



## STUDENT HANDBOOK 2023-2024

### WELCOME

As 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.

This Handbook replaces all prior handbooks and other written material on the same subjects. The Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevail.

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,  
Dale Winner  
Natasha Norvell  
Jessica Mumau  
Raymond Caruthers

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# USEFUL CONTACTS

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

Dr. Nick Weldy ..... Superintendent

Mr. Bradley McKee ..... Treasurer

Dr. Kevin Lacey ..... Assistant Superintendent

Dr. Rhonda Phillips ..... Assistant Superintendent/Title IX Coordinator

Dr. Matt Bishop ..... Director of Business and Campus Operations

Mr. Eric Dolan ..... Director of Instruction

Mr. Dale Winner ..... Principal

Ms. Natasha Norvell ..... Principal

Mrs. Jessica Mumau ..... Principal

Mr. Raymond Caruthers ..... Principal

Mr. Derrick Williams ..... Director of Personnel

Mr. Blaine Heeter ..... Trade, Industry, and Graphics Supervisor

Mr. Jon McGreevey ..... Health and Consumer Sciences Supervisor

Mr. David Peltz ..... Agriculture, Electives, and Business & Information Technology Supervisor

Mr. Charles Brads ..... Academics Supervisor

Mrs. Beth Manor ..... Academics Supervisor

Mr. Brian Jettinghoff ..... Student Services Supervisor

Mrs. Amy Leedy ..... Adult Education Supervisor

Mrs. Theresa Lingenfelter ..... Satellite Supervisor

Mr. Jesse Maxfield ..... Satellite Supervisor

Mr. Carl Bush ..... Safety Coordinator

## **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, 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

## BELL SCHEDULE

**Each student will follow one of the four schedules below.**

Period 1 8:05-8:45	Period 2 8:50-9:30	Period 3 9:35-10:15	Lunch A	Period 4B 10:50-11:30	Period 5C 11:35-12:15	Period 6D 12:20-1:00	Period 7 1:05-1:45	Period 8 1:50-2:30
Period 1 8:05-8:45	Period 2 8:50-9:30	Period 3 9:35-10:15	Period A4 10:20-11:00	Lunch B	Period 5C 11:35-12:15	Period 6D 12:20-1:00	Period 7 1:05-1:45	Period 8 1:50-2:30
Period 1 8:05-8:45	Period 2 8:50-9:30	Period 3 9:35-10:15	Period A4 10:20-11:00	Period B5 11:05-11:45	Lunch C	Period 6D 12:20-1:00	Period 7 1:05-1:45	Period 8 1:50-2:30
Period 1 8:05-8:45	Period 2 8:50-9:30	Period 3 9:35-10:15	Period A4 10:20-11:00	Period B5 11:05-11:45	Period C6 11:50-12:30	Lunch D	Period 7 1:05-1:45	Period 8 1:50-2:30

## LUNCH SCHEDULE

A: 10:15 – 10:45	B: 11:00 – 11:30	C: 11:45 – 12:15	D: 12:30 – 1:00
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## 2-HOUR DELAY SCHEDULE

(All Classes Meet)

Period 1	Period 2	Period 3	Period A4 Lunch A	Period 4B or B5 Lunch B	Period 5C or C6 Lunch C	Period 6D Lunch D	Period 7	Period 8
10:05- 10:25a	10:30- 10:50a	10:55- 11:15a	11:20- 11:50a	11:55a- 12:25p	12:30-1:00p	1:05- 1:35p	1:40- 2:00p	2:05- 2:30p

## 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 American flag and Pledge of Allegiance helps 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.

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 be expected to remain quiet, seated, and respectful during this activity so as to not interfere with the rights of others who are participating.

### 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, Student Services, and Trade and Industry. The Student Services and Academics departments 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, school counselors, or department supervisors.

## II. GENERAL INFORMATION

### ACADEMICS DEPARTMENT

The Academics Department offers credits in English, mathematics, science, social studies, and Spanish. 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. For more details on specific academic courses, please see the list of course descriptions by visiting [www.mvctc.com](http://www.mvctc.com) and clicking on "Future Students" and then clicking on "Course Description Catalog".

### ADVANCED PLACEMENT REGULATIONS

The MVCTC will assist in seeking 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.

Eligibility for Plan A is as follows:

- (A) Students must have a grade average of "B" (2.5) or higher for the preceding two semesters and the first nine weeks of their senior year and meet guidelines for MVCTC eligibility. A student must also pay all school fees before being eligible or be on an approved payment plan.
- (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, and schedule changes will not be permitted.

- (G) A training plan will be placed on file as requested by the state.
  - (H) A teacher from the student's service area or a school representative will visit each student and employer on a regular basis as prescribed by the career-technical supervisor.
  - (I) No student in programs that have hours-based requirements may be eligible for Advanced Placement until the student has completed all requirements.
  - (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 principal. It shall be the responsibility of the student 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 department supervisor.

The specific dates for the three advanced placement plans (A, B, C) are:

- Plan A.....1<sup>st</sup> day of December
- Plan B.....1<sup>st</sup> day following the completion of semester 1
- Plan C.....1<sup>st</sup> day following mid-term of third quarter

An exception to the above policy may be made if approved by the department supervisor.

## **ANNOUNCEMENTS**

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

## **ATTENDANCE AWARDS & SPECIAL HONORS**

### (A) Perfect Attendance Award Letter

The letter is awarded at the end of each grading period to all students who have perfect attendance.

### (B) Honor Attendance Award

The letter is awarded at the end of each grading period to all students who have accumulated no more than the equivalent of one day (5.92 hours) of absence.

### (C) Certificate of Perfect Attendance

The certificate is awarded at the end of the senior year to all seniors who have had perfect attendance during their grade level 11, 12, and/or 23 year(s).

### (D) Certificate of Honor Attendance

The certificate is awarded at the end of the senior year to all seniors who have accumulated no more than the equivalent of two days (11.84 hours) of absence during their grade level 11, 12, and/or 23 year(s).

### (E) Honor Student Medallion

The honor is awarded at the completion of the career tech program to students who have maintained all A's and/or B's for all grading periods while attending MVCTC. The medallion is to be worn at the Senior Recognition ceremony.

### (F) 4.0 GPA Certificate

The certificate is awarded at the end of the grading period to all students who maintain all A's in academic, elective and career-technical program courses.

### (G) Honor Roll Certificate

The certificate is awarded at the end of the grading period to all students who maintain grades of B or better in academic, elective and career-technical program courses.

### (H) MVCTC School Letter and Pin

The MVCTC school letter and pin are awards of achievement and distinction. All seniors at the MVCTC, through diligence and hard work, could qualify for a school letter and/or pin. To qualify, a student must accumulate ten (10) points based on criteria contained in the application. Keeping track of the qualifying points and getting the verifying signatures is the students' responsibility. Once the points are earned, the student should give the completed application to his/her career technical instructor to be forwarded to the principal's secretary. 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, which include award criteria, are emailed to all seniors the last Friday in March, or may be acquired at and returned to the principal's office. The deadline for applications to be returned will be the last Friday in April of the senior year.

### (I) Valedictorian

Awarded to the student earning a 4.0 GPA for the two years at the MVCTC in addition to the highest non weighted cumulative GPA for all four years of high school. To be eligible, students must be attending MVCTC full-time.

To be calculated at the end of three semesters at MVCTC for Senior Recognition purposes. The final rankings and calculations will be completed at the end of the fourth semester and may not be finalized until after Senior Recognition. The award is presented at the Senior Recognition ceremony.

(J) Salutatorian

Awarded to the student earning a 4.0 for two years at the MVCTC in addition to the second highest non weighted cumulative GPA for all four years of high school. To be eligible, students must be attending MVCTC full-time.

To be calculated at the end of three semesters at MVCTC for Senior Recognition purposes. The final rankings and calculations will be completed at the end of the fourth semester and may not be finalized until after Senior Recognition. The award is presented at the Senior Recognition ceremony.

(K) Career-Tech Honors Diploma

Subject	Requirements
<b>English</b>	4 units
<b>Math</b>	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	4 units, including two (2) advanced sciences
<b>Social Studies</b>	4 units (½ unit in world history and civilizations, ½ unit in American history, ½ unit in government,)
<b>World Language</b>	2 units of studied one world language
<b>Fine Arts</b>	N/A
<b>Electives</b>	4 units of Career-Technical minimum & (½ unit physical education (unless exempted), ½ unit health)
<b>GPA</b>	3.5 on 4.0 scale
<b>ACT/SAT/Work Keys</b>	27 ACT/1280 SAT WorkKeys 6 on Reading for Information & 6 on Applied Mathematics
<b>Field Experience</b>	Complete a field experience and document the experience in a portfolio specific to the student's 5 area of focus
<b>Portfolio</b>	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by an external source
<b>Additional Assessment</b>	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent
<b>Pre-Supposed Requirements</b>	Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code including: ½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

**CAFETERIA**

Food service will be available before school and during lunch periods. Students are not permitted to leave school grounds during the lunch period. Lunches at MVCTC are prepared on site, 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. Parents/guardians wishing to place money on a lunch account may do so by accessing [www.payschoolscentral.com](http://www.payschoolscentral.com).

Students are not permitted to have food or drink delivered to school unless permission has been granted by the principal.

See item (W) Lunchtime Conduct contained in Section VI. Student Responsibility of this handbook for additional information pertaining to the cafeteria.

**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 PARTNER SCHOOL

It is extremely important that our students be kept informed about activities at their partner 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, partner 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 at 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 student services department.

## COLLEGE CREDIT PLUS PROGRAM

MVCTC has partnered with local colleges to deliver college courses on the MVCTC campus during the school day. (These partnerships are subject to change.) College Credit Plus 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 College Credit Plus student, s/he is also a student at the college, where s/he has the same benefits as any other college student. In order to participate in College Credit Plus in 2024-2025, returning MVCTC students must return the Letter of Intent to Participate by April 1, 2024. Information is available at <http://www.mvctc.com/college-options>.

## 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 Code of Student Conduct. An eighteen-year-old student wishing to exercise his/her majority must submit a completed Age of Majority Agreement to their principal.

## EVACUATION

If a decision is made to send students home or to a preselected site, attempts will be made to notify parents/guardians by telephone and/or by radio or TV, and the public address system will be used to inform all teachers and students.

## FIRE, TORNADO, AND OTHER SAFETY DRILLS

Fire, tornado, and safety drills are held at MVCTC in accordance with state law. For fire drills, students will leave the buildings by the outside door 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.
- 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 at the conclusion of the event.

### Procedures:

1. When the tornado alarm is sounded, persons are to assemble in their assigned area, as posted, and assume the tornado position. (Drop/Cover/Hold-crouched down close to the floor protecting their heads)
2. All gas and electrical circuits will be shut off by maintenance personnel as needed in the event of an actual tornado.
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 principals and the safety department.

### LOCK DOWN OR LOCK DOWN DRILL:

- An announcement will be made 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 notification has been given that the "lock down" has concluded.
- Should rescue procedures be needed, they will be organized by the principals and the safety department.

## **LOST & FOUND**

The MVCTC maintains a lost and found service in the safety 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. Items are donated to charity at the end of the first semester and end of the year. Lost school laptops are taken to SN@P and may be claimed there.

## **MANDATORY SENIOR OHIOMEANSJOBS-READINESS SEAL**

This seal is **mandatory** for all seniors.

Students will be required to earn the OhioMeansJobs-Readiness Seal prior to the third Thursday in April of the senior year. Attainment of the OhioMeansJobs-Readiness Seal is a requirement to participate in the MVCTC Senior Recognition ceremony, accounts for 10% of the 4<sup>th</sup> quarter grade, and satisfies the OhioMeansJobs-Readiness Seal attendance requirements. Seniors will not be on campus May 8-14, 2024.

Students not completing the OhioMeansJobs-Readiness Seal will not receive a Certificate of Recognition.

Information can be found on the MVCTC website. Completed documentation must be submitted to their specifically designated principal or guidance counselor by the third Thursday in April. This person may be different than the program principal or guidance counselor.

## **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 detention is being served. Once students arrive on campus, they are not permitted to leave campus without permission from the principal. 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 South Building. Students and parents/guardians can contact the department by contacting any principal.

Responsibilities include but are not limited to:

- protection of ownership rights, in general, of public and personal property
- protection of our right to work/live together safely
- protection from the few who might ignore the rules and attempt to take personal advantage
- protection of our educational facilities from needless loss or damage
- traffic control and lot supervision
- monitor and coordinate teachers assigned to parking lot duty and to report concerns to the principals

## **SCHOOL-TO-WORK/PRE-APPRENTICESHIP/INTERNSHIP PROGRAM WORK-BASED LEARNING OPTION**

This is a unique opportunity for selected seniors to work in an approved work place. All students who meet the eligibility criteria and who are enrolled in MVCTC career technical programs that can be certified apprenticeship occupations may request consideration for pre-apprenticeship or internship status for their senior year. Please see your MVCTC lab instructor to see if your program qualifies for this option.

Program Eligibility Requirements:

- successful completion of level 1 career technical training program
- parental/guardian approval
- on schedule to earn a high school diploma
- employment with an employer willing to participate in the MVCTC pre-apprenticeship/internship program
- recommendation from career technical instructor regarding citizenship characteristics, self-discipline, work ethic, behavior, and ability to follow directions
- access to available and reliable transportation
- meet the guidelines of the MVCTC eligibility policy
- 95% attendance
- 2.5 cumulative GPA
- junior fees paid in full

The aforementioned program eligibility requirements must be maintained while in the program, and the policies and awareness contract

must be followed while in the program. In addition to the above program eligibility requirements, the student must show a positive attitude and interest toward his/her work and a commitment to the program.

## SENIOR RECOGNITION CEREMONY

This event is an opportunity to recognize seniors who have completed MVCTC career-tech programs in a special way and to individually congratulate them for their accomplishments. Students who qualify to participate in the event will receive a Career Passport and a Certificate of Recognition with Honors, Certificate of Recognition, or Certificate of Attendance, as well as, recognition for other accomplishments earned while attending MVCTC. A student is allowed to participate in the Senior Recognition ceremony only once.

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.

For most students, the Career Passport and certificate are awarded based on meeting qualifications for two years in the same program. However, seniors who complete only one year of a program will be awarded a Career Passport and Certificate based on the final year's competencies and standards.

Students not meeting criteria to receive a Certificate of Recognition with Honors or Certificate of Recognition will receive a Certificate of Attendance indicating they attended MVCTC.

Any senior that does not qualify or is in jeopardy of not qualifying 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 the Senior Recognition Ceremony. Students wishing to appeal must do so by submitting a letter of appeal to the principal prior to March 28, 2024. Student attendance is the only criteria that is appealable. If an appeal is granted by a principal, the student will be permitted to participate in the Senior Recognition ceremony and will receive the certificate deemed appropriate by the principal.

Attendance percentage for Senior Recognition is calculated using all absences including tardies, whether excused or unexcused.

Career Passports and Certificates for those students not eligible to participate and those not in attendance at the ceremony will be available for pick-up the week following the ceremony.

The criteria for earning the MVCTC Certificate of Recognition or Certificate of Recognition with Honors are outlined below:

(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) complete Mandatory Senior OhioMeansJobs-Readiness Seal requirements
- (c) maintain 93% attendance: no more than the equivalent of 24.85 days (147.12 hours) of excused and unexcused absences over two years for two-year students, 12.39 days (73.34 hours) for one-year students
- (d) all fees and financial obligations (including SN@P computer fees) must be paid in full by May 7, 2024.

(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) complete Mandatory Senior OhioMeansJobs-Readiness Seal requirements
- (c) maintain 97% attendance: no more than the equivalent of 10.65 days (63.04 hours) of excused and unexcused absences over two years for two-year students, 5.31 days (31.43 hours) for one-year students
- (d) all fees and financial obligations (including SN@P computer fees) must be paid in full by May 7, 2024.

MVCTC does not award diplomas as they are granted by the partner school district.

## SIGNS & POSTERS

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

## STUDENT FEES

There are fees associated with all programs at MVCTC. Student fees can consist of a program fee, workbooks, uniform and toolkit. End of year report cards and transcripts will be withheld until all student fees and student account balances are paid in full. Only toolkits that are paid for in full may be removed from school grounds with the permission of the instructor. 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, library material, textbooks, electronic textbooks and tools required to be furnished without charge; this includes and is not limited to charges for damage to school buildings and property. MVCTC 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 the following ways:

- (1) Payment of junior fees: ½ of total fees should be paid at schedule pick-up and the remaining balance by the end of the first quarter.
- (2) Senior fees should be paid in full by the end of the first semester.

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 school counselor to seek assistance from the MVCTC Education Foundation.

## STUDENT ID CARD/TEMPORARY ID

### STUDENT ID CARD

For safety purposes, students will be issued an ID card. These cards are to be visible and appropriately worn at or above the waist on the student's person. (tied to a book bag, computer, etc. is not acceptable). The ID card must be worn on an appropriate lanyard and it must have a breakaway clasp or on an approved clip. Those wearing lanyards shall not have any item hanging on the lanyard (such as keys, hand lotion, etc.). Students will be charged a \$5.00 replacement fee for lost ID cards. Students found to be without an ID card properly displayed on their person will be subject to an office referral and possible discipline. Students requesting more than three replacement Student ID cards may receive discipline.

For safety reasons, students who have misplaced or forgotten their student ID must acquire a temporary student ID every day they are without their student ID. Temporary student ID's are available via a kiosk in the front office of the South Building, and in G215. Students are permitted to acquire 5 temporary ID's per quarter before being referred to the principal. Students requesting more than five temporary student ID's per quarter may receive discipline. Students without a temporary student ID properly displayed on their person will be subject to an office referral and possible discipline.

### 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/guardians, 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/guardians. While the district takes appropriate measures to ensure the safety of students, accidents do occur. This means that the parents/guardians are responsible for any bills from a school related injury to their child.

As a service to parents/guardians and their children, we make information about these programs available, and parents/guardians 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/guardian'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.

By law, the Board of Education is not permitted to insure personal property, (e.g., tools, toolbox, etc.). We suggest that parents/guardians/student purchase insurance as protection for personal property that might be damaged, lost or stolen.

### STUDENT SERVICES DEPARTMENT

The student services department is responsible for many of the routine services at MVCTC, ranging from work permits to health services. The school counselors are the contact between the students and the partner school. School counselors are located in the South Building and are available to students and parents/guardians for discussion of educational, personal, and social issues. If students desire to meet with a school counselor, they should first obtain permission from their instructor or email their MVCTC school counselor to schedule a time to visit.

- (A) 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 school 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.
- (B) Change of Programs/Schedules: If a student wants to change a career technical program, he/she must first contact the school counselor to determine which programs may be available. Changes are not always possible. Juniors may request to change programs during the first two weeks of school, at the end of the first quarter, at the end of the semester, and at the end of the year. Seniors do not have the ability to change programs.

Students and parents/guardians 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, school counselor, supervisor, and principal of the student feel that the student has been woefully misplaced in a class.

- (C) Special Educational Services: In collaboration with the partner school district, MVCTC provides applicable IEP services to meet the needs of children with disabilities placed at MVCTC as appropriate based upon the IEP team decision. For a student that receives related services, the IEP team, which includes both the student's partner school and MVCTC staff, will determine how these services will be provided.
- (D) 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.
- (E) 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.
- (F) School Health Service: The school nurse is located in room B108. 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 Clinic. Students**

**who are ill may not call parents/guardians before going to the clinic for dismissal.**

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

If the parents/guardians 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 student services 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.

- (G) **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 prescription and/or non-prescription medication during regular school hours is to comply with the following school regulations:
- (1) The MVCTC nurse will be the liaison between the physician, parents/guardians, student, and school personnel. The MVCTC nurse will administer necessary forms including a record of the administration of medication, keep medication in a locked cabinet, return unused medication to the parents/guardians, or discard in an appropriate manner; and acquaint school personnel with the possible side effects. Any unused medication will be destroyed one week after the termination date for administering the medication.
  - (2) The administration of prescription medication to a student requires an order from the physician and permission of a parent/guardian. Written orders from the physician shall include the student's name, name of medication, purpose of the medication, time(s) to be administered, dosage, possible side effects, termination date for administering the medication, and written instruction signed by the parent/guardian and physician. (Forms may be secured from the MVCTC nurse who is located in the MVCTC Clinic.
  - (3) The parents/guardians of the student must assume responsibility for informing the school nurse or principal of any change in the student's health or change in prescription and/or non-prescription medication.
  - (4) Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents/guardians shall notify the school if the student will be taking such medications. Due to safety concerns, medications containing narcotics cannot be stored or administered at school.
  - (5) Students entering and exiting the clinic will scan with their student I.D. When medication is administered, clinic personnel will document the date, time, type, and dosage administered.
  - (6) For the transportation of medicine to school, students will have appropriate forms completed as set in the policy, refrain from showing or distributing the medicine while in transit, keep medication in the original container, and immediately report to the nurse's office or principal's office upon arrival to school to turn in the medication and form. Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.
  - (7) Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. Students may also possess and use epi-pens when proper documentation is provided by a physician and parents/guardians, and a backup dose is provided to the school nurse. In order for a student to possess the inhaler s/he must have written approval from the student's physician and parents or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.
  - (8) The administration of non-prescription medication (examples: Benadryl, Aleve, and cold medication) to a student requires permission of the parent/guardian. Therefore, if properly requested, the school nurse or a designated person may assist in dispensing non-prescription medication during the regular school day. A written request for assistance must come from the parent/guardian on a form provided by the school. When sent to school by the parent/guardian, all non-prescription medication requested by the parent/guardian to be dispensed during the school day must be presented to the school nurse in the original container immediately upon arrival at school for storage in the nurse's office. Students are not to possess non-prescription medication on school property or at school-related events. Non-prescription medication must be brought to the nurse in the original container. The District retains the discretion to reject a request for administration of non-prescription medication.
  - (9) Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.
  - (10) **Immunizations:** Students are required to have an up-to-date immunization record. The partner district is required to keep immunization documentation. **Prior to entering 12<sup>th</sup> grade, students are required to have the Meningococcal vaccine (MCV4). Proof of immunization or an immunization waiver must be turned into the partner district.** Partner districts will notify MVCTC of students who are not up to date on immunizations. MVCTC will support our partner districts on immunization exclusions. In compliance with Ohio law, students may be excluded on the 15<sup>th</sup> day of attendance if the immunization record is not in compliance. Absences related to incomplete immunizations will be considered unexcused.
  - (11) **Hearing and Vision Screening:** Per Ohio Department of Health guidelines, all 11<sup>th</sup> grade students will have an opportunity for vision and hearing screening at MVCTC. Parents/guardians will be notified only if the student does not pass the screening. Screening results will be sent to the partner district. Screenings may also be done upon student, parent/guardian, or teacher request. Screenings are not meant to be conclusive, but merely indicate a need for further evaluation by a medical provider.
- (H) **Substance Abuse & Voluntary Referrals:** If a student has a substance abuse problem (alcohol, marijuana, and/or other drugs) and would like help, he/she should contact any MVCTC school counselor. Help will be made available and confidentiality will be observed.
- (I) **Transfer Procedure Back to Partner School:** A return to the partner 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, preferably; a) within the first two weeks of school; (b) the end of the MVCTC 1st semester; (c) at the end of the school year. If a student desires to return to his/her partner school, the first step is to contact the partner high school principal. After receiving approval from the partner school principal or counselor, the student should contact their MVCTC school counselor. 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.
  - (2) The student may be asked to return to the partner school on a voluntary basis. MVCTC personnel may recognize that student is not being successful in the career-technical program and the partner school will then request that the student return to his/her partner school.
- (J) Work Permits & Labor Laws: Students can secure a work permit application online via the MVCTC website under the Current Students/General Information tabs or from the South Building front office. Completed applications must be submitted at the South Building front office.
- (K) Graduation Credits and School District Transfers: The student and parents/guardians are responsible for reviewing credits and graduation status with the partner school counselor. Likewise, students who transfer to a new partner school while attending MVCTC are responsible for reviewing credits and graduation status with the new partner school district school counselor. Graduation credits vary by school district and MVCTC cannot guarantee that credit deficiencies can be completed through regular course offerings.

## **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 partner school and requests for transcripts should be directed to the partner school. In accordance with Section 438 of Public Law 93-380, known as the Family Educational 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, LAPTOP COMPUTERS, AND OTHER SCHOOL-ISSUED ITEMS**

Textbooks, laptop 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 parents/guardians/emancipated student and the withholding of the student's report cards and/or credits. Examples of repairs to school-issued laptop computers include, but are not limited to, hinges, chargers, keyboards, display modules, AC charging jacks, or the replacement of the entire unit. If repeated repairs are warranted, the student may be referred to the principal for disciplinary action. Students may be expected to purchase some books for their personal use through assessment of program fees.

## **TOOLKITS/WITHDRAWALS**

If a student withdraws from MVCTC and does not have tool fees paid, the toolkit remains the property of the school.

## **VISITORS**

Visitors to MVCTC must display a visitor's pass. All visitors, vendors, former students etc. **must** sign in at the South Building office 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 (including babies and small children) are to be at school on Welcome Day.

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

Parents/guardians 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, FFA, FCCLA, HOSA Future Health Professionals 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 partner 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 agriculture department. 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, 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.

#### **-HOSA Future Health Professionals**

HOSA Future Health Professionals 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, Biotechnology, and Sports Medicine participate in HOSA Future Health Professionals. The mission of HOSA Future Health Professionals 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.

Membership is open to those seniors (with graduating status at the time of selection) at the MVCTC campus, who have: completed 3 semesters, achieved at least a 3.75 G.P.A. for 3 semesters, submitted the required application, and have met the attendance requirement (the equivalent of 8.5 days (50.32 hours) or fewer absences during the first 3 semesters as an MVCTC student). Seniors who are graduating must have met the graduation requirements as delineated by the Ohio Department of Education and their local Board of Education. Please visit <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements> to learn more about Ohio's graduation requirements. In addition, the following will be considered to be important qualifications: The student candidates should: (a) be dependable, (b) be honest, (c) be of worthy character, (d) use knowledge gained in their career-technical field to continue their education as they further their careers.

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

year. The MVCTC follows the selection process listed in the MVCTC's National Technical Honor Society Constitution. With this in mind, there is no appeals process for a student who is not chosen to be inducted into the National Technical Honor Society.

### **-STUDENT AMBASSADORS**

This group of students is trained in leadership skills and public speaking. They assist the district in providing interested students and parents/guardians 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.

To report a student absence, a parent/guardian should contact the school office before or shortly after the start of school. If parent/guardian contact has not been made, the 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.

A student who has been absent must get an admit slip from the principal's office on the day of his/her return. This pass must be presented to the teacher to enter a class after an absence, regardless of the nature of the absence.

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

### **ABSENCES** (Reference MVCTC Board Policy 5200)

(A) Excused Absences: The MVCTC Board of Education recognizes the following factors as reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required);
- B. Appointment with a health care provider (a written physician's statement verifying the appointment may be required)
- C. Illness in the family necessitating the presence of the child (a written physician's statement with an explanation as to why the child's absence was necessary may be required);
- D. 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)
- E. Death in the family (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)
- F. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. Observance or celebration of a bona fide religious holiday (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)
- H. Out-of-state travel to participate in a District-approved enrichment or extracurricular activity
- I. Such good cause as may be acceptable to the Superintendent
- J. Medically necessary leave for a pregnant student in accordance with Policy 5751
- K. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. College visitation (verification of the date and time of the visitation by the college, university, or technical college are required; see the College Visitations, Armed Services, Job Interviews section below for further explanation);
- M. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. Absences due to a student being homeless

Upon returning, all notes/calls from a parent/guardian or doctor for excused absence must be received that day or the next school day. If such notes/calls are not received as mentioned, the absence will remain unexcused. 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. 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 an F for all work missed. In all cases make-up work must be initiated by the student.

(B) Unexcused Absences:

A student with an unexcused absence has the opportunity to receive up to 60% 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 an F on the assignment. In the event of an expulsion there will be no credit awarded for work missed. The 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 are 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.

(C) Excessive Absences:

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District shall notify the child's parent/guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement.

The MVCTC may require a doctor's note before excusing an absence from school. This requirement is triggered after 65 hours of excused and/or unexcused absence. If a doctor's note is not produced, the absence(s) will remain unexcused and the student may receive school discipline for the unexcused absence(s).

(D) Unexcused Tardies:

A student arriving to school between 8:05 and 8:45 a.m. will be marked as Unexcused Tardy unless meeting criteria listed under the Excused Absences section of the Student Handbook. Examples of situations causing students to be marked as Unexcused Tardy are listed above in the Unexcused Absences section. Make-up work and procedures will be the same as for unexcused absences.

Hours of school missed due to tardies will be applied to the accumulated number of hours of unexcused absence.

(E) Truancy:

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Should a student become habitually truant the parent/guardian will be notified and may be required to attend an attendance intervention meeting and help develop an absence intervention plan. Failure of the student to make satisfactory progress per the plan will require further court involvement.

## **PARENT/GUARDIAN REQUEST FOR STUDENT ABSENCE**

Absence requests, if different from the aforementioned reasons, must be made by parent/guardian in writing two (2) days before taking a student out of school. 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. Parent/Guardian Request for Student Absence forms are available in the office of the principal.

All absence hours, excused and unexcused, will be calculated toward the absence thresholds established to participate in the Senior Recognition ceremony held at the conclusion of the senior year and for awards and special honors, e.g. NTHS.

Vacations are limited to no more than thirty (30) hours per school year and may not be granted during the week ending each semester. Absences for vacations beyond thirty (30) hours per school year will be recorded as unexcused absences.

## **COLLEGE VISITATIONS, ARMED SERVICES, JOB INTERVIEWS**

Prior appointment and prior approval by the school 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 by case basis, permission may be denied by the principal). Job interviews are to be scheduled after school. Exceptions must be approved in advance by the principal and may be counted as excused absence(s).

## **EARLY DISMISSALS**

To obtain approval for an early dismissal, the student shall bring a request note for dismissal from a parent/guardian to the attendance secretary by 8:05 AM. The parent/guardian may call the attendance secretary with permission or may supply on the note a number where he or she can be reached for approval. Contact with a parent/guardian must be made before an early dismissal will be granted.

## **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 after 8:05 a.m., he/she is considered tardy.

## **PARTNER SCHOOL NOT IN SESSION - MVCTC IN SESSION**

MVCTC students should consult their partner 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 partner school is not in session unless closed due to weather.** Students not in attendance at the MVCTC under these situations will be given unexcused absence(s).

If the MVCTC is open and partner school is closed, and the partner school does not provide transportation to the MVCTC from the partner school district, a student is not required to attend MVCTC. If the partner 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 partner schools.

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

### **PARTNER SCHOOL CLOSED/DELAYED DUE TO INCLEMENT WEATHER**

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

### **MVCTC CLOSED DUE TO INCLEMENT 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.

## **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 - Incomplete work should be completed according to the excused absence policy by mid-quarter of the following grading period. 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 principal.

<u>Grading Scale</u>	<u>GPA Scale</u>
A 90 - 100	A 3.50 - 4.00
B 80 - 89	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

Example of Grade Calculation and Awarding of Credit:

<b>QUARTER 1</b>	<b>QUARTER 2</b>	<b>FINAL SEMESTER AVG.</b>	<b>CREDIT AWARDED</b>
86 B (50%)	94 A (50%)	90 A	1/2

Average is based on percentage and then assigned a letter grade.

### **GPA CALCULATION**

Cumulative GPA is calculated at the end of each semester. Cumulative GPA is calculated using the final/semester grade (50% first quarter grade + 50% second quarter grade).

The grade point value of each course is computed as the total credit hours earned in the course times the quality points of the letter grade earned. For example: a student earning a B (3 quality points) in a 2-credit hour course would earn 6 grade points for the course.

The total grade points divided by the total credit hours yields the cumulative GPA. The following example shows how to compute a GPA for a four-period lab.

Course	Credit Hours	Final/Semester Grade	Quality Points	Grade Points
Math	0.5	62 D	1	0.5
English	0.5	74 C	2	1
Social Studies	0.5	79 C	2	1
Science	0.5	70 C	2	1
Lab class	2	87 B	3	6
Totals	4			9.5

**GPA**      **2.375**      (Total Grade Points/Total Credit Hours)

## REPORT CARDS

Students and parents/guardians are encouraged to check grades on ProgressBook throughout the school year, as it is updated frequently, especially at mid-term. Report cards will be available on ProgressBook at the end of each quarter. If you would like to request a paper report card, you must notify MVCTC's Student Services Department within ten (10) days of receiving this report card notification with the Student Handbook. End-of-year report cards and transcripts will be mailed to the address on file. If there are outstanding fees at the end of the year, report cards will be held until fees are paid in full.

## 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 partner school for quarterly grades.
- (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 1<sup>st</sup> semester lab grade and 2<sup>nd</sup> 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. reapply for enrollment in Level 1 of another career-technical program
- b. apply for enrollment at Youth Connections
- c. withdraw from MVCTC and return to partner 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 immediately preceding grading period at MVCTC. "Grading period" is defined as a nine-week period, which constitutes a quarter as outlined in MVCTC's board-adopted calendar. Semester and yearly grades have no effect on eligibility. Interim, biweekly or weekly evaluations are not considered "grading periods" and restoration of eligibility is not permitted after such evaluations. Grades earned outside of a student's assigned MVCTC schedule do not replace quarter grades earned for eligibility purposes. Eligibility will be determined by the posted grade and in no case, other than an "incomplete" or computational error, will eligibility status be changed due to "make-up" or "extra credit" work completed after the posting of grades. 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 any time to withhold a student's eligibility for 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, school counselor, safety officer, or 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](http://www.mvctc.com)).

Students may be subject to discipline for violation of the Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or 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 verbal or written warning or reprimand, referral to school counselor, parental/guardian contact or conference, detention, in-school reassignment (ISR), out-of-school reassignment (OSR), community service, emergency removal, loss of parking privileges, referral to law enforcement agencies, suspension and/or expulsion, permanent exclusion, and denial of privileges. In addition to whatever action taken by school officials, students and/or their parents/guardians 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 may 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 laptop computers, equipment, other instructional supplies, facilities, etc.

(D) Disruption of School:

- (1) 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.
- (2) Falsification: A student shall not purposefully make a false statement, a false accusation, or provide false information to a

school official that in any way defames another student or staff member. A student shall not purposefully make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement. We encourage students to report honest and reasonable concerns to school officials for the betterment of MVCTC.

A student shall not attempt to change, modify, or misrepresent records including, but not limited to, hall passes, absence excuses, temporary or yearly parking permits, documents or materials used in daily school operation; sharing false information (i.e. Lying); or not properly identifying oneself to school personnel.

(E) Electronic Equipment:

- (1) While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at school-sponsored activity without the permission of a district administrator or instructor.
- (2) Examples of prohibited devices include but are not limited to personal communication devices (PCDs), cameras, laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, headphones, portable CD/MP3 players, portable TV's, electronic games/toys, and other similar electronic devices.
- (3) Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with a district administrator or instructor's permission and supervision: cameras, (photographic and/or video), laptops, PCDs, PDAs, portable CD/MP3 players with headphones.
- (4) However, the use of any communication functionally that is a part of or attached to the above-approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks.
- (5) 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 8:05 a.m. until 2:30 p.m. except when authorization has been given by a district administrator or instructor to use the device for instructional purposes in the classroom. Students may use a PCD in the student activity center during the student's designated lunch period and during class changes. The use of a PCD during the student's designated lunch period and during class changes is a privilege and may be revoked if school policy is not followed by the student.
- (6) The preceding prohibitions do not apply to Board-owned and issued laptops, PCDs, PDAs, or authorized assistive technology devices.
- (7) Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Board Policy – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual message (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- (8) Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by a district administrator. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to shower facilities, restrooms, classrooms, and any other areas where student or others may change clothes or be in any stage or degree of disrobing or changing clothes. District administrators have authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.
- (9) Unauthorized electronic equipment devices may be confiscated from the student by school personnel and disciplinary action taken. If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any electronic equipment/device confiscated by district staff will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent/guardian. Electronic equipment/devices in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Board Policy – Search and Seizure.

- (10) Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

(E.1) Personal Communication Devices:

- (1) For the purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.
- (2) While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during class time and during after school activities (e.g., extra-curricular activities). Under certain circumstances, a student may keep his/her PCD "On" with prior approval from a district administrator or instructor.
- (3) Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom instructor, or sponsor/advisor. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of site when directed by the administrator or sponsor.
- (4) Except as authorized by a district administrator, instructor, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip or job site, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any students, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.
- (5) PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, restrooms/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and district administrators are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.
- (6) Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- (7) Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using PCDs to:
  - (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age religion, ancestry, or political beliefs; and
  - (2) engage in "sexting" – i.e., sending, receiving sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- (8) Students are also prohibited from using a PCD to capture record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
- (9) Possession and/or use of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.
- (10) Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
- (11) A person who discovers a student using a PCD in violation of this policy is required to report the violation to the principal.
- (12) Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. The Board in no manner requires any student to provide a PCD for instructional purposes.
- (13) Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school

office. Students may use school phones to contact a parent/guardian during the school day with prior staff approval.

(E.2) Use of MVCTC Technology:

The following rules apply to students both during and outside of the school day/setting, and include the use of the laptop computers issued to students to assist in the delivery of the MVCTC curriculum.

- (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) All internet access must pass through the wireless network provided by the school. The use of a service to bypass the MVCTC's wireless network is a violation of district policy. Establishing a cabled or wireless ad-hoc peer-to-peer network (hot spot) using an electronic device is also prohibited. 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. All devices brought from home that are connected to the MVCTC network are subject to the same policies and procedures established for the use of district owned equipment. These items are not required for instruction at the MVCTC and students are in no way required to provide them.
- (3) Students are not permitted to use school issued computers for social networking purposes (including, but not limited to ooVoo, Facebook, Instant Messenger, Skype, SnapChat, 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.
- (4) No student shall install, copy, delete, transmit, upload/download or modify files in any way or violate copyright laws or use any software outside the rights granted to him/her (examples: LimeWire, Frost Wire, BearShare, uTorrent, BitTorrent, etc.). No student shall have in his/her 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.
- (6) Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Technology Coordinator.
- (7) Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.
- (8) 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.
- (9) 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 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.
- (10) 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.
- (11) No student shall mark, scratch, deface or damage any computer. Students shall not put stickers and/or decals on laptop computers.

(E.3) Student Network and Internet Acceptable Use and Safety:

Student use of the District's computers, network and Internet services ("Network") will be governed by the Board's policy and the related administrative guidelines, and the Student Code of Conduct. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).

Users who disregard the Board's policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by Board's policy and its accompanying guidelines.

- (F) Unauthorized Bodily Contact/Threatening Behavior: No student shall engage in the act of physically touching or hitting, or making physical threats to a student or staff member or any other person while on school property or while attending a school-sponsored event.

(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, using profanity, 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.
- (3) Students are not to possess inappropriate printed or electronic materials (including 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) Harassment, Hazing, Intimidation, and Bullying

- (1) Harassment, Intimidation, or Bullying: No students shall engage in any act which harasses, intimidates, or bullies another student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. As used in this section, harassment, intimidation, or bullying means the following:

Any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Electronic act" means an act committed through the use of cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Violence within a dating relationship 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".

-See BULLYING (Harassment, Intimidation and Dating Violence) (Reference MVCTC Board Policy 5517.01)

- (2) Hazing: Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm.
- (I) Inappropriate Behavior: A student shall follow all classroom and field trip rules and maintain required behavior standards in the hallways, during lunch, in the restrooms, 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. Students shall refrain from loitering in restrooms and from having more than one student in a single use restroom or stall. Violations may result in discipline.
- (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. This includes but is not limited to costumes, masks, face paint, etc.

The principal is the final authority in the determination of appropriate attire.

Guidelines for Appropriate Dress:

- (1) In an effort to prepare students for success in the workplace, every attempt will be made by staff to reinforce acceptable workplace attire thus creating a professional learning environment for the students. 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 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) Clothing shall not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol/tobacco, firearms, gangs or related material. Furthermore, any such clothing, which could be offensive to ethnic, religious or racial groups, is prohibited (flags, symbols, etc.). Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.
- (3) Wallet chains and necklaces/bracelets/belts with spikes are not permitted.



- (4) Brief and Revealing Clothing: Students must recognize that brief and/or revealing clothing is not appropriate apparel in school.
- Students shall not wear tank tops, halter-tops, garments with spaghetti straps, off-the-shoulder garments or strapless garments.
  - Garments that are see-through, cut low or expose one's midriff are not acceptable.
  - Undergarments should not be visible.
- (5) Sleeveless garments:
- Tee shirts with sleeves that have been cut off are not appropriate school attire and must be covered with another shirt.
  - Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- (6) Lower garment:
- The bottom hem of the lower garment must extend below the student's fingertips in the front, back and sides when their arms are held to their sides in a standing position or not be distracting to the educational process. If the garment has a slit, the slit must not extend above the student's fingertips when their arms are held to their sides in a standing position.
  - Students opting to wear Leggings, Yoga Pants, Jeggings, or other form-fitting attire must make sure that the sweater or other upper garment extends so that it is not distracting to the educational process.
  - Students shall not wear pajama bottoms or bedroom slippers to school.
  - 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.
  - Long pants/skirts may not drag the floor. Shoes must be visible to ensure the student's safety.
  - Undergarments should not be visible.
  - Holes in the lower garment are not permitted above the student's fingertips in the front, back and sides when their arms are held to their sides in a standing position.
- (7) Hats, hoods or head coverings (including bandanas) are not to be worn in classrooms, during assemblies, or at other times unless permitted by a staff member.
- (8) Sunglasses are not to be worn inside school buildings.
- (9) 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.
- (10) 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.
- (11) Dress code may be varied for certain theme days at the discretion of the principal.
- (12) Students are not permitted to bring blankets into the school building because of the safety and health hazards associated with their use.
- (13) Students must wear on their person their MVCTC STUDENT ID card or temporary student ID in a manner that is appropriate, safe and visible (at or above the waist). The student ID card must be attached by an approved lanyard with a breakaway clasp around neck or clipped to shirt or belt.
- Student ID cards and their replacements are school property.
  - Student ID cards may not be defaced.
- (14) Baseball/softball bats and other sporting equipment should be stowed in the lockers near the MAC during the school day.
- (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 detention 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 an alcoholic beverage, drug, hallucinogen, barbiturate, amphetamine, substances containing betel nut, Cannabidiol (CBD) products, medical marijuana, 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 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 s/he claims to be marijuana, a tablet which s/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.

- (1) Possession may include but not be limited to:
  - a. Carried or concealed on one's person.
  - b. Contained in one's locker or any other setting selected to conceal such item(s) or materials.
  - c. Contained in a vehicle owned or driven by such person.

(2) Paraphernalia includes:

- a. Lighter, matches, rolling papers, pipes, vapor devices or components of such devices, etc.

**Violation of MVCTC's zero tolerance drug policy or the refusal to be tested may 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/Nicotine and/or Paraphernalia: No student shall possess, consume, purchase or attempt to purchase and/or use tobacco or tobacco substitute products. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah. In addition, look-alike products intended to mimic tobacco/nicotine products are not permitted.

Paraphernalia includes but is not limited to devices used to conceal, inject, ingest, inhale or otherwise introduce into the body a tobacco/nicotine product. Also included are rolling papers, items used to ignite tobacco, and items for use with a look-a like product including and not limited to, electronic cigarettes or hookah smoke products, or parts of these products.

Possession includes but is not limited to devices or products found to be; on the person, with personal items, in a locker, or in a vehicle. Also, the intent to introduce into the body, (ex: a cigarette in the hand or in the process of putting a device or product in the mouth, smoke/vapor coming from the mouth, or spitting of a tobacco/nicotine containing product).

- (S) Truancy, Unexcused Absences and Tardiness: A student shall follow state and school attendance rules. Pursuant to the guidelines in Ohio Revised Code Section 3321.19, 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 may 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/guardian 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/guardians do not authorize the absence).
- (2) Leaving School Without Permission – Once students are on school premises, they are not to leave without permission from their principal.
- (3) Not Reporting to Job Shadowing – Students who do not report to a prospective employer may receive a detention 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. Students must use designated/marked crosswalks.

- (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, inducing panic, gambling, and bringing, transmitting or possessing pornographic materials and sale/purchase of weapons.

- (V) Field Trips and MVCTC Bus Rules: A student must meet eligibility requirements 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.** Students are not permitted to have food or drink delivered to school unless permission has been granted by the principal.

Cafeteria procedures are as follows:

- (1) Students should take their places in an orderly way in the lunch lines; no line cutting.
- (2) Students are encouraged to use the automated payment system for lunch purchase. Students paying with cash should have their money ready before reaching the cashier. Failure to pay for any item may result in disciplinary action for theft.
- (3) Trash should be placed in the containers provided, and trays should be returned to the appropriate location.
- (4) 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.
- (5) Microwaves are available for student use at lunch time.
- (6) 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.
- (7) No open food or beverage containers of any kind may be taken out of the cafeteria.

Guidelines for food and drink consumed outside the cafeteria:

- (1) Food and drink consumption in the classroom/lab is only allowable with the approval of the instructor. In some cases, consuming food and drink can interfere with ongoing classroom/lab activities.

**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.**

- (X) Students shall not loiter in the bus and parking lot areas: Before school, students are expected to exit the bus and parking lot areas and enter the MAC upon arrival. Students are to remain in the MAC until dismissed by staff.

## APPLICATION OF THE CODE

Jurisdiction: This code and its provisions may 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 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 function:
  - (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 partner school's commencement date (for graduating senior), whichever is later and may not be allowed to participate in end-of-school activities at either the partner 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 or alternative engagement activity during the summer. Students who are expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school during the expulsion.

Procedure for Appealing an Expulsion:

1. A student who is 18 or older or the student's parents/guardians 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: A School Dropout Suspension of a student's temporary permit, license or right to apply for a license is imposed by the Bureau of Motor vehicles (BMV) when a school superintendent informs the Ohio Bureau of Motor vehicles (BMV) of a student's withdrawal from school
- (D) Out of School Suspension (OSS): 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 or alternative engagement activity during the summer. 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. A student returning from an out-of-school suspension has the opportunity to receive up to 60% of the credit should he or she request to make the assignment up and then do so. A failing grade on a completed assignment will not solely be on account of the suspension. Assignments given on a day a student has an out-of-school suspension 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 out-of-school suspension should be turned in the day the student returns to school. Further, an out-of-school suspension during a long-term assignment does 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 an F for all work missed. Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions. In all cases the request for make-up work must be initiated by the student. Students who are suspended out of school may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school during the suspension.

Procedure for Appealing an Out-of-School Suspension:

1. A student who is 18 or older or the student's parents/guardians 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 Reassignment (ISR) / Out-of-School Reassignment (OSR): The terms ISR and OSR 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. Students may be required to follow a modified dress code while in the ISR/OSR programs.
- (F) Principal Assigned Detention: The term detention 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 a principal assigned detention will depend on the infraction. Students may not leave grounds or go to cars in parking lots between 2:30 and 2:45. Failure to serve a principal assigned detention assignment will result in additional consequences including possible out of school suspension.
- (G) Teacher Assigned Detention: A member of the faculty may assign a detention to a student for infractions of classroom/lab or school rules. It is the responsibility of the student to notify his or her parent/guardian of the detention. Detention takes precedence over all activities. Detained students will be dismissed not later than 3:30 P.M., unless parents/guardians 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.
- (H) 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).
- (I) Violations of the law: Charges may be filed with the authorities and the student may be suspended/expelled from school.
- (J) 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.
- (K) Search & Seizure & Surveillance Cameras: The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a

violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Failure to comply with a reasonable search will be considered insubordination.

To monitor student behavior 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 and may be viewed only by MVCTC principals and safety officers. It 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. STUDENT DROP-OFF/PICK-UP & PARKING POLICY

**Morning arrival student drop off will be at the South Building lobby. End of day dismissal student pick-up will be at the same location.**

Driving to school is a privilege. Most students attending MVCTC will be required to ride the bus 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.

### (A) Permanent Parking Permits:

- (1) Permanent parking permits are valid only for the current school year.
- (2) Permanent parking permits can be purchased for \$30. Payment must be made in full at the time of purchase and cannot be added to student fees. Acceptable forms of payment are cash, personal check, debit card, or credit card. There will be no refund of parking permit fees.
- (3) The cost of a permanent parking permit purchased during the last quarter will be reduced to \$7.50.
- (4) Applications for permanent parking permits may be obtained online via the MVCTC website under the Current Students tab.
- (5) Permanent parking permit hang tags and their replacements are school property. The hang tag must be affixed to the rear view mirror and be visible while the vehicle is on campus.
- (6) Permanent parking permits can only be used on the vehicle registered to the student and cannot be shared or used on another student's vehicle.
- (7) There will be a charge of \$1 for each replacement permanent parking permit hang tag (due to theft, loss, etc.).
- (8) When a permanent parking permit is no longer needed for the reason it was issued, the permit shall be returned to the safety office in the South Building.
- (9) To be eligible for a permanent parking permit the student must:
  - (a) Possess a valid driver's license
  - (b) Register a vehicle meeting or exceeding the requirements outlined in Ohio Revised Code. MVCTC reserves the right to conduct a safety inspection on a vehicle
  - (c) Complete an MVCTC vehicle registration form and submit payment of \$30
  - (d) Acknowledge, in writing, of having read and understood the school driving rules for permanent parking permits
  - (e) Meet one of the following criteria:
    - (i) Be an Advanced Placement, Internship, or pre-apprenticeship student
    - (ii) Have insufficient time to ride the bus to the partner school for extracurricular activities (band, sports, drama)
    - (iii) Have insufficient time to ride the bus to the partner school and arrive at work on time
    - (iv) Resident school does not provide transportation
    - (v) Additional circumstances deemed appropriate and approved by the principal or safety coordinator

### (B) Temporary Parking Permits are only good for the day purchased.

- (1) Temporary parking permits can be purchased for \$1 and may be secured via a kiosk in the front office of the South Building or from an administrative assistant in B134, G214, or G215. The cost associated with the temporary parking permit will be automatically added to the student's fees.
- (2) Temporary permits are entered into an electronic parking system therefore there is no tag to display in the vehicle.
- (3) A maximum of 5 temporary parking permits may be purchased per quarter. If a student exceeds 5 temporary parking permits in a quarter, the student may be disciplined.
- (4) To be eligible for a temporary parking permit the student must:
  - (a) Possess a valid driver's license
  - (b) Register a vehicle meeting or exceeding the requirements outlined in the Ohio Revised Code. MVCTC

reserves the right to conduct a safety inspection on a vehicle.

- (c) Provide vehicle details in the kiosk and authorize payment of \$1 to student fees
  - (d) Have an understanding of the Additional Parking Regulations outlined below
- (5) There will be no refund of parking permit fees.
- (C) Additional Parking Regulations:
- (1) Speed limit on MVCTC property is 15 miles per hour.
  - (2) No student is permitted to obtain a permit for a vehicle other than his/her own vehicle. Parking permits shall not be shared, nor traded. They must be used by the student to whom it was issued. Parking permits shall not be sold to another student.
  - (3) Items or stickers displayed on or in vehicles which allude to drugs, alcohol, sex, the occult, gangs, profanity or which are offensive to ethnic, religious or racial groups are prohibited (flags, symbols, etc.).  
The principal is the final authority in the determination of inappropriate items or stickers.
  - (4) The vehicle must be backed into the parking space.
  - (5) Students are to enter the campus, park and immediately turn off their vehicle. Students shall not loiter inside vehicles or the parking area before or after school. Students who wish to listen to music as they enter or leave campus must reduce the volume to be heard inside of their vehicle only. Students are expected to lock their vehicles and enter the school building immediately upon arrival.
  - (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.
  - (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 or sit in beds of pick-up trucks at any time while on campus.
  - (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.
  - (13) Students must obey the traffic laws of Ohio when driving on campus.
  - (14) All students are to park in the designated lot.
  - (15) All advanced placement, internship, and pre-apprenticeship students are to obtain and display a special permit which can be obtained from the safety office in the South Building.
  - (16) Violation of rules may result in disciplinary action, including but not limited to loss of parking privileges, detention, in-school reassignment, suspension, towing of vehicle (at owner's expense), expulsion.
  - (17) MVCTC assumes no responsibility/liability for damage, theft or loss of property that may occur to vehicles while parked on campus.

## 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 safety requirements will result in corrective action. Safety requirements and procedures also apply to classrooms and other areas outside of the program area when and where instruction may include the use of equipment and supplies could cause injury if proper procedures are not followed.

### **SAFETY PROGRAM** (Reference MVCTC Board Policy 5341)

- Safety equipment must be worn in the laboratory by everyone at all times. This includes preparation time, work time, observation time, walking through the laboratory, and clean-up time.
- Safety glasses which meet the standards of the American National Standards Institute are required where eye hazards exist.
- Clothing should be such as considered appropriate for the occupation.
- Leather work shoes are required in all laboratories where special hazards exist.
- Students are not permitted to use machines, tools, equipment, unfamiliar supplies, etc., until they have been instructed in the proper use, safety hazards, and safety precautions.
- Reference procedures described on the (SDS) Safety Data Sheets when using supplies.

- Report any faulty equipment or unsafe conditions to the instructor.
- Report any injuries to the instructor and seek first aid treatment immediately from the nurse, safety officer, principal, etc.
- Latex balloons are not permitted on MVCTC campus.
- Keep the work area clean and orderly.

## **IX. PUBLIC NOTICE**

### **ASBESTOS MANAGEMENT PLAN** (Reference MVCTC Board Policy 8431)

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.

### **BULLYING (Harassment, Intimidation and Dating Violence)** (Reference MVCTC Board Policy 5517.01)

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation, or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the board president with a semiannual written summary of all reported incidents and post the summary on the district's website, to the extent permitted by law.

The administration provides training on the district's hazing and bullying policy to district employees and volunteers who have direct contact with students.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with state and federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

### **NONDISCRIMINATION/HARASSMENT** (Reference MVCTC Board Policy 5517)

#### Nondiscrimination

It is the policy of the Board of Education to maintain an education environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants in CTSO events, parents/guardians), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school?

### **Sexual Harassment**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's academic grade, classroom work or assignments, academic status, participation in co-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene emails, text messages, social media posts, or telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education or ability to participate in or benefit from educational programs or activities, or such that it creates a hostile or abusive educational environment.

Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited. The question of consent is irrelevant with respect to the application of this policy.



**Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

**Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Rhonda Phillips  
 Assistant Superintendent – Instruction  
 937-837-7781  
 6800 Hoke Road  
 Englewood, OH 45315  
 rphillips@mvctc.com

Derrick Williams  
 Director of Personnel  
 937-837-7781  
 6800 Hoke Road  
 Englewood, OH 45315  
 dwilliams@mvctc.com

The name, title, and contact information of these individuals will be published annually on the Board's in the student handbook and on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to request an administrator to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

**Office for Civil Rights**

An individual may, at any time, contact the U.S. Department of Education, Office for Civil Rights at:

Office for Civil Rights  
 Department of Education  
 1350 Euclid Avenue, Suite 325  
 Cleveland, OH 44115  
 Telephone: 216-522-4970  
 FAX: 216-522-2573; TDD: 877-521-2172  
 Email: OCR.Cleveland@ed.gov

It is the responsibility of every supervisor and administrator to recognize acts of harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and are responsible for implementing the harassment complaint resolution procedures established through this policy and the specific procedures identified below.

Harassment complaints for all protected bases of prohibited harassment (race, color, national origin, ancestry, citizenship, religion, disability, age or sex) go to the District's Compliance Officers, identified above as Compliance Officers, who handle more than Title IX sex discrimination.

Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's educational opportunities. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Persons who have reason to believe that harassment has occurred should promptly report the incident as follows:

1. If the persons so reporting are students or parents/guardians, to a principal, supervisor, a school counselor or a Compliance Officer.
2. If the persons so reporting are employees, to their principal, immediate supervisor or a Compliance Officer.
3. If the persons so reporting are third parties (not a student or an employee), to a Compliance Officer, or if a Compliance Officer is the alleged harasser, then to the other Compliance Officer.

Staff members must document all reports of incidents of harassment as well as any incidents they observe in writing to the person(s) identified above.

If not reported to a Compliance Officer, the person receiving the report will ensure that the Compliance Officer receive prompt notice of the complaint.

If a staff member has reason to believe s/he is observing prohibited harassment by an individual over whom the staff member has supervisory authority, the staff member should intervene to stop the harassment, unless circumstances exist which would make such intervention dangerous.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, an administrator believes that the reported misconduct may have created a hostile educational environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the administrator shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers and investigate the allegation in accordance with this policy. The administrator shall suspend his/her Policy 5517.01 investigation and complete an investigation based on "Steps for Administrators to Follow in Investigating Reports about Harassment" below.

Steps for Administrators to Follow in Processing Reports about Discrimination and/or Harassment (referred to as "nondiscrimination/harassment" in this regulation)

Step 1: All reports should be directed to:

If the persons so reporting are students or parents, to the principal, supervisor, a school counselor or a Compliance Officer.

If the persons so reporting are employees, to their principal, immediate supervisor or a Compliance Officer.

If the persons so reporting are third parties (not a student or an employee), to a Compliance Officer, or if a Compliance Officer is the alleged harasser, then to the other Compliance Officer.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District.

Rhonda Phillips  
Assistant Superintendent – Instruction  
937-837-7781  
6800 Hoke Road  
Englewood, OH 45315  
rphillips@mvctc.com

Derrick Williams  
Director of Personnel  
937-837-7781  
6800 Hoke Road  
Englewood, OH 45315  
dwilliams@mvctc.com

Any administrator who receives a report must notify a Compliance Officer within three business days to let him/her know of the report and to obtain help if needed. A Compliance Officer will notify an administrator if the administrator has not already been notified of any report or complaint made. The other Compliance Officer shall assume responsibilities if the other Compliance Officer is a party at interest in the complaint.

OPTIONAL Step 2: Within five business days of receipt of a report of harassment, the administrator will offer the complainant an informal resolution process to attempt to resolve the complaint through informal discussion and problem solving first. Participation in the informal process is voluntary and the formal process is the default process to be used. If the complainant chooses to participate in an informal process, it will be with appropriate involvement by the Center (e.g., participation by a school counselor, trained mediator, or if appropriate, a teacher or administrator). In some cases, such as alleged sexual assaults, an informal process such as mediation is not appropriate, even on a voluntary basis. The complainant has the right to end the informal process at any time and begin the formal process.

Step 3: If Step 2 does not produce a resolution within five business days or the complainant does not agree to informal resolution of the complaint, the administrator will initiate the formal reporting process using the appropriate forms (5517 f1) and procedures.

Step 4: When initiating the formal process, the administrator will share the following with the complainant:

- A. "Confidentiality" means that the person's identity will remain unknown to the person(s) he/she is accusing. To the extent that the complainant requests confidentiality or asks that the complaint not be pursued, the Center will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If the complainant continues to ask that his or her name or other identifiable information not be revealed, the Center will explain that it must evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the School District community or a visitor to the District. The Center will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the Center as an "education record" under FERPA.

- B. The Compliance Officer will receive a copy of all reports written about this matter, unless they are a party at interest.
- C. The Center will use a preponderance of the evidence standard to investigate allegations of harassment.
- D. Minor students do not need parental permission to file complaints or participate in the complaint process; however, parents will generally be informed of cases involving their children.
- E. There is a prohibition of retaliation against persons who report alleged harassment or participate in the investigation process.

Step 5: Within seven business days of the harassment being reported, the administrator will have the complainant fill out the Harassment Complaint Form (5517 f1). If after reading the complaint, the administrator believes a different procedure is more relevant, the administrator will so advise the complainant. If not, the administrator will send a copy of the Form to the Compliance Officer within three business days and he/she will assign the administrator or another person to conduct the investigation.

Step 6: The timeframe for the investigation process is estimated to take ten to twenty business days. During the impartial investigation, the investigator should contact the person who initiated the complaint on an ongoing basis in order to obtain additional information and update him/her about the status of the investigation, and provide the opportunity for the complainant to identify witnesses or parties involved, or present other evidence to the investigator if applicable. Whoever conducts the investigation will complete the Investigation Report Form and submit a copy to the Compliance Officer. To ensure that the harassment does not recur, the following remedies are examples of actions that could be taken: disciplinary action, change in classroom assignment or schedule, mediation, etc. Such actions should be processed through regular administrative channels.

Step 7: To the extent permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and Ohio Revised Code 3319.321, written notice of the outcome of the complaint will be provided to the parties within three business days following the completion of the investigation. If a party is not satisfied with the results of the investigation, he/she may appeal to the Superintendent/designee. The decision of the Superintendent/designee is final.

Step 8: If the accusation is substantiated, the School District will take appropriate steps within ten business days to remedy harm to the victim as appropriate and to prevent recurrence of the harassment. The appropriate administrator shall be responsible for implementation of remedies such as disciplinary action, change in classroom assignment or schedule, mediation, etc.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

To access the on-line Sexual, Racial, or Disability Harassment Reporting Form, go to: [www.mvctc.com](http://www.mvctc.com)

## **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 is:

Family Policy Compliance Office  
U.S. Department of Education

## **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

## **PRIOR NOTICE OF PESTICIDE APPLICATION POLICY** (Reference MVCTC Board Policy 8431)

Parents and guardians have the option to be informed prior to any application of a pesticide inside our school buildings during this school year. If requested, you will be notified by e-mail prior to any such application. In certain emergencies, pesticides may be applied without prior notice to control organisms that pose an immediate health threat. In these circumstances, if you have opted for notification, you will be notified by e-mail after the application is made along with why advance notice was not provided. If you would like to be notified of pesticide applications, send an e-mail to Michael Study at [mstudy@mvctc.com](mailto:mstudy@mvctc.com).

## **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 Supervisor, Brian Jettinghoff at 937-854-6258 or [bjettinghoff@mvctc.com](mailto:bjettinghoff@mvctc.com) within ten (10) days of receiving this notification with the Student Handbook if you do not want your child to participate in this activity.

## **STUDENT DATA - EDUCATIONAL SOFTWARE, DIRECTORY INFORMATION, AND PUBLIC RELATIONS**

### How Is Student Data Protected?

The Miami Valley Career Technology Center follows student data privacy laws and adheres to security policies to safeguard student data. When we use online service providers that collect, process or store student data, we review their security policies to protect student data and privacy policies in relation to student data privacy laws.

### What Student Data Do We Intend to Share with Software Providers for Your Child's Educational Benefit?

The Miami Valley Career Technology Center intends to share data about your child to use online programs that help teachers tailor instruction to individual student needs. You will find a list of the educational programs and services used by the district at <http://www.mvctc.com/current-students/educational-programs>

We have provided links to their websites where you can obtain more information on their specific policies.

The Miami Valley Career Technology Center plans to share the following information about your child with online programs that generate learning opportunities tailored to your child's academic goals:

- School Name
- Name (First and Last)
- Date of Birth
- Grade Level
- Gender
- Student's MVCTC Email Address

**If you give consent to the district to share data about your child for these educational purposes, no further action is required.**

If you do not give the district consent to share data about your child to participate in one or more online educational programs or services, then you may do so by writing to your child's principal within ten (10) days after receipt of this annual public notice.

### Student Directory Information

The federal Family Educational Rights and Privacy Act (FERPA) allows the Miami Valley Career Technology Center to release "directory information" upon request, unless the parent/guardian notifies the school that such information shall not be released. Students who are 18-years-old may opt out as well.

Under Miami Valley Career Technology Center Board Policy 8330, the district defines "directory information" as the following:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially-recognized activities
- Dates of attendance
- Date of completion
- Awards received

If you do not wish to give permission to release "directory information", then make that request in writing to your child's principal within ten (10) days after receipt of this annual public notice.

### What Do We Intend to do with Student Photos/Videos?

The Miami Valley Career Technology Center may utilize student images and voices for district-related educational purposes. For example, photographs may be needed for student identification card, school yearbooks, and/or district brochures. As another example, video-recordings of students may be shown to teachers learning a new instructional strategy or for district professional or promotional videos shared with prospective students or members of the public, posted on CTC Tube, MVCTC's web site, or the Internet.

If you do not wish to give permission to MVCTC to use your child's image or voice, you should notify MVCTC's Student Services Department in writing by October 1st of the current school year or within 30 days of enrollment at MVCTC.

### Do I have to permit my student to see a licensed counselor for emotional support and/or other topics?

MVCTC partners with Samaritan Behavioral Health (SBHI) to provide social and emotional support for students in the school. A licensed counselor may provide one-to-one support, during the school day at no cost to the students and parents. Students may access these services by contacting their MVCTC school counselor. If you do not wish for your child to access these services, please contact the Clinic at 937-854-6067 or MVCTC school counselor to opt-out. More information and the opt-out form can be found at <http://www.mvctc.com/wellness>. If you have questions, please feel free to contact your MVCTC school counselor.