

Welcome back!

School resumes on Wednesday, August 16. **If you changed programs, you will start on Tuesday, August 15.** Beginning Monday, August 7, you can access your class schedule on ProgressBook. On the first day of school, you will report to your lab when you arrive to receive a paper copy of your schedule. Once you receive your schedule, please contact your MVCTC school counselor with any questions. Your schedule is based on the courses you requested and the alternative courses you specified during last year's schedule meetings. Every effort is made to schedule students into the classes requested. 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 if the teacher, school counselor, and supervisor feel that the student has been woefully misplaced in a class.

Please reach out to your high school for updated busing information. If you plan to drive or will be dropped off, please arrive no earlier than 7:45 a.m. Students who drive must have a parking permit. Applications for parking permits can be completed at [www.mvctc.com/security/permanent-parkingpass](http://www.mvctc.com/security/permanent-parkingpass) (Current Students- Permanent Parking Pass) beginning the first day of school. Please follow the directions to ensure timely processing. Parking permits cost \$30.00 for the school year.

### **Emergency Medical & SchoolMessenger Authorization**

All students must have an Emergency Medical Authorization on file each school year. You can complete the authorization at [www.mvctc.com/emf/](http://www.mvctc.com/emf/) **beginning August 1, and it must be completed by Friday, August 25.** In addition to the Emergency Medical Authorization, you will be directed to enter contact information for SchoolMessenger. MVCTC uses SchoolMessenger to contact students and their families through voice, email, and text. Further directions are enclosed. Please contact Mrs. Lanna Anspach, School Nurse, with medically specific student information of importance at [lanspach@mvctc.com](mailto:lanspach@mvctc.com) or 937-854-6261.

### **Meningitis Immunization Reminder**

The Ohio Department of Health requires that all students, prior to entering the 12<sup>th</sup> grade, be vaccinated against meningococcal meningitis. Written documentation must be submitted to your partner school nurse or principal **before school starts on Friday, August 12.** **Please do not submit records to MVCTC. Questions pertaining to this requirement or exemption should be directed to the partner school nurse or principal.** A reminder that those not in compliance will be excluded from school as directed by the partner school.

### **Fee Payments**

MVCTC's student fees are on our website at [www.mvctc.com/fees](http://www.mvctc.com/fees), and select the "2025 Grad Individual Program Fees." **You may begin to pay your fees beginning August 1.** We ask that 50% of your total school fees be paid by the first school day. To access the online payment system, visit [www.mvctc.com/fees](http://www.mvctc.com/fees) and select "Pay Fees (EZPay)." When making a payment, you will need an MVCTC student ID number. This number is located on your acceptance letter and will also be located on your class schedule. Payment can also be made by mailing a check or money order to MVCTC, Attn: Cashier, 6800 Hoke Road, Englewood, OH 45315. **All checks should be payable to: Miami Valley CTC.** In addition to the online payment and mail options, payments can be made by phone using a credit card. We accept MasterCard, VISA, and Discover. To pay over the phone, please call MVCTC Cashier, Sharon Bergman, at (937) 854-6286.

### **Food Service**

Our breakfast and lunch are prepared and served by Northmont Food Service. Should you have questions or need assistance, please contact Jordan Greve, Food Service Director, at 937-832-5055 or Janet Geiger, Administrative Assistant, at 937-832-5059. Additional à la carte items will be available for purchase. Directions on how to prepay will be available during Schedule Pick Up or in the serving lines. **When prepaying, you must select Northmont City Schools.** If you need help with meal costs, you can complete a Free and Reduced-Price School Meals Application. An application can be completed online at [www.payschoolscentral.com](http://www.payschoolscentral.com) or printed at [www.northmontschools.net](http://www.northmontschools.net). If you do not have access to a computer, you can receive an application in the serving line. **If you participated in the free and reduced meal program at your current school, you must complete a new application to participate in the program at MVCTC.** You are responsible for any charges incurred before your application is approved, so complete it early. Additional information can be found at [www.mvctc.com/school-lunch](http://www.mvctc.com/school-lunch)

Please choose to make your senior year the best one yet. We are excited to be a part of your journey!

Brian Jettinghoff  
Student Services Supervisor

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



## **IMPORTANT: IMMUNIZATION REQUIREMENT –MENINGITIS VACCINE**

The Ohio Department of Health requires that all students, before entering the 12<sup>th</sup> grade, be vaccinated against meningococcal meningitis. The vaccine must be administered on or after the child's 16<sup>th</sup> birthday. We are informing you of this requirement so that it does not impact your child's attendance in the coming school year.

Students must meet this requirement before school starts on **August 16, 2023.**

Our partner districts will be sending immunization information to you in the near future. The partner district school nurse will need written documentation of the required meningitis immunization. Miami Valley CTC will support our partner districts if student exclusions from school are necessary. Miami Valley CTC does not maintain immunization records. Contact the partner district nurse for immunization record information. Any vaccine information we receive will be forwarded to the partner district. **Questions about exemption should be directed to the partner school nurse or principal.**

**Please submit written documentation of the immunization to your high school before August 16, 2023.**

**Please, do not submit immunization information to Miami Valley CTC.**

Vaccines can be obtained from health departments, doctor offices, pharmacies, and walk-in clinics. Vaccines are covered under most insurance policies. Uninsured children may receive vaccines at no or nominal cost at local health departments.

If you have questions, you may contact the Ohio Department of Health, the nurse or principal of your high school, the MVCTC school nurse at 937-854-6261, or me at 937-854-6258.

Sincerely,

Brian Jettinghoff  
*Student Services Supervisor*  
937-854-6258



SCHOOL COUNSELOR BY PROGRAM  
2023-2024

**JON BAUMHAUER- 937-854-6365**

[jbaumhauer@mvctc.com](mailto:jbaumhauer@mvctc.com)

Architectural Design  
Construction Carpentry  
Digital Design  
Electrical Trades  
Graphic Commercial Art  
Graphic Commercial Photography  
Heating, Ventilation, & Air Conditioning  
Heavy Equipment Operator  
Welding

**TRACY HETRICK 937-854-6355**

[thetrick@mvctc.com](mailto:thetrick@mvctc.com)

Business Ownership  
Computer Coding & Web Applications  
Computer Networking & Cybersecurity  
Computer Repair & Technical Support  
Drones & GIS Technologies  
Media & Video Production  
Medical Office Management  
Pre-Law & Legal Studies  
Sports Management & Marketing  
Youth Connections

**OLIVIA NEWMAN 937-854-6350**

[oneyman@mvctc.com](mailto:oneyman@mvctc.com)

Biotechnology  
Culinary Arts  
Dental Assisting  
Health Occupations  
Hospitality Services  
Medical Lab  
Pre-Nursing  
Sports Medicine

**JEFF WAUGH 937-854-6270**

[jwaugh@mvctc.com](mailto:jwaugh@mvctc.com)

Auto Collision  
Auto Services  
Auto Technology  
Aviation Maintenance Technician  
Criminal Justice  
Firefighter/EMS  
Pre-Engineering  
Precision Machining  
Robotics & Automation

**TAIYA WOODALL- 937-854-6068**

[twoodall@mvctc.com](mailto:twoodall@mvctc.com)

Agriculture & Livestock Production  
Animal Care & Management  
Cosmetology  
Diesel Power Technologies  
Early Childhood Education  
Natural Resource Management  
Retail Agriculture Services  
Veterinary Science

**DISTRICT CALENDAR  
2023-2024**

<p><b>4</b> Independence Day–Campus Closed</p>	<p><b>JULY 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td style="background-color: yellow;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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						<p><b>JANUARY 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td style="background-color: yellow;">1</td><td style="background-color: yellow;">2</td><td style="background-color: red;">3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: yellow;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p> <b>1</b> New Year's Day–Campus Closed  <b>2</b> Campus Closed  <b>3</b> Staff In-service No School–Secondary Students  <b>4</b> Classes Resume  <b>15</b> MLK Day–Campus Closed         </p>	S	M	T	W	Th	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			
S	M	T	W	Th	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																																																																																												
S	M	T	W	Th	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																																																																																										
<p> <b>7, 8, 9</b> Schedule Pick-Up  <b>10, 11, 14</b> Staff In-Service  <b>15</b> Juniors' First Day  <b>16</b> Seniors' First Day         </p>	<p><b>AUGUST 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td style="background-color: green;">7</td><td style="background-color: green;">8</td><td style="background-color: green;">9</td><td style="background-color: red;">10</td><td style="background-color: red;">11</td><td>12</td></tr> <tr><td>13</td><td style="background-color: red;">14</td><td style="background-color: red;">15</td><td style="background-color: red;">16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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			<p> <b>2</b> Midterm &amp; Remote Learning Day (No Students on Campus)  <b>19</b> Presidents' Day–Campus Closed         </p>																																																	
S	M	T	W	Th	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																																																																																									
<p> <b>4</b> Labor Day–Campus Closed  <b>15</b> Midterm         </p>	<p><b>SEPTEMBER 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: yellow;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	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	<p> <b>7</b> End of Third Quarter  <b>8</b> No School–Secondary Students  <b>29</b> Good Friday–Campus Closed         </p>																																																	
S	M	T	W	Th	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																																																																																							
<p> <b>12</b> End of First Quarter  <b>13</b> No School–Secondary Students         </p>	<p><b>OCTOBER 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td style="background-color: cyan;">12</td><td style="background-color: yellow;">13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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					<p> <b>1</b> No School–Secondary Students  <b>5</b> Midterm  <b>8</b> Remote Learning Day (No Students on Campus)         </p>																																																	
S	M	T	W	Th	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																																																																																											
<p> <b>2</b> Parent Teacher Conf. 3-7 pm  <b>10</b> Midterm  <b>22</b> No School–Secondary Students  <b>23</b> Thanksgiving–Campus Closed            No School–Secondary Students  <b>24</b> No School–Secondary Students  <b>28, 29, 30</b> Soph. Career Days  <b>30</b> Soph. Open House 4:30-7 pm         </p>	<p><b>NOVEMBER 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td style="background-color: yellow;">22</td><td style="background-color: yellow;">23</td><td style="background-color: yellow;">24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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			<p> <b>14</b> Seniors' Last Day  <b>16</b> Juniors' Last Day  <b>17</b> Staff Last Day  <b>17, 20, 21, 22, 23</b> Make-Up Days  <b>27</b> Memorial Day–Campus Closed         </p>																																																	
S	M	T	W	Th	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																																																																																									
<p> <b>20</b> End of Second Quarter/End of First Semester  <b>21</b> Staff In-Service–Secondary No Secondary Students            Staff Early Release 1:45 pm  <b>Dec. 21 – Jan. 3</b> Winter Break         </p>	<p><b>DECEMBER 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td style="background-color: cyan;">20</td><td style="background-color: red;">21</td><td style="background-color: red;">22</td><td style="background-color: red;">23</td></tr> <tr><td style="background-color: yellow;">24</td><td style="background-color: yellow;">25</td><td style="background-color: yellow;">26</td><td style="background-color: yellow;">27</td><td style="background-color: yellow;">28</td><td style="background-color: yellow;">29</td><td style="background-color: yellow;">30</td></tr> <tr><td style="background-color: yellow;">31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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							<p> <b>19</b> Juneteenth–Campus Closed         </p> <p><b>Key</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: green; margin-right: 5px;"></span> Schedule Pick-up Days</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; margin-right: 5px;"></span> No School</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: red; margin-right: 5px;"></span> Staff In-Service</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: cyan; margin-right: 5px;"></span> End of Quarter</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: magenta; margin-right: 5px;"></span> Remote Learning Day</li> </ul>																																										
S	M	T	W	Th	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																																																																																													
	<p><b>JUNE 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td style="background-color: yellow;">19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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																																																	
S	M	T	W	Th	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																																																																																													

**Emergency Medical Authorization**

**Due by: Friday, August 25, 2023**

**All students are required to have an authorization on file each school year.** Please complete the authorization online through the Miami Valley CTC web site. The authorization can be completed in a few minutes. Students who do not submit an authorization by the designated due date will be referred to their principal and may be unable to participate in some lab activities. Once authorizations are complete, they will be available for the career tech teacher and partner school district.

**Please contact Mrs. Lanna Anspach, School Nurse, with medically specific student information of importance at [lanspach@mvctc.com](mailto:lanspach@mvctc.com) or 937-854-6261.**

**Parent and/or student will need the following information to complete the authorization:**

- MVCTC six-digit student ID number
- Name and phone number of residential parent(s) or guardian(s)
- Name and phone number of at least one emergency contact
- Health information (allergies, asthma, diabetes, daily medications, etc.)
- Name and phone number of preferred doctor, dentist, or hospital (not required)

**To complete the Emergency Medical Authorization:**

1. Go to the Miami Valley CTC website: [www.mvctc.com/emf](http://www.mvctc.com/emf)
2. Enter the student's last name and **six-digit** MVCTC student ID number.
3. Create a password.
4. Complete fields. Click "Continue" to advance. "Save Progress" to complete the form later.
5. When using initials to sign the form, use alpha characters only (no periods). Submit form.
6. Complete Contact Information for SchoolMessenger
  - a. *In addition to the Emergency Medical Authorization, you will be directed to enter contact information for SchoolMessenger. MVCTC uses SchoolMessenger to contact students and their families through voice, email, and text. Please complete this step to receive information about events, school closing, safety, and other important information.*

**Note:** Passwords can be reset by 937-854-6261. If preferred, a parent may complete a paper copy of the form. The form is available from the clinic.