

Dear Student,

Welcome to the Mahoning County Career and Technical Center and Valley STEM + ME2 Academy! We want your school year to be happy and positive and we will do our best to create this type of school environment. With your help, we can!

To benefit from the many opportunities at our schools, approach each day with the necessary motivation and determination to do your very best. With this attitude in mind, you will realize and receive the BEST education YOU are capable of obtaining!

Your responsibility will be that of helping to maintain Mahoning County Career and Technical Center's and Valley STEM's excellent reputation of caring for its students. We have a diverse population coming from our local school districts, as well as open enrollment, for our students to serve. You need to be willing to expend the effort for excellence in academic and your career based classes and labs. Show respect to your fellow classmates, teachers, aides, secretaries, administrators, and other school support personnel. Courtesy in the classrooms, labs, halls, and at assemblies is always expected.

The administration and staff are dedicated to the pursuit of excellence through the High Schools That Work (HSTW) initiative. The HSTW initiative works to strengthen the academic preparation of career -technical students by blending rigorous academic and career and technical studies.

We have a student code of conduct that is reviewed annually and is established for the benefit of all students. It is our belief that students should have learned proper behavior by the time they enter high school. We expect you to conduct yourself accordingly while at the school.

This handbook has been carefully prepared to help you become acquainted with our school. Please read it thoroughly and carefully so you will be fully informed of your privileges and responsibilities. All students will be tested on the handbook and must pass the test with a 100% grade.

On behalf of the entire faculty and staff of the Mahoning County Career and Technical Center and Valley STEM + ME2 Academy, we extend to you our best wishes for a successful school year. May it be both enjoyable and rewarding!

Have a GREAT year!

John Zehentbauer
Superintendent

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SCHOOL CALENDAR 2018-2019

August 27, 2018		First Day of Classes
August September 31, 31, 3 2018.....		Labor Day Break
October 12, 2018		NEOEA Day (No Classes)
November 2, 2018		End of First Grading Period
November 15, 2018	Parent Teacher Conference Night 3:00-9:00 p.m.	
November 21-23, 2018		Thanksgiving Recess
December 21, 2018		Last Day of Classes before Winter Break
November 15, 2018	Parent Teacher Conference Night 3:00-9:00 p.m.	
		Open House 6:30-9:00 p.m.
January 3, 2019		Classes Resume
January 18, 2019		End of the Second Grading Period
January 21, 2019		Martin Luther King Day (No Classes)
January 25, 2019.....		Jr & Sr. Job Shadow Day
February 7, 2019	Parent Teacher Conference Night	
February 15, 2019		No Classes for Students
February 18, 2019		President's Day (No Classes)
March 29, 2019		End of Third Grading Period
April 18, 2019		Last Day of Classes before Spring Break
April 29, 2019		Classes Resume
May 27, 2019.....		Memorial Day
May 31, 2019		Senior Awards Day
June 5, 2019	Last Day of Classes/End of the Fourth Grading Period	
June 6, 2019.....		Teacher report day

Grading Periods

1 st nine weeks	August 27, 2018 – November 2, 2018
2 nd nine weeks	November 5, 2018 - January 18, 2019
3 rd nine weeks	January 22, 2019 – March 29, 2019

4th nine weeks April 1, 2019 – June 5, 2019

BOARD OF EDUCATION

Mr. Ronald Shives
Mrs. Marie Dockry
Attorney David Engler
Mrs. Beth Donofrio
Mr. Michael Stanko
Mr. Richard S. Scarsella
Attorney Kathi McNabb Welsh

ADMINISTRATION

Superintendent.....Mr. John Zehentbauer
Chief Financial Officer.....Mr. Blaise Karlovic
Principal/STEM/Curriculum/Machine Team.....Mrs. Mara Banfield
Principal/Dean of Students/Arts Academy.....Mr. Ralph Sandy
Principal/Special Education Supervisor/Shield Academy
Principal/CT Supervisor/Global Academy.....Mr. Matt Campbell
Technology Supervisor.....Mr. Chris Stewart
Community Outreach Coordinator.....Mrs. Jessica Cene

EQUAL EDUCATIONAL OPPORTUNITY

Title IX Coordinator
Section 504 Coordinator

In compliance with (1) Title VI of the Civil Rights Acts of 1964, (2) Title IX of the Educational Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the ORC Vocational Educational Guidelines, and the Americans with Disabilities Act, we are notifying all students, parents, employees, and general public that the Mahoning County Career & Technical Center has adopted a nondiscrimination policy on the basis of race, color, creed, handicap, religion, gender, gender identity, ancestry, national origin, or social or economic background. Any complaint regarding this nondiscrimination policy should be referred to Ms. Jane Hogan, Director, 7300 North Palmyra Road, Canfield, Ohio 44406 – Telephone (330) 729-4000.

MCCTC FACULTY (Grades11-12)

The Academy of the Arts:

Lisa Argiro-Cosmetology
Monica Ciarniello-Math
Christl Deniro-Culinary Arts
Alissa Kolar-English
Melinda Grimm-Social Studies
Melissa Hackett-Creative Art and Design
Chef Matt Putzier-Culinary Arts
Kasey Clark-Academy VOSE
Megan A. Ferraro-Science

Global Academy:

Theresa Billock-English
Mark Brooker-Electricity
Jacob Danes-Social Studies
Brandy Dunbar-Math
Mary June Emerson-Wildlife and Fisheries
Stephanie Francis- Academy VOSE
Gary Hoezel-Math
Scott Rowe-Aviation Maintenance
Heather Sankey-Academy VOSE
Michael Sekol-Software Engineering
Marc Silvestri-Automotive Technology
Dave Smith-Building Construction & Remodeling
Nathan Wilson-Science

The Machine Team:

Seth Basista-Science
Dustin Cramer-Math
Anthony Cycyk-English
John Klem-Academy VOSE
Michael Lutz-Precision Machining/Advanced Manufacturing
Joe Merritt-Truck & Diesel Mechanics
Denny Naples-Welding
Joe Sander-Collision Repair
MaryAnn Thoburn-Digital Print Technology
Social Studies-Jason Campbell

Shield Academy:

Phillip Bellotta-Exercise Science
.....-Math
Bob Miller-Biotechnology
Anthony Davis-Public Safety
Michelle Cardiero-English
Julie Pagnotta-Early Childhood Education
William Parker-Social Studies
Marina Silvestri-Academy VOSE
Patti Thorsby-Science
Mary Williams-English
Medical Occupations-Jordan Miller

ICONS Academy:

Michael Sekol-Software Engineering
Walter Baber-Engineering
Bob Miller-Biotechnology
Josie Foster-Health Science
Computer Networking and Cybersecurity
Heather Bionci-Math
Donna Greer-English
Rachael Bickel-Science

Guidance: _____ VOSE:

Valerie Sullivan

Michelle Naymick

Cassandra Bair

Christine Baglama-**Nurse**
Officer D. Cover Canfield P.D.-**School Resource Officer (SRO)**

STEM FACULTY (Grades 9-10)

Rachel Young..... STEM Coach/Coordinator
Melanie Brock..... 9th Grade ELA
Megan Kovach.....10th Grade ELA
Michael Lopuchovsky.....Math/Computer Science
Jennifer Combs.....STEM Lab Parapro
Leslie Wright.....Social Studies

Garrett Hack..... Science
Maggie Little.....Science
Zac Capan.....Intervention Specialist
Julie Larkin.....Math
Todd Van Orman.....Engineering/Manufacturing Lab
Dr. Richard Hassler.....RAMTEC Lab

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The Mahoning County Career and Technical Center will be fully implementing the Academy Concept for the 2018-2019 school year. The philosophy behind this model is to increase collaboration between career technical program instructors and content teachers. This structure will provide increased opportunity for alignment of career technical competencies with industry credential requirements, as well as cross-content integration of content standards. The Academy Concept will maximize the opportunities provided for career technical students, making their experience in school as relevant as possible, preparing them for life in college, and their future careers.

The Academy Concept

The Academy concept was piloted during the 2016-2017 school on a volunteer basis. Based on the results of the pilot, the entire school will implement 5 Academies. Each Academy is a cluster of programs, and assigned content teachers that will serve the programs assigned. The teams will have common planning, and have an assigned Principal:

- **Academy of the Arts:** Ralph Sandy, Principal. Consists of Culinary Arts, Creative Arts and Design, and Cosmetology.
- **Machine Team:** Mara Banfield, Principal. Consists of Advanced Manufacturing Technology, Collision Repair, Engineering, Digital Print Technology, Truck and Diesel, and Welding.
- **Shield Academy:** Jane Hogan, Principal. Consists of Medical Occupations, Public Safety, Exercise Science, and Early Childhood.
- **Global Academy:** Matt Campbell, Principal. Consists of Electricity, Building and Construction, Aviation, Horticulture, Auto Tech, and Wildlife and Fisheries.
- **Icons Academy:** Mara Banfield, Principal. Consists of Engineering, Health Science, Biotechnology, Software Engineering and Computer Networking and Cybersecurity.

Academy Schedules:

The MCCTC has an “academy” approach with all of our CT programs. The design of these academies is to give our students more time in lab and to incorporate their academics into their CT lab. These schedules will be fluid and ever changing. Students will have access to the team schedules.

REGULAR SCHOOL DAY PROCEDURES

Students are to be in their first class by 7:55 a.m. Doors of the building are open to students at 7:25 a.m. School begins at 7:55 a.m. and ends at 2:20 p.m.

Home school buses will drop off students in front of the building. The students are required to enter the building immediately through the main entrance. Students who are driven to school by parent/guardian/relative/friend are also to be dropped off in front of the school and enter through the main entrance upon arrival. Students who drive to school must park in their designated area. No student is permitted to park in any other area without permission from the administration of the school. The student driver is to follow all vehicle control signs – speed limit, stops, yields, etc. The student driver is to lock his/her car and enter the building immediately. Any student who rides with another student must also enter the building immediately. There is to be no loitering in the parking lot.

Upon dismissal at 2:20 p.m., students who ride a bus or who are picked up by a relative/friend should leave through the front doors. Buses will be parked in front of the building. Students who are being picked up should have their drivers' park opposite the buses in front of the building.

ATTENDANCE

It is very important that you do your best to maintain a good attendance record. Without regular attendance, you will find it extremely difficult to do satisfactory work in your classes. Regular attendance at school or work is required. Excessive absence will result in a medical excuse being required. Continued excessive absences may result in disciplinary action.

If your home school has a waiver day or teacher inservice day, you are still expected to be here in attendance. Any questions that you might have regarding bus transportation should be directed to your home school.

Parents will be sent a notification letter when their son/daughter has been placed on “medical only”. **“Medical Only” is a status that indicates that from this time on, in order to receive an excused absence, medical or legal documentation is required.**

- ◆ Students accumulating 9 days of absence without med/ legal excuse: parents will receive a letter stating that due to the number of days absent, a doctor's note or court documentation will be required to excuse further absences. **(Medical only designation)** No

photocopies of doctor excuses or court excuses will be accepted. We must have the original. Faxed excuses must come directly from the doctor or legal office.

- ◆ When a student is truant from school his/her absence is recorded as unexcused. The student will receive a zero for class work for that day.
- ◆ Any parent/guardian who receives an attendance letter and needs an explanation or verification should contact the attendance office.
- ◆ **Excused absences may be granted for the following reasons:** personal illness, death in the family of a close relative, quarantine of the home, observance or celebration of a bonafide religious holiday or such good cause as may be acceptable by the superintendent. (3321.04 Revised Code) – No parent/guardian has the right to excuse his/her child or anyone else's child for any reason other than those stated. Any parent doing so is in violation of the law, specifically, "contributing to the delinquency of a minor."
- ◆ **All medical excuses must be turned in to the attendance office within 10 days after student returns to school. Any note after 10 days will not be accepted.**
- ◆ It is the responsibility of the student/parent/guardian to provide the school with proper documentation of absence or tardy. All absences will be unexcused without this documentation.
- ◆ Students who attend the CTC on a half day basis should adhere to the following guidelines:
 - If your homeschool and the CTC are both on a 2 hour delay, you should report to the Career Center at 10:00 a.m.
 - If your homeschool is on a 2 hour delay and the CTC is on a regular schedule you can use your best judgement if it is safe to drive to school.

REPORTING ABSENCE

All **MCCTC** parent/guardian must call the school to report the student's absence at 729-4000, extension 1232. All **STEM** parent/guardian must call the school to report the student's absence at 729-4000, extension 1853. Medical or legal documentation will be accepted in lieu of a parent/guardian note.

The **MCCTC** attendance fax number is **330-729-4035**.

1. Eighteen year old students who have signed an eighteen year old contract with the principal/designee may either call him/her self off or provide the attendance office with written documentation. This contract is valid for one school year only.

FAMILY TRAVEL/VACATION

Students planning an extended absence (for three or more days) due to family travel or personal reasons should request a "leave of absence" form from the attendance office five days prior to departure. A maximum of five days may be excused. All days missed will accumulate towards the student's medical only status. Students already on "Medical Only" status will not be granted permission.

COLLEGE/TECHNICAL VISITATIONS

Students are allowed 2 days during the school year for the purpose of a college or technical school or military visit. **Students on "Medical Only" status will not be excused.**

The parent/guardian must call the student off the day of the visit. An official document with the student's name and date of the visit must be turned in to the attendance office. Only documentation on official letterhead from the college/technical school/military will be accepted.

CAMP FITCH COUNSELORS

Students may miss up to 3 days serving as camp counselors. These days will be marked Absent-Excused. Students on Medical Only status will not be granted permission.

RE-ADMIT TO CLASS AFTER AN ABSENCE

All absences are considered "unexcused". An absence will be excused if attendance has received a confirmed phone call and/or a written note from the parent/guardian verifying the absence. When the absence is identified as excused, the student's attendance for the day will be marked as "excused" in progress book. The student will then have the opportunity to make up any work missed during the absence. For "unexcused" absences, the student will not be permitted to make up work.

Out of school suspensions are considered unexcused, and the student will receive a zero for the class work missed those days.

EARLY DISMISSAL

Students requesting early dismissal should report to the attendance office with a written excuse from their parent/guardian or if, under an 18 year old contract, from themselves when they arrive to school. The request should include: date, time, and reason for early dismissal. **Students leaving early FOR ANY REASON must sign out in the attendance office.** Leaving school property without permission is an act of truancy.

ATTENDANCE POLICY DEFINED

- ◆ Students reporting to school between 7:56 – 9:40 a.m. will be considered tardy.
- ◆ Students missing more than 15 minutes of a class are considered absent from that class. Program instructor will adjust absence relevant to lab minutes.

TARDINESS TO SCHOOL

Tardiness to school is considered unexcused and will be dealt with through disciplinary action. The action will be taken as soon as a student accumulates his/her 9th tardy and thereafter. The discipline action will be in the form of in-school suspension and or out of school suspension depending on the number of tardies. These tardies are cumulative and do **NOT** reset. A parent-student tardy intervention class may become mandatory for those with frequent tardies.

Written documents from a medical doctor, police officer or court official will be accepted as an excused reason for a tardy and will not count as accumulated tardies. In addition, weather conditions will be taken into consideration when determining a student to be tardy.

EMERGENCY RELOCATION

If an emergency situation makes it impossible for students to remain at the CTC, a nearby alternate assembly area will be designated and students will be directed to that location.

CLOSING SCHOOL DURING EMERGENCIES

Often member schools will be closed due to weather conditions. If your school is closed, you will not be counted absent for the day. The career center will operate each day classes are scheduled as prescribed by the school calendar. At times we may elect to operate on a 2 hour delay. If it becomes necessary to delay the start of the school day or close the CTC/STEM we will use the One Call system to notify you and we will notify the following television stations and they will announce the closing:

WFMJ-TVChannel 21 Youngstown
WKBN-TV Channel 27 Youngstown
WYTV-TVChannel 33 Youngstown

SCHOOL BASED WORK PLACEMENT PROGRAMS

Students on all Work Placement Programs are permitted to leave for work during school hours. Students must follow work placement guidelines for each individual work placement program. Students accepted into these programs must be in school for the required number of hours in order to be released for their work placement. Students who are absent from school may NOT report to a job site that same day. If you do report to work, you will be considered truant.

WORK PERMITS

All minors under age 18 are required to have a work permit in order to hold a job. Information about the work permits may be obtained from the home school. Valley STEM students will obtain "work permits" from the STEM secretary.

DRIVING/PARKING PERMITS

Driving is a **privilege** and vehicle registration is actually a pledge by both the student and the parents to abide by school regulations. **Driving privileges may be revoked at any time for disciplinary reasons.**

Students are encouraged to ride the buses provided by the home schools. If it is necessary for students to drive to and from school, a driving permit must be secured in the main office. Parking permits are \$5.00 per year. **The student must be licensed and show proof of insurance in order to receive a parking permit.** Upon arrival at school, students are to go directly into the building and are not to remain in their cars.

During school hours, any student with an approved early dismissal who transports a student who does not have a valid early dismissal is subject to disciplinary action.

Again, parking is a privilege – not a right. **A parking permit will not be issued to students who have failed to pay fees that were accrued**

during their previous year(s) at the MCCTC/ Valley STEM. Parking permits may be revoked for:

- a. Attendance
- b. Excessive tardiness
- c. Truancy/class cutting
- d. Sitting in vehicle at unauthorized times
- e. Illegal parking
- f. Suspension
- g. Reckless operation
- h. Other acts in violation of student handbook
- i. Excessive speed
- j. Loud stereo or other noise ordinance violations

Regulations:

1. The student must register the car and secure a parking permit from the SRO.
2. Students are not permitted to go into the parking areas until the end of the school day unless the student receives permission from a member of the administrative staff or security office.
3. Students must park in assigned areas and within spaces. Trucks & SUV's must park in the 1st two rows of the student lot.
4. Students must follow the rules and regulations established by the administration.
5. All vehicles parked on school property must have a parking permit hanging from the inside rearview mirror facing the front of the car.
6. Students may not use a permit that is not registered to them. (No sharing)
7. **The school is not responsible for any automobile or its contents.**
8. Vehicles not abiding by the parking regulations may be subject to tow at the owner's expense.
Violations of parking regulations will cause progressive discipline, including:
1st offense – Warning
Any further offenses will be considered Insubordination/Failure to Comply and subject to punitive measures including revocation of parking/driving privileges.

Valley STEM & MCCTC SCHOOL BUS RULES

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.

1. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
2. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
3. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)

4. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
5. Students must not extend any part of their bodies out the bus windows. (Ohio Law 3301.83.08)
6. Students are to remain absolutely quiet at railroad crossings until the bus completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
7. Cell phones and recording or electronic devices are not to be used and may be confiscated if student fails to comply.

SEARCHES

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 a 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. (See Board Policy 5771 for further details) **Search dogs may be brought in to search vehicles and/or school property.**

CAMERAS

Surveillance cameras are used on our property and students may be disciplined on the basis of the video.

Emergency Driving

If you do not regularly drive to school, and it becomes necessary for you to drive due to an emergency, you must obtain a temporary parking permit for your vehicle in the school resource officer's office.

Those who violate the above regulations risk the loss of the privilege of driving to school and may face disciplinary action.

Detailed driving and parking procedures will be issued upon registration for a parking permit.

TEXTBOOKS

Textbooks may be issued by your instructors. These texts are supplied by the CTC, but any appropriate workbooks must be purchased by the student. Students are required to keep books in good condition and will be held responsible for damage or loss. Upon issuance of the books, they become the responsibility of the student. **If the book is lost or damaged, the student's report card and any credits earned are withheld until the book is paid for by the student.** The price which the student may be

required to pay for all lost or damaged books will be based on repair or current replacement cost.

CARE OF SCHOOL PROPERTY

You are sharing the use of one of the finest educational facilities in the State of Ohio. We are proud of our school and hope that you will share our pride. The appearance and proper maintenance of our school depends, in large measure, on the student body. We are depending on you to do your part to help us have attractive and workable equipment and facilities.

Our school is a public school and, as such, is also used by the community. The general attitude of our students is reflected in the care of the facilities. If we all try to keep the building and equipment in good condition, we are telling the taxpayers that we appreciate their continuing support.

Because the care of equipment and facilities is a cooperative task, the following guidelines apply:

1. Report any damage to a staff member immediately.
2. Stay clear of areas to which you have not been assigned.
3. Avoid carelessness that may result in accidents or damage.
4. Persons who are caught marking, painting or otherwise defacing furniture or other school property will face disciplinary action, which may include: suspension or expulsion. Restitution will be required.

The pride that you hold in your school is strongly reflected by the manner in which you care for it.

HALL TRAFFIC

In order to insure an efficient flow of traffic at the CTC, we ask your cooperation in following these simple rules.

1. Three minutes will be allowed for changing classes.
1270012512. No student should be in the hall during class time unless the student has a hall pass signed by a staff member.
1270014112. Running and loitering in the halls and commons area are prohibited.
1270014113. Voices will be kept to normal tones.
1270014114. Students who become overly affectionate present an embarrassing appearance to their fellow students, as well as to the CTC. This behavior is forbidden. Handholding is permitted.
1270016112. Detentions or other disciplinary action can be issued by teachers for extending pass time or violation of hall or school rules.
1270016113. Students should not loiter in the Adult Education area and are prohibited from fraternizing with Adult Education students.

LOCKERS

Each student will be assigned a locker as close as possible to his/her career & technical lab or shop area. For your own protection, keep your locker combination to yourself. You should not share your locker with another student. Your instructor can help you resolve any difficulty you may encounter with your locker.

Students are expected to secure books and materials for each segment of the school day, thereby eliminating the need for frequent trips to the lockers.

Lockers are property of the school and as such, they and their contents may be searched at any time. Please note that there is no expectation of privacy when using a school locker. The school district is not responsible for items stolen from lockers.

Search dogs may be brought in at the discretion of school authorities.

ANNOUNCEMENTS

General announcements will be made each morning. Announcements will also appear on the TV message boards in the commons area and cafeteria. Dismissals for home school activities will be announced upon arrival of the buses.

CAFETERIA POINT OF SALE

Our school operates a free lunch program for certain students. If you feel you may qualify for this program on the basis of your family's financial situation, you may contact one of the school counselors. Guidelines and procedures will be distributed.

LUNCH PERIOD

Each student will have a thirty minute lunch period. All students eating lunch must do so in the cafeteria. No food or beverages may be taken out of the cafeteria.

Students shall display acceptable table manners at all times in the cafeteria. Students must keep the tables clean; the chairs in line and the floor clear of food and paper. You are expected to clean your area and discard all trash into proper receptacle before leaving the cafeteria.

- ◆ Students may not leave the school and return with, or have delivered, food from restaurants.
- ◆ Food and beverages may not be taken from the cafeteria or eaten in classrooms or labs.
- ◆ Students who cut into food lines are subject to disciplinary action.

At no time during the lunch period may students enter restricted areas, or be in the parking lots, nor may they leave the school grounds. During the lunch periods, students are restricted to the cafeteria. Students may not leave the cafeteria area for any reason other than to use the restroom. All flower deliveries from the horticulture department will be made during the lunch period in the cafetorium.

VENDING MACHINES

Students are **not** permitted to use The Adult Education vending machine

NURSE/MEDICATION

The school clinic, staffed by a full-time registered nurse, is equipped to provide for emergency treatment of injury or illness that may occur during the day. Should you become ill or injured during the day, you should report to the clinic that is located adjacent to the guidance office. Students must have a pass from the classroom teacher before reporting to the clinic. Students without a pass will be sent back to class. If the nurse feels it is necessary for you to be sent home, your parent(s) or guardian(s) will first be contacted. Students who become ill after arriving at school may be sent home only by the school nurse.

The school nurse maintains a health folder for each student that contains information concerning the student's health records, a listing of any medication that a student might be using, and other important health-related data.

In order to insure the safety of students in dispensing medication, any medication that a student is to take during school hours must be registered and kept locked in the clinic. Medication will only be administered in the school clinic. "Medication" shall include all medicines including those prescribed by a doctor and any non-prescribed (over-the-counter) drugs, preparations and/or remedies. In case of a lockdown emergency, students need to maintain a complete 3-day supply at all times.

A wheelchair and/or crutches are available for emergency use only. Students who need such items on an ongoing basis must provide their own.

COMPUTER AND TECHNOLOGY RESOURCES

Computers are available in career & technical labs, computer technology resource centers throughout the building, and available Chromebooks. Equipment and software are regularly updated, well maintained and provide an excellent opportunity for students to learn and enhance their career & technical skills. Student use of computers and other technological resources shall be in accordance with established school

rules. Failure to do so will result in disciplinary action. School equipment is for school assignments, not for personal use or entertainment.

Computer use at the Mahoning County CTC is encouraged and available to students for educational purposes. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers (This includes Chromebook).

Use of the MCCTC/STEM Net Access and telecommunications is a privilege, is restricted to school related projects, and must be supervised by the teaching staff. The Area Cooperative Computerized Educational Service System (ACCESS) provides electronic mail and Internet access services.

All students and parents must read the "Acceptable Use Policy" and submit a "Student User Agreement" before an account is established to permit use. This agreement is available on our website.

MCCTC/STEM and/or ACCESS reserve the right to revoke these privileges.

PUBLICATIONS

All publications are subject to approval by school administration. This also applies to underground publications.

FIRE DRILLS

Fire drills will be held periodically throughout the school year. Directions for exiting the building will be posted in each lab, shop and classroom area; you will be given additional oral instructions from your teacher. Students are to walk to the nearest exit and then proceed from there as directed by instructors. If an exit is blocked, the nearest alternate route should be taken. Teachers will cover fire regulations with each class. Fire Drill Regulations:

1. Walk single file - do not run.
2. Close all doors.
3. Turn off all lights.
4. Turn off all electrical equipment and machinery.
5. All torches must be turned off.
6. Exit by assigned doors.
7. Do not stop at your locker, the lavatory or the drinking fountain.
8. All students are to proceed immediately to their assigned safety areas.
9. Classes shall remain together as a group; attendance will be taken.
10. If the alarm sounds between periods or during lunch, evacuate the building through the nearest exit and proceed to the location previously designated by your career & technical teacher.

11. Wait quietly at your station until the signal to return is given to you by your instructor.
 12. Return directly to your classroom or lab.
- Students whose special physical needs require assistance should contact the nurse at the beginning of the school year.

TORNADO DRILLS

In case of a tornado warning or a tornado warning drill, an announcement will be made over the PA system. This system is designed to function in the event of an electrical power failure.

Students must follow the directions of their teachers and move quickly to their assigned areas.

LOCKDOWN PROCEDURES

Students are to proceed to the nearest classroom. In the classroom, students should move to the rear of the room, away from the doors and windows. Students will stay in the classroom until released by the Director or public safety official.

VISITORS

Students are not to bring guests to school. Any exception to this rule must be approved by the central office prior to the guest's arrival. If a visitor is a student of one of the thirteen participating schools, arrangements to visit the school will be made with the guidance department or principal of the home school during the orientation periods that have been planned for each home school.

CTC visitors should enter the building by the main entrance (Door #1); they must register at the main office. All Valley STEM visitors should enter the main entrance at Door #1 as well.. All school personnel have the right to exclude all uninvited or unauthorized persons from school premises.

Parents, civic groups, organizations, clubs, and business groups are all encouraged to visit the school. Special arrangements may be made for persons wishing to visit the career center by contacting the central office.

Students are expected to display courtesy and hospitality to any visitor in our school. The image you leave with these visitors may have a lasting effect upon your future and the reputation of our school.

LOST AND FOUND

Each student has the responsibility for keeping his/her personal possessions in a safe and secure place. Lockers are provided for this

purpose. It is inevitable that articles will be lost or misplaced. Each student should do his/her part to see that all lost items are returned to the rightful owner. A lost and found department is maintained in ISS. If you find an item, it should be turned in to ISS.

TELEPHONE

Telephone messages generally will not be relayed to students during the day. **Emergency messages from a parent/guardian only will be relayed to the student by a member of the office staff.** Students normally will not be called from class unless the situation warrants such action and only with permission of the student's family. Parents are asked to assist the school in keeping phone calls to students to a minimum. Students will not receive a pass from class to make calls. Office telephones are to be used only with the permission of a staff member.

GUIDELINES FOR DRESS AND PERSONAL GROOMING

To best prepare you for employment, your instructors will advise you concerning what you should wear and how you should dress. Their suggestions will be based upon the knowledge of what employers expect of an employee.

Our chief concerns are conditions affecting the health and safety of students. Depending upon the nature of a student's career & technical program, uniforms with shirttails tucked in, safe footwear, special gloves and safety glasses and/or shields may be required.

The individual is allowed freedom with regard to taste and styles while observing boundaries of decency, health and safety. It is not a question as to the right to wear certain articles, but rather what is necessary to prevent disruption in the school environment. Any attire or appearance that may be considered a distraction to the educational process will be prohibited.

Students not in compliance with the following rules will be sent to In School Suspension for the first offense and will be subject to further disciplinary action for subsequent offenses. Lab uniforms may be worn throughout the day, providing they are clean.

All students must comply with the following rules:

1. Clothing must be clean and in good repair.
1270015232. Clothing must be modest and safe; no loose fitting garments which may become caught in machinery.
1270014272. Appropriate undergarments must be worn at all times. Undergarments are not to be exposed at any time.
1270014512. No sleeveless tops, blouses, shirts, or tank tops of any kind are permitted. Sleeveless athletic jerseys, bare midriffs, and see-through shirts or blouses are not to be worn. Shirts must cover the entire stomach; no skin or cleavage may be exposed.
1270014352. Garments are to be worn to fit the size of the student; i.e. neither oversized nor excessively tight. Pants are to be worn at the waist. Raised or excessively long pant legs

are not permitted. Pants may not touch the floor. Pajama pants are not permitted.

1270012832. No excessively torn or excessively frayed clothing is permitted; i.e. shorts, skirts, pants, or tops.
1270016352. Shorts or skirts must extend to at least the top of the knee and should not be excessively tight. The slit in skirts must not extend beyond mid thigh. Rolled up cutoffs may not be worn. Spandex shorts are not permitted. In programs where uniforms are required or where safety is a concern, shorts will not be permitted during lab. Shorts will not be permitted on field trips or at any time determined by the teacher to be inappropriate.
1270013392. Attire or accessories with studs, rivets, chains, etc. are not permitted.
1270016752. Students are required to wear appropriate protective clothing and devices. Instructors will provide specific information as it relates to each career & technical program.
1270015952. Safe and hygienic footwear must be worn at all times. No slippers are permitted.
1270014432. Clothing or accessories with writing, pictures or slogans referring to or suggestive of alcohol, drugs, tobacco, sex, profanity, or containing obscene or offensive language or pictures are prohibited.
1270016512. Sweatbands, hats of any kind, bandannas, distracting/costume contact lenses and sunglasses are not to be worn in the school building. Hats may be worn in lab areas if deemed appropriate by the instructor.
1270016832. Jackets, coats, and hats are not to be worn in class, between class sessions, or during lunch. Students are required to leave coats, jackets, hats, book bags and backpacks in their lockers.
1270013872. Any clothing, jewelry or other materials perceived as being gang or cult-related are prohibited.
1270013873. Ear and nose piercings will be permitted within reason. All other facial piercing must be clear or see through in appearance. Instructors may request all jewelry to be removed during lab hours. (Safety)

The building administrator's judgment is the final authority as to whether or not attire is considered appropriate, unreasonable or disruptive.

CODE OF STUDENT CONDUCT

The Mahoning County CTC and Valley STEM strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from

disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions.

Student discipline is designed to create positive behavior and to encourage acceptable educational and social behavior for a safe and productive learning atmosphere. The development of positive behavior on the part of students is the responsibility of the entire school community.

The CTC/STEM will not tolerate any form of violence, disruptive or inappropriate behavior, nor truancy. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects its citizens to follow. All students must adhere to this code of conduct. These guidelines are in force during any school-related activity or while the student is on the job associated with his or her career & technical program.

A violation of any rule may result in disciplinary action, which would be in the form of a teacher detention, an in-school suspension, out of school suspension, expulsion, and restitution. The Board of Education has "Zero Tolerance" for violent, disruptive, or inappropriate behavior by its students.

MCCTC/STEM recognizes the basic Constitution Rights of all its students. It should be emphasized to students that responsibilities accompany their rights. The following rule violations should be sufficient grounds for administration and/or the MCCTC Board of Education to initiate disciplinary action stated in the previous paragraph. The administration reserves the right to review and adjust disciplinary actions on a case-by-case base. The following shall be sufficient grounds for disciplinary action against any student(s) found to be in violation of any action(s) listed below at school or school related function.

Students, who are suspended or expelled may not be on school property, participate or attend any school (career center or home school) functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

Rule 1 Misconduct Off School Property: Student shall not engage in misconduct (1) that is off of district property but that is connected to activities or incidents that have occurred on district property and (2) misconduct by a student, that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee

Rule 2 Disruption/Major Disruption: A student's behavior shall not cause or contribute to the disruption of any class, program, activity, function or service approved by the MCCTC Board of Education. A disturbance determined by the administration to be major may result in an out of school suspension for students involved.

Rule 3 Vandalism/Damage: A student shall not vandalize or cause damage to public or private property. This includes defacement.

Rule 4 **Inciting a Fight/Fighting:** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students or visitors while under the jurisdiction of the school. A student shall not endanger another one's well-being. Depending on the severity, the student may not only be suspended out of school but also, possibly recommended for expulsion.

Rule 5 **Tobacco/Electronic Cigarettes-Electronic Smoking Devices:** A student shall not be permitted to possess, sell, smoke or use tobacco in any form in the school buildings or on school property, before, during or after school. This includes all types of e-cigarettes, vaporizers; battery powered smoking devices...etc. This also includes any "chemicals" intended for e-cigarette use.

Rule 6 **Truancy/Leaving Building/Class Cutting:** A student is declared truant when the student is absent from school for the day and/or any portion of the day without parent's consent or school authorization. Leaving the school without permission is an act of truancy. Class cutting is also considered an act of truancy.

-“Habitual Truancy”

-Students who accumulate any of the following will be labeled as a “habitual truant”: 30 or more consecutive hours, 42 or more hours a month, or 72 or more hours in a year. Students who are labeled as habitual truants will receive a letter notifying their parents. This notification may result in a required truancy intervention plan to be initiated. This plan will include the student, parent/guardian, staff members and possibly the juvenile court.

-Possible punishments include ISS, counseling, community service, behavior/attendance contract, loss of privileges and other administrative dictated consequences.

-Student's accumulating unexcused absences of 60+ hours (10 days) a month or 90+ (15 days) in a year may risk driver's license suspension through the state of Ohio.

Rule 7 **Disrespect/Insubordination/Failure to Comply:** A student shall not fail to comply with reasonable requests of administrators, faculty, substitutes, student teachers, teacher's aides, or any other authorized school personnel, during the time when the student is under the jurisdiction of the school. Depending on the severity of the act, the student will be disciplined as showing disrespect or insubordination. Insubordination may be dealt with by assigning out of school suspension. A student providing false information during the time he/she is being questioned regarding an incident will be viewed as insubordination.

Rule 8 **Harassment/Hazing/Bullying:** A student shall not threaten, act to participate in any act that degrades, disgraces or tends to endanger the well being of a student or employee of the school. Such acts are viewed as

hazing or harassment. Some possible acts of the above would include: written or oral innuendoes; jokes; insults; disparaging remarks of gender, origin, religious beliefs, physical stature and disabilities; suggestive gestures; and unwanted bodily contact. Acts such as posting slurs on websites where students congregate or on web logs. Sending abusive or threatening text or instant messages. Using camera phones to embarrass or endanger the well-being of another. Using websites to circulate gossip and rumors to other students. Cyber-bullying. Dating violence is a form of harassment, intimidation and/or bullying. If such behavior occurs at school it will be subject to punishment. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators. Any case of harassment or bullying needs to be reported to Mr. Sandy immediately via in person, phone or email. If you would like to anonymously report a bullying incident, you may call the MCCTC bullying report line. This number is posted throughout the school. You may also report it via our on-line link located on our website.

Rule 9 Profanity: A student shall not use profanity or obscene language or gestures, written or oral, in communication with any faculty member, student, authorized school personnel or visitor.

Rule 10 Forgery/Misapplication of a pass/False Reporting: A student shall not forge, alter, or misuse school records, parent's notes, medical and court excuses, or any other school authorized passes or forms. Submitting any forged or altered excuse, note, or form to school personnel is a violation of this rule. Falsely reporting a student off is also a violation of this rule.

Rule 11 Cheating/Plagiarizing: A student shall not present someone else's work as one's own work in order to obtain a grade or credit. No student shall permit or allow another student to copy his or her work. This act is considered to be plagiarizing and cheating.

Rule 12 Computer Policy: A student shall not use a school computer to access the Internet without signing the school's "Acceptable Computer Use Policy". In addition, each student must abide by the classroom rules established by each teacher in the usage of the computer.

Rule 13 Extortion: A student shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student or school employee. Such an act is extortion.

Rule 14 Gang Activities: A student shall not engage in gang-related activities including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members.

Rule 15 **Aiding/Abetting:** A student shall not aid or abet another student that is acting in violation of any rule stated in the code of conduct. The students in violation of this rule will be subject to the same discipline.

Rule 16 **Dress Code:** A student shall not violate the dress code standards stated in the student handbook.

Rule 17 **Classroom Rules/School Rules:** It is the student's responsibility to know and understand the classroom rules (classroom plans) presented by his/her instructor. In some instances, the classroom rules may be more demanding than the school rules. All students are to adhere to classroom rules.

Rule 18 **Electronic Devices:** Ipods/Mp3 players are **NOT** permitted during class time or during hall breaks; however you may use them in the cafeteria during breakfast and lunch. Any such device used during class or during hall breaks will be confiscated and returned at the end of the day on the first offense. On a second offense, ISS will be given and the device will be returned at the end of the school day. On the third and subsequent offenses, ISS/OSS may be given and a parent/guardian will be required to come to the school to pick up the device.

Rule 19 **Cell Phones:** Cell phones are **NOT** permitted during class time unless directed by the instructor; however, you may use them in the cafeteria and in between classes. Any such device used during class without permission will be confiscated and returned at the end of the day on the first offense. On a second offense, ISS will be given and the device will be returned at the end of the school day. On the third and subsequent offenses, ISS/OSS may be given and a parent/guardian will be required to come to the school to pick up the device.

Students using electronic devices on school property and who are in violation of school policy by doing so do not hold any legitimate expectation of privacy with regard to the contents of the device. Any electronic device (i.e. cell phone, iPod, MP3 player, camera or recording device) may be searched by school officials when confiscated in association with a violation of school policy. All functional parts of the device, including the battery and SIM, card must be turned over along with the device.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting...etc) may constitute a crime under State and/or Federal Law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal

agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Rule 20 **Unauthorized recording:** A student shall not record, videotape or photograph on school property or at a school function without permission from the administration.

Rule 21 **Gambling:** Students shall not engage in card playing or promote games of chance, placing of bets, or risk anything of value, on school grounds or at school-sponsored or related functions.

Rule 22 **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.

Rule 23 **Trespassing:** A student shall not be on school property without proper school personnel authorization. A student who has been expelled, suspended out of school, or on removal from school or activity shall not enter onto school property. Such an act would be trespassing.

Rule 24 **Repeated Offender:** A student shall not be a repeated offender of the rules of student handbook.

Rule 25 **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hug, kiss or demonstrate other similar acts of affection.

Rule 26 **Safety Violations:** Students must follow all safety rules and regulations set forth by the school/CT labs. Uniforms, safety gear and all other regulations must be followed. Failure to do so may result in disciplinary action.

Active disciplinary action will be taken toward a student who violates the above rules. Students who accumulate more than 18 days of out of school suspension may be recommended for expulsion.

SECTION II

Zero tolerance is maintained by the District. A student who is violation of the following rules may be issued a (10) ten day suspension by the Director/Supervisors with the recommendation for expulsion. Grounds for expulsion may include but are not limited to:

Rule 1 **Theft:** A student shall not steal, conspire to steal or benefit from the theft of any item or have unauthorized possession of any item.

Rule 2 **Drugs:** A student shall not use/consume, have evidence of consumption/use, possess, distribute, and offer to sell or conceal any drug, narcotic, mind-altering substance, look-alike drug or paraphernalia.

Rule 3 **Alcohol:** A student shall not possess, use/consume, have evidence of consumption/use, transmit, sell or conceal any alcoholic beverage.

Rule 4 **False fire alarm/setting a fire:** A student shall not set off a false fire alarm or defibrillator or set a fire on school property.

Rule 5 **Explosive devices or bomb threats:** A student shall not be in possession of, set off or threaten to set off an explosive device; i.e. bomb, firecracker, etc. Ammunition of any kind is considered an explosive device and is prohibited on school property.

Rule 6 **Knives and other weapons:** A student shall not possess, use, transmit or conceal a knife or any object that might be considered a dangerous weapon or instrument of violence, including look-alike weapons. "Knife" refers to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocketknives, and switchblades.

Rule 7 **Firearms:** Federal law requires that any student who brings a firearm on school property in a school vehicle or to any school-sponsored activity is to be expelled from school for a period of one year. A firearm, under the federal law, is defined as:

1. Any weapon (including a starter gun) which will, is designed to or may be readily converted to expel a projectile by action of an explosive;
2. The frame or revolver of any such weapon;
3. Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.

Rule 8 **Other Violent Acts:** Students shall not commit or be involved in violent acts that occur at or on school property or at an interscholastic competition, extracurricular event, or any other school program or activity. The acts included are those that (1) would be criminal offenses if committed by an adult, and (2) result in serious physical harm to persons or property. The threat of physical harm towards staff member would fall into this category.

Rule 9 **Laws:** A student's conduct shall not violate federal, state or local laws. A student who violates certain school rules should, therefore, understand that charges may be filed at any time during the disciplinary process. This shall include all above mentioned rules in Section II including but not limited to any sexual or lewd acts committed on school grounds.

IN-SCHOOL SUSPENSION

Depending on staffing, in-school suspension may or may not be available. Students placed in in-school suspension will be given credit for class work completed during the time they are in in-school suspension. Students, who do not conduct themselves properly, will be removed and scheduled for out-of-school suspension. Restroom breaks will be scheduled and a lunch break will be given. Parents do not receive written notice for in-school suspension. In-school suspension does not affect a student's attendance records.

- In-School Suspension Room will be subject to classroom rules.
- Students must talk with their teachers a day prior or in the morning of serving ISS to gather school work. This must be done before the tardy bell at 8:00.
- Students will work the entire time while in ISS

SUSPENSION

Under most circumstances suspension will be: first offense—3 days, second offense—5 days, third offense—10 days. The length of the suspension will be at the discretion of the supervisor or director involved and may differ from above due to the offense or situation. Any schoolwork missed during the time of suspension shall be recorded with a grade of zero. All suspensions are reciprocal between the home school and the CTC/STEM. Thus, a student suspended from the CTC will not be permitted to attend the home school during the period of suspension.

If a student is suspended for an infraction of a rule at the home school, the student will not be permitted to attend the CTC/STEM during the period of suspension.

A student must be given written notice of a suspension, the reason for the suspension, and the opportunity to respond to the charges prior to the suspension. The decision may be appealed to the Superintendent. Any student who has been suspended from school on three separate occasions during one school year may be subject to possible expulsion from school.

EXPULSION

In cases where various disciplinary measures have been taken and the problem continues or in cases of certain serious offenses, the Superintendent may expel the student from the school for a maximum of 80 days. Violation of Section II, Rule 6 and/or 7 may result in an expulsion for up to one (1) calendar year.

A student who is expelled from the CTC will receive a grade of zero for each day of expulsion. For any grading period that he/she accumulates 10 days of expulsion, he/she will fail for that grading period. A junior student who is expelled for a semester may not be permitted to enroll in the senior program.

A student and his/her parent or guardian must be given written notice of the intention to expel, the reasons, and an opportunity to appear with a representative before the Superintendent to answer the charges.

During an expulsion period, students may not enroll in any other public school or any university/college.

GRADING PROCEDURES

Percentage/ Grade Equivalents

90 – 100	=	A
89.9 – 80.0	=	B
79.9 – 70	=	C
69.9 – 60	=	D
50 - 59.9	=	F

Students need to perform consistently to maintain a passing average because final grades will be calculated by percentages in the four quarters not by a point system for the letter grades.

-3 “F’s” in any 3 nine week periods will result in automatic failure of that course.

Certificates, passports, transcripts, report cards or records will not be given out or sent until all fees and fines are paid.

CREDIT

All **CT** students must enroll in one career & technical lab class. Academic classes are scheduled based on the diploma requirements for the high school that will be issuing the diploma.

All **STEM** students are enrolled in coursework per the Ohio department of Education graduation requirements.

Fuel Ed./Credit Recovery On-line

Students taking “on-line” classes through Fuel Ed. or Credit Recovery must follow the Fuel Ed. Handbook, which can be found on our website. In addition, these students must sign the on-line education contract, which will be provided through the Guidance department.

**CTE COLLEGE CREDIT
ARTICULATION & CT2 CREDITS**

Mahoning County CTC students may earn college credit for coursework completed at the CTC. This credit is given to those who show mastery of the competencies identified in career & technical courses.

The CTC has agreements with several institutions to make this possible. Your CT teacher and/or the Guidance Office can provide information about these post-secondary options. In addition the Career Center offers college credit plus (CCP) opportunities for academic and some CT programs. See our website under the guidance tab for checklists and required forms for these various opportunities.

CREDIT FLEXIBILITY

Students who attend the career center are eligible for a credit flexibility option. Please see guidance if you are interested.

Online Education and Career Planning Tool

This information is posted in compliance with ORC3313.89.

In compliance with ORC6301.15, the Ohio Director of Job and Family Services, in consultation with the Ohio Superintendent of Public Instruction and the Director of the Governor's Office of Workforce Transformation, has developed an online education and career planning tool to assist students in developing education and career plans. In compliance with ORC3313.89, each public high school is to provide information regarding the online education and career planning tool, including the internet web site address for the planning tool and a link to that web site.

The planning tool that has been developed by the Ohio Director of Job and Family Services, in consultation with the Ohio Superintendent of Public Instruction and the Director of the Governor's Office of Workforce Transformation is OhioMeansJobs K-12.

Its planning tool includes features such as:

- guided tour and recommended activities
- online backpack to save and view information
- career interest survey
- career information by keyword or industry
- budget and cost of living tools and information

The website and link to access these tools is www.ohiomeansjobs.com

GUIDANCE DEPARTMENT

Recognizing the need for comprehensive guidance, counseling and placement services within the school, the Mahoning County CTC provides a guidance department staffed by trained, certified school counselors. The guidance office is located in the front hallway.

You can make an appointment to see a guidance counselor by stopping into the guidance office and completing a form or by requesting an appointment on our website. The tab "Need to see a Counselor" will email your guidance counselor of your request. If it is an emergency, it is best to stop into the office.

The school counselors are available to help with any number of concerns that may arise. Information is available on apprenticeships and post high school educational opportunities including colleges and technical schools, financial aid for further education, armed services alternatives, occupational information, career planning, and personal concerns.

Often the school counselor is the best source of communication with the home school. Your counselor can help you find the answers to your status at the home school regarding graduation, your home school's policies regarding a CTC student, or any related matters.

All **final** transcripts needed by seniors are available from the home school district. At all other times you can request a transcript by completing the form on the website labeled: Transcript Release Form.

DRUG-FREE SCHOOLS STATEMENT

The Mahoning County CTC recognizes the scope of society's concerns about drug and alcohol use. This concern is reflected in the statistics that define the drug and alcohol problem in the U.S.

- * At least 25% of all school children are seriously affected by the alcohol/drug abuse of parents.
- * It has been estimated that approximately one-third of all causes of preventable deaths in the U.S. are related to complications of alcohol abuse.
- * Chemical dependency accounts for more than one-half of all suicides in our nation, not including deaths due to accidental drug overdoses.
- * During adolescence, abuse of alcohol and other mood-altering substances is either directly or indirectly a major cause of traffic fatalities.

We recognize that chemical dependency is a serious disease. This disease is treatable, but, if left untreated, it can be fatal.

There are resources available to you. If you have questions or concerns, please feel free to contact any of the following school personnel. They can provide you with in school resources as well as referrals to local agencies.

Those you can contact are:
Christine Baglama-School Nurse
You can reach these school personnel at the school number (330) 729-4000
from 7:50 a.m. until 3:20 p.m.

STUDENT CHANGE OF ADDRESS OR PHONE NUMBER

Any student who changes his/her address during the year must report the change of address to the guidance office.

It may also be necessary for the student to enroll at a new home school if he/she has changed school districts.

Students whose home telephones have changed should also report changes to the guidance office. Correspondence from the school will be sent to the address of record.

SCHEDULE CHANGES & TRANSFER TO YOUR HOME SCHOOL

Schedule changes may be requested during the 1st and/or 2nd week of each semester. Schedule changes will NOT be permitted after the 2nd week. Students who wish to transfer back to their home school may request to do so. Students must remain at the MCCTC for the first 5 days of school. They may return to their home school during the 2nd week of the school year. Transfer requests must be made to our Guidance Office.

POST-SECONDARY ENROLLMENT OPTIONS

Students attending the Mahoning County CTC are eligible to participate in post-secondary enrollment options. The post-secondary enrollment option gives students an opportunity to earn college credit while they are enrolled in high school.

Those who are interested in post-secondary enrollment options should contact the guidance office.

GRADUATION

Students enrolled at the CTC retain membership in their respective home schools. A student must meet the graduation requirements set by the home school to receive a diploma. **MCCTC students will wear their caps and gowns at our Awards Ceremony in May/June.** Students walk one time during his/her tenure at MCCTC at the conclusion of their first program. **Participation in our Senior Ceremony is a privilege – not a right.**

CAREER PASSPORT

Each student is given the support necessary to prepare a career passport. The career passport is a compilation of the student's credentials and achievements received while at the CTC. The passport will be a great aid in securing employment upon graduation. Students will be given a Career Passport at the completion of a program. If students complete additional programs, a certificate will be issued and may be placed in the Career Passport.

CAREER & TECHNICAL CERTIFICATES

- A. The student will receive a Career & Technical Certificate issued by Mahoning County CTC upon completion of the following requirements.
 - 1. Successful completion of a two-year career & technical program.

PLACEMENT

The career center maintains contact with area business and industry to enable our students to find employment upon graduation. The placement specialist is often contacted by employers seeking full and part-time employees. Even after a student has graduated, he/she can use the placement service at the CTC.

OTHER SCHOLARSHIPS

Each year scholarships are made available which are designated for CTC students only. Local community, service and fraternal organizations provide some of these scholarships. Your best source of information is on the MCCTC and home school websites under the guidance and/or scholarship tabs.

Your chances of receiving one of these scholarships are very high as you are competing with a relatively small number of students.

To put yourself in the best position to be considered for a scholarship, keep the following in mind:

- 1. You should take any required admission tests/ ACT prior to December of your senior year.
1270016672. You should make application to the school of your choice as soon as possible but no later than December 31 of your senior year.

1270015312. Students who receive the highest priority from scholarship committees are generally those who show that they have made plans relative to applying and being admitted to a post secondary institution.

We urge all students to report any scholarships they receive to the guidance office so that they can be announced at the Senior Ceremony.

STUDENT RECORDS

The Mahoning County CTC provides access to school records by parents (if the student is under 18) or by the student (if the student is 18 or older). Students or parents also have the opportunity to challenge any portion of the contents of the permanent school record, which they deem misleading, inaccurate or inappropriate. The following procedures are set forth to govern the inspection of school records:

1. Only the following persons will be entitled to a student's permanent records
 - A. The parents or guardians of the student if the student is under 18 years of age. A non-custodial parent shall have the same right of access to his/her child's records as a custodial parent except where access is limited by an agreement between the parents or by a court order.
 - B. The student, if the student is 18 years of age or over.
2. The person desiring to inspect the permanent record must make a request in writing to the Guidance Department.
3. Within a reasonable period of time, an appointment will be made whereby the person wishing to inspect the records may do so.
4. A member of the guidance staff must be present during inspection of the record to interpret or lend insight into the permanent record.
5. If the person inspecting the record challenges any portion of the permanent record, he or she may request a hearing with the Superintendent or the designated representative.

EIGHTEEN-YEAR-OLD STUDENTS

The student 18 years of age or over assumes many responsibilities previously assumed by parents. These students are responsible for

following all rules and regulations as they apply to the student body. While school membership is no longer mandated by law, a student 18 years of age or over who fails to assume the responsibility of regular attendance or follow the rules and regulations of the school may be expelled or withdrawn for nonattendance.

Adult students who wish to exercise the rights and responsibilities listed below must request and complete the appropriate forms available through the Assistant Principal's office.

ADULT STUDENT RIGHTS AND RESPONSIBILITIES

1. Attendance
 - A. Rights
 1. The adult student may call the office to report his/her absence from school.
 2. The adult student may write his/her own excuse to cover absences.
 3. The adult student may write his/her own request for future absence. These requests must follow the guidelines set forth in the "Attendance" section of the student handbook.
 4. The adult may write his/her own request for early dismissal. The procedures for early dismissals will be the same for all students.
 - B. Responsibilities
 1. The adult student must attend school regularly.
 2. The adult student may be required to submit a doctor's excuse for absences beyond two consecutive days.
 3. The adult student may be required to submit a doctor's excuse for all absences beyond seven cumulative days.
2. School Records
 - A. Rights
 1. The adult student has rights outlined in the student handbook.
 2. These rights are, in summary:
 - a) The adult has the right to inspect his/her record folder which is located in the guidance office.
 - b) No unauthorized person may inspect this folder without permission of the student.
 - c) No one may release a copy of any of the information in the student record folder without the permission of the adult student.
 - (1) The adult student must identify what information he/she wishes to be released and to whom it is released.

- (2) The adult student must keep his/her own file updated with additional information such as change of address, phone number, and school district.
- (3) The CTC administrative staff reserves the right to inform parents of information by appropriate school personnel.

STUDENT ACTIVITIES

Career & technical student organizations are recognized as an integral part of all career & technical programs. They include:

BUSINESS PROFESSIONALS OF AMERICA

BPA

The Business Professionals of America, Ohio Association is an affiliate of the National Business Professionals of America. This organization is composed of those students enrolled in high school and post secondary office occupational programs.

The CTC chapter functions as an integral part of the business education program by providing leadership training for all members. The members learn, through their club and class activities, the inner working of the business world and participate in professional, financial, civic, service, leadership, and social activities and projects.

COUNCIL FOR EXCEPTIONAL CHILDREN

CEC

CEC promotes the acceptance of students with special needs. Monthly meetings/activities are held that provide the opportunity for special needs students to interact and socialize with other MCCTC students. Various events including the Winterfest Dance and Special Needs Prom are also attended throughout the school year. Membership is open to any student at the MCCTC.

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA

FCCLA

Family, Career, and Community Leaders of America is operated under the auspices of Family and Consumer Sciences Education. It is a national organization that helps students to prepare for careers in related areas.

FCCLA is an activity that trains youth in leadership in occupational, school, and community activities. Students are eligible to run for local, state, and national offices and awards.

FFA

FFA is a national organization of youth enrolled in Career & Technical Agriculture courses. The FFA is an extracurricular activity of the Agriculture Education program to aid in developing the abilities needed to exercise and follow effective leadership in fulfilling occupational, social and civic responsibilities. Members will receive training and experience in public speaking and parliamentary procedure through the monthly meetings and participate in district, state and national activities. Members may also participate in skill contests on the local, state and national levels.

HOSA

HOSA is a national career and technical student organization that provides a unique program of leadership development, motivation and recognition exclusively for students enrolled in health occupations education programs. HOSA's mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Since HOSA is a student run organization, students will be eligible to run for leadership jobs within the organization at the local, state and national level. Competition and community service are vital parts of HOSA.

KEY CLUB

Key Club is a service organization sponsored by Western Mahoning County Kiwanis Club. Membership is open to all students at the CTC. Projects are designed to help serve the community and the school. All students are welcome to attend the informational meeting that will be held at the beginning of the year

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society has been established at Mahoning County CTC to honor outstanding students. Students are inducted in the spring in a beautiful ceremony attended by students, staff, and parents. Students are selected on the basis of their grades, attendance and service to the school.

SKILLS USA

SKILLS USA is a national organization of youth enrolled in Trade and Industrial Education courses. Students are eligible to run for local, state and national offices and awards. SKILLS USA is an extracurricular activity of T&I programs that aids in the development of activities needed to exercise effective leadership to fulfill occupational, social, and civic responsibilities. Members will receive training and experience in public speaking and parliamentary procedure. SKILLS USA members also participate in skill contests on local, state and national levels.

STUDENT AMBASSADORS

Students are selected by teachers to be trained as tour guides. Their responsibilities involve introducing groups of visitors, adults and students alike to the various programs offered at the Career Center.

STUDENT COUNCIL

The Student Council plays an active role within the CTC & STEM. It is comprised of one student from each career & technical class. Officers are elected by members. Information concerning the requirements to serve as a representative of Student Council will be given out at the beginning of each school year. A student council suggestion box is located in the resource center.