-6393) or the safe school web link on the MVCTC website (www.mvctc.com).

This code and its provisions shall be applicable whenever and wherever appropriate school administrators have jurisdiction over students, including but not limited to: school sponsored events; field trips and; traveling to and from school or any other school activity. Students may be disciplined for misconduct that occurs off school district property but is connected to activities or incidents that have occurred on school district property. Students may be disciplined for misconduct that, regardless of where it occurs, is directed at a district official/employee, family member, or the property of such official/employee.

Violation by a student of any one, or more, of the following rules of conduct may result in disciplinary action, including but not limited to permanent exclusion, expulsion, suspension, emergency removal and denial of privileges. In addition to whatever action taken by school officials, students and/or their parents may face civil liabilities for damages to individuals harmed by inappropriate actions.

Corrective action may be based on a progressive policy.

- (A) **Academic Misconduct:** A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism (from either print or electronic sources), forgery, or possession/transmission of unauthorized information (e.g. tests).
- (B) **Dangerous Weapons and Instruments:** A student shall not knowingly convey or attempt to convey, possess, handle, transmit, or conceal objects which might be considered dangerous weapons or instruments of violence. Examples are (but not limited to) guns, knives, ice picks, mace, brass knuckles, wallet chains, electronic devices (stun guns, etc.) explosives (firecrackers), and look-a-like weapons while under the jurisdiction of the school. Students are not to bring knives to school for lab purposes.

Possession shall include, but not be limited to:

- (1) Carried or concealed on one's person.
- (2) Contained in one's locker or any other setting selected to conceal such item(s) or materials.
- (3) Contained in a vehicle owned or driven by a person.

School officials may search students if there is reasonable suspicion. Illegal items discovered during a search by school authorities may be turned over to the police as evidence.

- (C) Damage or Misuse of Property: A student shall not cause or attempt to cause damage to the property of another, public or private, on school premises, at any school activity on or off school grounds. School property may only be used for purposes intended as directed by school personnel. A legal guardian or student (if emancipated) may be charged for damages to school property to include notebook computers, equipment, other instructional supplies, facilities, etc. Computer Technology rules below apply to MVCTC laptops whether being used at school or outside of school.

Use of Computer Technology:

- (1) A student shall not use or modify any computer technology (hardware, software, or peripherals, connections etc.) provided by the school without authorization from school authorities.
 - (2) Students are not permitted to use school issued computers for social networking purposes (including, but not limited to MySpace, Facebook, AOL Instant Messenger (AIM), Skype, etc.) unless specifically permitted as part of a program's curriculum. In such cases, students will have clear guidelines from the program instructor/supervisor and parental permission will be secured in advance.
 - (3) This is to include notebook computers issued to students to assist in the delivery of the MVCTC curriculum.
 - (4) No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her (examples: LimeWire, Frost Wire, BearShare, BitTorrent, etc.). No student shall have in possession or use destructive/invasive programs e.g. games, pictures, and videos. This is to include but not limited to the Internet, notebook computers, software used for class, or software used in the media centers.
 - (5) No student shall use computer technology in ways which violate the law or violate the rights of others: e.g. viewing, copying files, transmitting, deleting, harassing, threatening, degrading, pornographic, or racist or using others login/password. Any student with knowledge that such material exists on their computers may take their computer to the SN@P Service Center and must specifically ask that it be removed. This must be done prior to being discovered by MVCTC staff in order for students to avoid consequences. Students are not to send mass emails to MVCTC groups and/or students.
 - (6) No student shall attempt to access internal/external computer networks outside the regular connections, e.g. via modem, proxy, use of IP addresses, TELNET, FTP, or any unauthorized means.
 - (7) Students shall not use MVCTC computers (including school-issued laptops) and/or other MVCTC-owned equipment to create websites or post pictures/information on any website(s) without school authorization.
 - (8) The MVCTC shall provide appropriate computer technology for student use and to deliver the curriculum of the school. Students are not permitted to use/possess their own personal computer hardware, software or peripherals (including, but not limited to jump drives/ memory sticks, etc.) on school grounds or at school sponsored events. Computer use will be monitored - no student shall have the expectation of privacy for computer files, hardware, software, peripherals, etc.
All laptop repairs and service (re-imaging, hardware repair/replacement, damaged equipment evaluation, etc.) are to be performed by only the SN@P department.
 - (9) It is the student's responsibility to follow directions necessary to establish a confidential password for all computer technology at MVCTC. Students are not to leave computers unattended while logged onto the MVCTC network. Students shall not give their password to anyone else or allow anyone else to log onto their account. No student shall log onto another student's account/computer. Students shall not loan or allow others to use their laptop computers.
 - (10) No student shall mark, scratch, deface or damage any computer. Students shall not put stickers and decals on laptop computers.
- (D) Disruption of School: A student shall not by use of violence, fighting, force, coercion, threat, harassment, insubordination, electronic devices or incorrigibility cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities. Per Ohio Revised Code Section 3313.534, the MVCTC will enforce a zero tolerance policy for such infractions.
- (E) Electronic Devices:
- (1) Electronic devices including, but not limited cell phones, MP3 players, cameras, recording devices, IPODs, etc.

can be very disruptive to the school environment and therefore students are encouraged to not bring such devices to school. Students needing to use a phone during the school day may ask permission to make or receive a call from the Building Principal's office.

Students who elect to bring such devices onto school grounds must have them turned off, out of sight, and not in use during the school day – from the time of arrival onto school grounds until 2:30 p.m. with the exception of cell phones for the purposes of communication of which use is permitted up until 8:05 a.m. The first violation of the electronic devices policy may result in disciplinary action and confiscation of the electronic device. The confiscated electronic device will be returned to the owner at the end of the day, provided there are no concerns with the contents of the device. A parent may be contacted. A second violation of this policy will result in disciplinary action, the device will be confiscated and held until the end of the day, and a parent will be contacted. Subsequent infractions will result in disciplinary actions following progressive steps detailed in this handbook. Students are permitted to use head phones in combination with the school-issued notebook computer for educational purposes or to listen to music in the classroom/lab but **only at the discretion of the instructor**. Students are not permitted to use head phones during school-wide assemblies, CTSO meetings, etc. out of respect for the presenter(s).

a. Contents of an electrical device may be searched if there is reasonable suspicion that it may have been used in an activity prohibited by the MVCTC Code of Conduct.

- (2) The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
 - (3) The use of cameras or recording devices including those contained on cell phones or school-issued notebook computers are prohibited unless permission is granted by the Building Principal.
- (F) Fighting/Inappropriate Touching/Threatening Behavior: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under jurisdiction of the school. A student shall not use intimidation or threat of force. This includes using gang or group affiliation.
- (G) Frightening, Inappropriate Language or Hate Speech, Degrading, Harassment, Disgraceful Acts
- (1) A student shall not engage in any act (behavior including, but not limited to; taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against another student, school employee, or visitor) which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person through gestures or by written, verbal, or electronic means (including but not limited to computers, cell phones, internet websites, or any other electronic device)during any period of time when the student is properly under the authority of school personnel. A student may not use/possess gang related literature or any identifiers/insignia on person or property.
 - (2) No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual's academic or career technical performance or creating an intimidating hostile educational environment. This includes "dating violence" which is defined as "a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner". A "dating partner" is "any person regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term". (Ohio Revised Code Section 3313.666)
 - (3) Students are not to possess inappropriate printed or electronic materials (including playing cards and printed materials containing nudity, adult situations, etc.) during any period of time when the student is properly under the authority of school personnel.
 - (4) The provisions above also apply to student conduct towards staff members and their families on and off campus.
- (H) Bullying, Hazing – Including Cyber Bullying

- (1) Bullying activities - such as intentional written communications (including those activities engaged in via computer and/or electrical communications), verbal, or physical acts toward another particular student that causes mental or physical harm to another student and that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student are prohibited at all times.
- (2) No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.
- (I) Inappropriate Behavior: A student shall follow all classroom and field trip rules and maintain required behavior standards in the hallways, during lunch, and at all other times while under the jurisdiction of the school. Students shall refrain from inappropriate public displays of affection (such as hugging and kissing) and lewd acts.
- (J) Inappropriate Dress: The MVCTC dress code is not intended to create hardship, but is to enhance the learning environment. Therefore, students will dress in a manner that is neat, clean and safe. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted.

The building principal is the final authority in the determination of appropriate attire. Class time missed as a result of dress code infractions may result in a zero for work missed.

Guidelines for Appropriate Dress:

- (1) Clothing, jewelry, and other items of apparel must meet requirements of career technical program. Each supervisor will have requirements for all programs on file with the appropriate building principal. Students who are not prepared to work in lab because of lack of safe apparel or equipment may be denied admission to lab, given alternate work, given detention, and for repeated violations may be referred to the Principal.
- (2) Apparel or items which allude to drugs, alcohol, sex, the occult, gangs, profanity or which are offensive to ethnic, religious or racial groups is prohibited (flags, symbols, etc.).
- (3) Wallet chains and necklaces/bracelets/belts with spikes are not permitted.
- (4) Clothing with holes must be patched. Wearing a second layer of clothing under the garment with holes is not an acceptable solution.
- (5) Brief and revealing clothing: Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following examples include but are not limited to:
 - a. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments.
 - b. Garments that are see-through, cut low or expose one's midriff are not acceptable.
 - c. Students shall not wear pajama bottoms to school.
- (6) Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
 - a. Tee shirts with sleeves that have been cut off are not appropriate work attire and must be covered with another shirt.
- (7) Bottom garment may be trousers, jeans, slacks, skirts, culottes, skorts, or shorts.
 - a. No tight fitting exercise pants.
 - b. The bottom hem of skirts, culottes, skorts, or shorts must not extend higher than approximately five inches above the student's knee and /or not be distracting to the educational process (per the discretion of the instructor).
 - c. Sagging pants: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
 - d. Long pants/skirts may not drag the floor. Shoes must be visible to ensure the student's safety.
- (8) Hats or head coverings (including bandanas) are not to be worn in classrooms, during assemblies, and at other times as directed by the instructor.
- (9) Sunglasses are not to be worn inside school buildings.
- (10) Appropriate shoes must be worn. Many lab settings require that a particular type of shoe be worn for safety reasons. Students are not permitted to wear bedroom slippers.
- (11) Students are required to wear the designated dress code attire for their particular program according to the guidelines outlined by the lab instructor(s) and/or department supervisor.
- (12) Dress code may be varied for certain theme days at the discretion of the building principal.

- (13) **Students must wear on their person (as directed by staff) their MVCTC STUDENT ID card in a manner that is appropriate, safe and visible (above the waist). It must be attached by an approved lanyard around neck or clipped to shirt.**
- a. Student ID cards and their replacements are school property.
 - b. Student ID cards may not be defaced.
 - c. Replacement Student ID cards may be purchased for \$5.
- (K) Insubordination: Any action judged by school officials to involve misconduct and be disruptive of the educational process and not specifically referred to may be dealt with as insubordination (includes but not limited to failure to serve afternoon school assignments and posting unapproved signs).
- (L) Marijuana, Narcotics, Anabolic Steroids, Alcohol, Drugs including Counterfeit Controlled (Substances or Look-Alike), and Paraphernalia: A student shall not possess, buy or sell, attempt to buy or sell, use on the same calendar day, transmit, or conceal alcohol, drug, hallucinogen, barbiturate, amphetamine, or paraphernalia while under the jurisdiction of the school. (Any unauthorized use of prescription/non-prescription substances may be considered a violation of this section.)
- Any student suspected of having used a controlled substance (or being under the influence of a controlled substance) on the same calendar day will be evaluated to determine if: a.) they have used a controlled substance and, b.) if they are impaired to the point that their presence could pose a safety risk to themselves or others. The odor of a controlled substance on the student is sufficient to determine that use has occurred. Other measures that also may be employed to determine that use has occurred are field sobriety tests administered by a trained official and/or a breathalyzer reading indicating that alcohol consumption has occurred.
- Counterfeit Controlled /Look- Alike: (Ohio Revised Code Section 2925.01)
- For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he untruthfully claims contains LSD, or a harmless pill which bears fake manufacturer's marking so as to falsely indicate that is a controlled substance, the new look-alike statutes makes this activity a violation of criminal drug laws. Even the sale of crude tobacco cigarette, while claiming it contains marijuana, is now criminal.
- Possession shall include but not be limited to:
- (1) Carried or concealed on one's person.
 - (2) Contained in one's locker or any other setting selected to conceal such item(s) or materials.
 - (3) Contained in a vehicle owned or driven by such person.
- Violation of MVCTC's zero tolerance drug policy or the refusal to be tested will result in 10 day out-of-school suspension and long term expulsion (up to eighty days and possibly permanent exclusion).**
- (M) Unauthorized Use of Fire, False Alarms, and Bomb Threats: Students are not permitted to use fire (including, but not limited to: lighting cigarette lighters, burning any combustible material, etc.) at any time during the instructional day unless its use is part of planned instructional experience(s). Students violating this code may face school disciplinary action and may be turned over to local authorities.
- (N) Parking Policy: A student shall follow all parking rules and regulations.
- (O) Refusal to Follow Directions: A student shall not disregard or refuse to comply with a reasonable direction made by a staff member during any period of time when the student is under the authority of school personnel.
- (P) Repeated Violations: A student who has several violations of school rules may be suspended and/or referred for possible expulsion from school.
- (Q) Unauthorized Use/Possession of Property of Another: A student shall not steal, attempt to steal, be an accomplice to theft, or be in possession of stolen property or information. A student shall not be in possession of property of another without owner's permission.
- (R) Tobacco and/or Paraphernalia: In accordance with Ohio Revised Code Section 3313.751 – Students shall not: smoke; chew; possess tobacco or look-alike substance; or possess paraphernalia commonly associated with tobacco use while under the control of school districts or at activities supervised by the school district.
- (1) Use of tobacco or look alike to mean:
 - a. Possession of tobacco on person, in locker, etc.
 - b. Tobacco or look-alike substance in the mouth or intent to place in the mouth, (ex: a cigarette in the hand

or in the process of putting tobacco in the mouth.).

- c. Smoke coming from the mouth.
- d. Students found spitting tobacco juice.

(2) Paraphernalia includes:

- a. Lighter, matches, and other devices used to ignite tobacco
- b. Rolling papers
- c. Pipes

(S) Truancy, Unexcused Absences and Tardiness: A student shall follow state and school attendance rules. Pursuant to the guidelines in Ohio Revised Code Section 3313.534, the MVCTC will have zero tolerance to truancy. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question. Repeated occurrences shall be considered repeated violations of school rules.

Intervention by the appropriate truant and attendance officers may take place which may include, but not limited to: home visits; parent conferences; and court referrals.

(1) Truancy - is declared when a student is absent from school or any portion thereof without school authorization (school and parents do not approve of absence). General guidelines will be: first offense – two afternoon schools; second offense – three day suspension; third offense – may be a ten day out of school suspension with referral for expulsion.

(2) Leaving School without Permission – Once students are on school premises, they are not to leave without permission from their Building Principal.

(3) Not Reporting to Job Shadowing – Students who do not report to a prospective employer may receive an afternoon school assignment or suspension.

(T) Unsafe/Dangerous Acts: A student shall follow all safety rules and procedures while under jurisdiction of the school. This includes any act that may result in injury to self/others.

(U) Violations of the Law: A student shall not violate any law or ordinance or conspire to commit a criminal act when student is properly under the authority of school personnel. This includes but is not limited to false alarms or bomb threats, gambling, and bringing, transmitting or possessing pornographic materials and sale/purchase of weapons.

(V) Field Trips and MVCTC Bus Rules: A student must be passing all subjects for the current quarter to be eligible for a field trip. In order to maintain safe school bus transportation all students riding a school bus are expected to observe the following rules:

(1) All MVCTC rules and regulations are in effect during all school sponsored activities.

(2) Students will not be permitted to move from seat to seat, push or jostle, throw articles or annoy others on the bus.

(3) Students will not be permitted to yell on the bus, extend hands through an open window, or cause any disorder which will distract the attention of the driver.

(4) Animals, firearms, ammunition, explosives, or other dangerous materials which may interfere with safe operation of the bus will not be transported.

(5) Food use on a bus is strictly forbidden; NO EATING.

(6) Students on a bus are under the authority and direction of the bus driver.

(7) The bus driver is directed to report a student violation of bus regulations or any misconduct to a Principal.

(8) The bus driver is directed to end a study trip and bring the students directly back to the school if such action is warranted.

(W) Lunchtime Conduct: All students will eat in the cafeteria whether they buy or carry their lunches. **Due to liability issues and time constraints, no student will be permitted to leave school grounds during assigned lunch period.** No food or drink (except bottled water) will be allowed in any area outside of the cafeteria unless it is an approved activity. Guidelines for bottled water consumed outside the cafeteria:

- Water must be consumed from a clear water bottle. Students are not permitted to consume water from containers (soda cans, tinted soda bottles, cups) that do not allow one to see contents.
- Water additives (powder or liquid) that sweeten, color, or otherwise change water properties are not permitted.

- Gatorade, Propel and other fitness drinks are not permitted to be consumed outside the cafeteria.

The following are cafeteria procedures:

- Students should take their places in an orderly way in the lunch lines; no line cutting.
- Students should have their money ready before reaching the cashier. Failure to pay for any item may result in disciplinary action for theft.
- Trash should be placed in the containers provided, and trays should be returned to the appropriate location.
- The tables and area should be free of debris and table service before leaving. All students at an uncleared table have responsibility to clear it.
- Snack machines are available for student use at lunch time.
- Students are permitted in designated areas with permission of the principal.
- Students are not permitted in areas outside of cafeteria during assigned lunch periods. Students in areas outside of the cafeteria-must have a note from their instructor verifying why they are in a restricted area.
- Students should report no earlier than five (5) minutes early to lab or the classroom after lunch.

ALWAYS REMEMBER THAT OTHER CLASSES ARE IN SESSION DURING LUNCH AND EXCESSIVE NOISE LEVELS IN THE HALLWAYS ARE DISTRACTING TO THOSE STUDENTS AND TEACHERS. DO NOT ROAM THE HALLS, LOITER IN OR OUTSIDE OF BUILDINGS, OR LEAVE THE PREMISES WITHOUT PERMISSION FROM THE PRINCIPAL.

APPLICATION OF THE CODE

Jurisdiction: This code and its provisions shall be applicable whenever and wherever appropriate school administrators have jurisdiction over students, including but not limited to: school sponsored events; field trips and; traveling to and from school or any other school activity. Students may be disciplined for misconduct that occurs off school district property but is connected to activities or incidents that have occurred on school district property. Students may be disciplined for misconduct that, regardless of where it occurs, is directed at a district official/employee, family member, or the property of such official/ employee. Students who are suspended/expelled may not be present on school property, participate in or attend any school activity, contest, or be present at activities or on property controlled by the school.

(A) Permanent Exclusion: The MVCTC Board of Education with the recommendation of the superintendent may seek the permanent exclusion of a student sixteen years of age or older, who is convicted in criminal court or found delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school functions:

- (1) Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance and/or
- (2) Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration if the victim is a MVCTC employee.
- (3) Complicity to any of the above offenses.

(B) Expulsion: A pupil may be expelled by the superintendent of the school in accordance with procedures outlined by Ohio Statutes. An expulsion can extend beyond the current semester and may extend beyond the current school year and normally cannot be more than eighty days (80) days (Ohio Revised Code Section 3313.66). In some cases, however, expulsions may be for an entire year (e.g. serious physical harm to persons or property; and use/possession of weapons). In the event of expulsion, the student should expect to lose a grade and credit for the quarter and/or semester (including college courses taken for high school credit). A student expelled from the MVCTC for the remainder of second semester will be expelled through the last day for MVCTC students or the home school's commencement date (for graduating senior), whichever is later and will not be allowed to participate in end-of-school activities at either the home school or MVCTC. If a student would otherwise be expelled beyond the current school year, the Superintendent or Superintendent's Designee may, in lieu of such expulsion, require the student to provide a community service, e.g., work with school maintenance for a designated number of working days.

Procedure for Appealing an Expulsion:

- 1.) A student who is 18 or older or the student's parent(s)/Guardian(s) may appeal the expulsion by contacting

the Superintendent or Superintendent's Designee in writing within fourteen school days of the Notice of Expulsion.

2.) The Superintendent or Superintendent's Designee will schedule a hearing.

- (C) Driver's License Revocation Bill: House Bill 204 allows the denial or revocation of a student's driver's license if he or she drops out of school. This is applicable until the student reaches the age of 18. The bill allows the denial or revocation under two other situations: 1. Habitually truant: This is defined as those who are absent without a legitimate excuse for more than 10 straight days of school or a total of at least 15 total days in a semester. 2. Expelled or suspended: A license could be revoked or denied for students expelled or suspended from school for use or possession of alcohol or drugs, in these cases revocation or denial of a license is at the discretion of the home school district or MVCTC Superintendent.
- (D) Out of School Suspension: Definition: the term suspension shall be understood to mean the removal of a student from the school premises and all school related activities for a maximum of ten (10) days. If a student is suspended beyond the current school year, the Superintendent may, in lieu of suspension, authorize the Principal to require the student to provide a community service, e.g., work with school maintenance or volunteer at a community agency for a designated time. If suspension is not served in full due to a Miami Valley Career Technology Center school cancellation, days not served must be served on ensuing days. There will be no credit for work missed under suspension from school.
- Procedure for Appealing an Out-of-School Suspension:
- 1.) A student who is 18 or older or the student's parent(s)/Guardian(s) may appeal the out-of-school suspension by contacting the Superintendent or Superintendent's Designee in writing within ten school days of the Notice of Suspension.
- 2.) The Superintendent or Superintendent's Designee will schedule a hearing.
- (E) In School Suspension/BEAM (Behavioral Expectations and Attitude Management Program): The term BEAM shall be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming within the school, with daily school attendance still required. A student will receive credit for satisfactory work performed during this assignment. It is the student's responsibility to get work and turn in completed work at the end of the assignment to receive credit. Lab instructors may require students to be in required dress code attire while in the ISS/BEAM Program.
- (F) Afternoon School: The term afternoon school shall be understood to mean the assignment of additional hours beyond the school day. During this assignment the student will be required to do meaningful school work. The time frame for afternoon school may be 2:45 - 5:00 p.m. Afternoon school is comparable to Saturday school assignments. Students may not leave grounds or go to cars in parking lots between 2:30 and 2:45. Failure to serve Afternoon School assignment may result in out of school suspension.
- (G) Emergency Removal: When the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a teacher may remove the student from curricular or extracurricular activities under his or her supervision, but not from the premises. The teacher shall notify the Principal in writing and as soon as possible (but no later than the end of the school day).
- (H) Principal Detention: May be held before or after school.
- (I) Teacher Assigned Detention: A member of the faculty may assign a detention to a student for infractions of classroom or school rules. It is the responsibility of the student to notify his or her parents of the detention. Detention takes precedence over all activities. Detained students will be dismissed not later than 3:30 P.M., unless parents agree to other arrangements. Students will serve detention with or as directed by the person assigning the detention. For violation of classroom rules and regulations the instructor may assign up to three (3) hours detention or submit an office referral to the Principal.
- (J) Violations of the law: Charges may be filed with the authorities and the student may be suspended/expelled from school.
- (K) Damage or Misuse of Property: Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property to include notebook computers, equipment, other instructional supplies, facilities, etc.
- (L) Tobacco and/or Paraphernalia: In accordance with Ohio Revised Code Section 3313.751 – Students shall not: smoke; chew; possess tobacco or look-alike substance; or possess paraphernalia commonly associated with tobacco use while under the control of school districts or at activities supervised by the school district. First offense

- three (3) day suspension - Second offense ten (10) day suspension - Third and any subsequent offense may result in expulsion.

- (M) Search & Seizure & Video Cameras: Student locks and lockers are the property of the MVCTC Board of Education and are used temporarily by the students. They are to be used for legal purposes only. School officials reserve the right to use drug dogs, inspect lockers, locker contents, desks, person and personal belongings of a student on grounds or at any school activity for the protection of the welfare of all. Only those locks provided by MVCTC are to be used on student lockers.

To improve student discipline and ensure the health, welfare and safety of all students, the MVCTC has installed cameras and video equipment to monitor the buildings and grounds. Information collected by cameras is confidential may be viewed only by MVCTC Building Principals and Safety Officers and may be used as evidence in student disciplinary hearings. In the event of a criminal prosecution, images collected by the cameras may become evidence at a criminal trial.

VII. PARKING POLICY

PARKING RULES

Driving to school is a privilege. Most students attending MVCTC will be required to ride the bus(es) provided by the member schools. Many students would like to drive to school daily; however, we must limit the number of drivers due to the large number of students that attend MVCTC, our limited parking facilities, and traffic congestion on nearby roads. We do permit some students to drive if they meet the guidelines noted under "Eligibility requirements for permanent and temporary permits." For safety reasons, following dismissal at the end of the school day, we cannot guarantee students a timely arrival at work or for appointments prior to 3:30 PM.

Student drop off and pickup will be at the Student Activity Center only. For safety reasons, students may not walk off campus.

- (A) Parking Permits: Students shall have either a temporary or permanent parking permit on his/her vehicle. The permit is good only for the current school year. Permits and their replacements are school property. Information concerning how to apply for either of these permits may be obtained in the safety office in the West building or in the principal's office of each building.

- (1) A permanent permit must be affixed to the lower left corner of the windshield. This permit can be used only on the registered vehicle(s). It must be visibly displayed while the vehicle is on campus.
- (2) A temporary permit must be visibly displayed on the driver's side dashboard.

- (B) Eligibility Requirements for Temporary or Permanent Parking Permits:

- (1) All school fees must be paid by the end of 1st Semester in order to qualify for a pass. Exceptions may be made by a student's Building Principal.
- (2) Possession of a current driver's license.
- (3) Possession of a vehicle meeting or exceeding the requirements of a safety check by the Highway Patrol. MVCTC reserves the right to conduct a safety inspection on a vehicle.
- (4) Satisfactory completion of an MVCTC vehicle registration card.
- (5) Acknowledgment, in writing, of having read and understood the school driving rules.

- (C) Students Eligible for Permanent Parking Permits:

- (1) Advanced Placement Program Students: Those students who are required to work as a part of their Career Technical Program.
- (2) Other MVCTC Students: The student's MVCTC Building Principal or a safety office staff person may approve students driving privileges for situations such as:
 - a. Insufficient time to ride the bus to the home school for extracurricular activities (band, sports, drama).
 - b. Insufficient time to ride the bus to the home school and arrive at work on time.
 - c. Home school does not provide transportation.

These students may be issued an extended temporary permit in place of a permanent permit at the discretion of the student's MVCTC Building Principal.

Students are permitted to obtain a maximum of three temporary permits per quarter during the school year unless approved by the student's MVCTC Building Principal.

(D) Cost of Permits:

- (1) MVCTC students will be required to pay \$30 for a permit.
- (2) There will be a charge of \$1 for each replacement pass. (due to theft, loss, etc.).
- (3) The cost of a permit purchased during the last quarter will be reduced to \$15.
- (4) Temporary permits cost \$1 (3 allowed per quarter).
- (5) Student I.D. Card must be displayed to purchase parking passes.

(E) Other Parking Regulations:

- (1) When a permit is no longer needed for the reason it was issued, the permit will be returned to the safety office.
- (2) Speed limit on MVCTC property is 15 miles per hour.
- (3) No student is permitted to obtain a permit for a vehicle other than his/her own vehicle.
- (4) The vehicle must be backed into the parking space.
- (5) Students must not loiter in their vehicles. Students are expected to lock their vehicles and enter the school building.
- (6) Students must not visit the parking lot during the day unless they have written permission from their instructor or principal.
- (7) Passengers are to be picked up only in a vehicle parking space. Passengers may not be picked up on the driveway, beltway, or in front of the West Building.
- (8) Students who have secured permission to bring an animal to school (training or grooming purposes) must pick the animal up after school at the door closest to the lab where the animal was kept during the school day. Students are not to take animals to the student parking lot after school.
- (9) Passengers are not permitted to ride in beds of pick-up trucks.
- (10) Staff will be assigned to assist traffic flow at the end of the school day. Students are directed to follow the flow of traffic leaving campus and are not permitted to go the opposite direction in an attempt to exit campus more quickly.
- (11) Any students having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.
- (12) Student parking is provided as a convenience and a privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.

(F) Student Parking Lots:

- (1) All students are to park in the students lots on the north side of the West and East Buildings.
- (2) Advanced Placement Program students who leave before 2:30 p.m. for Advanced Placement employment are to park in the lot designated for Advanced Placement students. Advanced Placement students who stay until 2:30 p.m. (or later) must park in the regular student lot. All students are to obtain and display a special pass for this area.

(G) Violation of Parking Rules: Violation of rules shall result in disciplinary action, including but not limited to loss of parking privileges, detention, afternoon school, suspension, towing of vehicle (at owner's expense), expulsion.

(H) Temporary passes will be sold at the safety officer's vehicle in the Temporary Lot on a daily basis. Permanent passes may be purchased at the safety office in the West Building (fees must be paid to qualify).

(I) The MVCTC assumes no responsibility/liability for damage, theft or loss of property that may occur to vehicles.

VIII. SAFETY

There are vast amounts of equipment and supplies used in the career technical programs at MVCTC. It is our goal to match as closely as possible actual business and industry work situations. For their personal safety and for the safety of

others, students must follow all instructions of MVCTC staff. Some equipment and supplies could cause injury if proper procedures are not followed. It is absolutely essential that all students observe the safety requirements of their programs. Disregarding any of the requirements will result in corrective action.

GENERAL PROCEDURES

- (A) Wear protective glasses and clothing as prescribed by the MVCTC Board of Education Policy.
- (B) Do not operate any unfamiliar equipment or use any unfamiliar supplies.
- (C) Reference procedures described on the (MSDS) Material Safety Data Sheets when using supplies.
- (D) Report any faulty equipment or unsafe conditions to the instructor.
- (E) Report any injuries to the instructor and seek first aid treatment immediately from the nurse, safety officer, Building Principal, etc.
- (F) Latex Balloons are not permitted on MVCTC campus.
- (G) Keep the work area clean.

IX. PUBLIC NOTICE

NON- DISCRIMINATION POLICY

The Miami Valley Career Technology Center affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The designated coordinators are (covering Title VI, Title IX, and Section 504): for students - Pupil Personnel Director, Guidance Office West Building MVCTC campus, telephone 854-6258; for staff - Personnel Director, Personnel Office West Building MVCTC campus, telephone 854-6271.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

PREAMBLE

Alleged Discrimination Grievance Procedure

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Miami Valley Career Technology Center School District or any school official has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. Et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Principal/Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed.

STEP 1

An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred. This complaint is to state the date, time, place, and people involved. It can be made verbally or in writing.

STEP 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

TITLE IX/Section 504 Coordinators

Students: Student Services Director
MVCTC

Employees: Personnel Director
MVCTC

6800 Hoke Road
Clayton, OH 45315
937-854-6258

6800 Hoke Road
Clayton, OH 45315
937-854-6271

STEP 3

If not resolved at Step 2, the decision may be appealed to the MVCTC Superintendent who functions as the final mediator at the local level.

STEP 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

PUBLIC RELATIONS & DIRECTORY INFORMATION

The MVCTC follows the guidelines of the Family Rights to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The district will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the MVCTC guidance department. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on videos, printed materials, CTC Tube, and the MVCTC web site. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the MVCTC Student Services Department in writing by October 1st of the school year or within 30 days of enrollment at MVCTC.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant,

or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MVCTC District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

MVCTC will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MVCTC will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

MVCTC will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MVCTC will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities

and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT-BASED COMMERCIAL SERVICES

MVCTC collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, school jewelry, and graduation products.

Contact MVCTC Student Services Director, Dr. Jack Poore at 937-854-6258 or jpoore@mvctc.com no later than September 13, 2011 if you do not want your child to participate in this activity.

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) provides a comprehensive framework for addressing asbestos problems in public schools and requires schools to develop a management plan that addresses asbestos hazards in school buildings and implement response actions in a timely fashion.

Should you have any questions regarding the Management Plan, please contact Michael Study at 854-6289. You may view the plan during normal business hours or by appointment. Copies may be obtained per the district's Public Right to Know Policy.

