

Dear Student,

Welcome to the Mahoning County Career & Technical Center (CTC) and a new school year. We want your school year to be happy and positive and we will do our best to create this type of school climate. With your help, we can.

To benefit from the many opportunities at the CTC, approach each day with the necessary motivation and determination to do your 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 & Technical Center's excellent reputation of caring for its students. We have a diverse population coming from thirteen (13) school districts plus open enrollment students to serve. You need to be willing to expend the effort for excellence in academic and your career based (career & technical) classes and labs. Show respect to your fellow classmates, teachers, aides, secretaries, administrators, and other school support personnel. Display courtesy in the classrooms, labs, halls, assemblies, and cafeterium.

The administration and staff of the CTC 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 vigorous academic and career & 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 Career Center.

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 & Technical Center, I extend to you our best wishes for a successful school year. May it be both enjoyable and rewarding.

HAVE A GREAT YEAR!

Ms. Jane Hogan
Academic Director

Mr. John Zehentbauer
Career & Technical Director

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CAMERAS

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

SEARCHES

Random searches of school property will be conducted at the discretion of school authorities. Search dogs may be brought in for assistance.

SCHOOL CALENDAR 2009-2010

August 27, 2009..... Parent Student Orientation
September 8, 2009First Day of Classes
September 8-14, 2009 Trial Period for New Students
September 15, 2009 Students Wishing to Change Career & Technical
Program May Do So
October 16, 2009 NEOEA Day (No Classes)
To be announced Student Pictures
November 13, 2009 End of First Grading Period
November 16, 2009 Student Grade Reports will be
Distributed This Week
November 24, 2009 Parent Teacher Conference Night
November 25, 2009 No Classes for Students
November 26-27, 2009 Thanksgiving Recess
December 23, 2009 Last Day of Classes Before Winter Break
January 4, 2010 Classes Resume
January 18, 2010 Martin Luther King Day (No Classes)
January 29, 2010 End of the Second Grading Period
February 1, 2010..... Student Grade Reports will be
Distributed This Week
February 11, 2010..... Parent Teacher Conference Night
February 12, 2010..... No Classes for Students
February 15, 2010..... President's Day (No Classes)
April 1, 2010..... End of Third Grading Period
April 12, 2010..... Student Grade Reports will be
Distributed This Week
April 1, 2010..... Last Day of Classes Before Spring Break
April 12, 2010..... Classes Resume
May 31, 2010 Memorial Day (No Classes)
June 9, 2010 Senior Awards Day
June 11, 2010 Last Day of Classes/End of the Fourth Grading Period
June 14, 2010 Student Grade Reports will be Mailed This Week

Grading Periods

1 st nine weeks	September 8, 2009 – November 13, 2009
2 nd nine weeks	November 16, 2009 - January 29, 2010
3 rd nine weeks	February 1, 2010– April 1, 2010
4 th nine weeks	April 12, 2010 – June 11, 2010

BOARD OF EDUCATION

Mrs. Joyce Brooks
Mrs. Marie Dockry
Attorney David Engler
Mr. Dominic Medina
Mrs. Sheri Noble
Mr. Richard S. Scarsella
Attorney Kathi McNabb Welsh

ADMINISTRATION

Superintendent.....Dr. Roan M. Craig
Treasurer Mr. Blaise Karlovic
Academic Director Ms. Jane Hogan
Career & Technical Director..... Mr. John Zehentbauer
Supervisor, Adult Education Mrs. Kathryn Schlarb
Supervisor, Career & Technical..... **Mr. Robert H. Stephens**
Supervisor, Career Education..... Mrs. Jackie Kuffel
Assistant Principal Mr. Thomas Kempe
Supervisor, Technology Mr. William Long

EQUAL EDUCATIONAL OPPORTUNITY

Title IX Coordinator Ms. Jane Hogan
Section 504 Coordinator Ms. Jane Hogan

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, 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

BELL SCHEDULE

AM Career & Technical Lab (periods 1-2-3)

<u>Period</u>	<u>Time</u>
1 st – 3 rd	8:03 a.m. to 10:33 a.m.
4 th	10:35 a.m. to 11:23 a.m.
5 th	11:23 a.m. to 11:52 a.m.
6 th	11:54 a.m. to 12:42 p.m.
7 th	12:44 p.m. to 1:32 p.m.
8 th	1:34 p.m. to 2.20 p.m.

PM Career & Technical Lab (periods 6-7-8)

<u>Period</u>	<u>Time</u>
1 st	8:03 a.m. to 8:51 a.m.
2 nd	8:54 a.m. to 9:42 a.m.
3 rd	9:45 a.m. to 10:33 a.m.
4 th	10:33 a.m. to 11:03 a.m.
5 th	11:03 a.m. to 11:48 a.m.
6 th – 8 th	11:50 a.m. to 2:20 p.m.

Alternate Bell Schedule/Extra Help

<u>Period</u>	<u>Time</u>
1 st	8:03 a.m. to 8:46 a.m.
2 nd	8:49 a.m. to 9:32 a.m.
3 rd	9:35 a.m. to 10:18 a.m.
Extra period	10:21 a.m. to 10:56 a.m.
4 th	10:56 a.m. to 11:26 a.m.
4/5	10:59 a.m. to 11:43 a.m.
5/6	11:26 a.m. to 12:13 p.m.
6 th	11:43 a.m. to 12:13 p.m.
7 th	12:16 p.m. to 12:56 p.m.
8 th	12:59 p.m. to 1:39 p.m.
9 th	1:44 p.m. to 2:20 p.m.

After dismissal, students are only to be on school property under the supervision of a staff member.

REGULAR SCHOOL DAY PROCEDURES

Students are to be in the school building by 8:00 a.m. Doors of the building are open to students at 7:35 a.m. School begins at 8:03 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. No cruising in the parking lot is allowed. 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 absence will 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.

The MCCTC Certificate requires a minimum of 324 school days over two years. Any student who has in excess of 36 absences (excused or unexcused) will not receive a State Vocational Certificate. 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 5 days of absence without med/ legal excuse: parents will receive a letter warning of possible consequences.
- ◆ 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.
- ◆ **After 6 unexcused absences per grading period, parents will receive a letter stating the consequences of continued absenteeism.**
- ◆ Students who accumulate more than 9 unexcused absences in a grading period will receive an "F" for the grading period.
- ◆ Students accumulating more than 36 days of unexcused absences will be recommended for an expulsion hearing. These absences need not be consecutive.
- ◆ 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 7 days after student returns to school. Any note after 7 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.

REPORTING ABSENCE

1. A parent/guardian must call the school the day of the student's absence prior to 11:00 a.m. The school will begin receiving calls at 6:45 a.m. at 729-4000, extension 1232. Medical or legal documentation will be accepted in lieu of a parent/guardian note.
2. Eighteen year old students who have signed an eighteen year old contract with the director/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.
3. A student may receive an excused absence for the first day of hunting only if he/she shows evidence of a hunting license. Parents must call the student off for the day. Absence will be "unexcused" if the student is on "Medical Only" status.

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/seniors 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.**

For college/technical schools, visitation forms are available in the guidance office. The forms must be completed by the student, parent/guardian, and counselor at least 3 days in advance of the visit. An official of the school must sign or stamp the form for verification of the visit. The student must submit the form to the attendance office upon return for the days to be excused absences.

For military, a signed official document verifying the military event must be submitted to the attendance office.

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 will receive a re-admit pass from the attendance office. 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.

Appointments for senior pictures, as well as appointments for hair/nails for special occasions will be "unexcused absences."

ATTENDANCE POLICY DEFINED

- ◆ Students reporting to school between 8:03 – 9:40 a.m. will be considered tardy.
- ◆ Students reporting to school between 9:40 – 11:30 a.m. will be counted ½ day absent.
- ◆ Students with early dismissal who leave between 8:03 – 10:30 a.m. will be considered absent one full day.
- ◆ Students with an early dismissal who leave after 10:30 a.m. will be considered a ½ day absent.
- ◆ Students with an early dismissal who leave for only one class will be counted absent for that class.
- ◆ Students missing more than 15 minutes of a class are considered absent from that class. Program instructor will adjust absence relevant to lab minutes.
- ◆ Students who accumulate 12 unexcused days of absence or 12 unexcused tardies will be referred to the Juvenile Court.

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 or out of school suspension depending on the number of tardies.

- 9 days – 1 day ISS
- 10 days – 2 days ISS
- 11 days – 3 days ISS
- 12 days – 1 day OSS
- 13 days – 1 day of OSS and 1 day ISS and referral to JJC
- 14 days – 3 days of OSS
- 15 days – 5 days OSS
- 16 days – recommend for expulsion

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 1 or 2 hour delay. If it becomes necessary to delay the start of the school day or close the CTC, the following television and radio stations will announce the closing:

WFMJ-TV	Channel 21	Youngstown
WKBN-TV	Channel 27	Youngstown
WYTV-TV	Channel 33	Youngstown
WKBN	570 AM	Youngstown
WNIO	1390 AM	Youngstown
WHOT	101.1 FM	Youngstown
WBBW	1240 AM	Youngstown
WQXK	105.1 FM	Salem
WYFM	102.9 FM	Youngstown
WBBG	106.1 FM	Youngstown
WZKL	92.5 FM	Alliance
WMXY	98.9 FM	Youngstown
WNCD	93.3 FM	Youngstown
WAKZ	95.9 FM	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.

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.** 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

Regulations:

1. The student must register the car and secure a parking permit from the main office.
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.
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.

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.**

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.
2. No student should be in the hall during class time unless the student has a hall pass signed by a staff member.

3. Running and loitering in the halls and commons area are prohibited.
4. Voices will be kept to normal tones.
5. 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.
6. Detentions or other disciplinary action can be issued by teachers for extending pass time or violation of hall or school rules.

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. Home school announcements will also appear on the message boards in the commons area. 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.

BREAKFAST RULES

1. You must be in the breakfast line when the first bell rings.
2. Anyone after the first bell rings must have a late bus pass.
3. Late bus passes are only good for 4 minutes after your bus arrives.
4. No passes will be accepted from teachers. You must have a late bus pass.
5. After getting breakfast, report to class. No waiting for friends who are still in line.
6. No breakfast after 8:20.

VENDING MACHINES

Students are not permitted to use any vending machines during the course of the school day except during lunch. No food or beverages may be taken from the cafeteria.

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.

COMPUTER AND TECHNOLOGY RESOURCES

Computers are available in career & technical labs and computer technology resource centers throughout the building. 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.

Use of the CTC 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.** MCCTC 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.

CHILD CARE

For young parents, a childcare center is available so that students can still attend school. Infants and children to age 5 may be enrolled in our day-care program. Students needing this service should contact a CTC guidance counselor. Space is limited.

Only parents may visit their children during the school lunch periods. No other students are permitted in the day care area. Students and parents must follow guidelines and rules established by the CTC.

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.

Visitors should enter the building by the main entrance; they must register at the main office. 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 the Central Office. If you find an item, it should be turned in to the Central Office.

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. Student pagers are prohibited. (See code of conduct)

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.

Of chief concern 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.
2. Clothing must be modest and safe; no loose fitting garments which may become caught in machinery.
3. Appropriate undergarments must be worn at all times. Undergarments are not to be exposed at any time.
4. 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.
5. 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.
6. No torn, cut, ripped or frayed clothing is permitted; i.e. shorts, skirts, pants, or tops.
7. Hair may be dyed to natural colors only. Hair should be clean and neat; hairstyles should be acceptable to the workplace.
8. Shorts or skirts must extend to at least the middle of the thigh or lower and should not be excessively tight. The slit in skirts must not extend beyond mid thigh. Rolled up cutoffs may not be worn. Spandex or gym 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.
9. Attire or accessories with studs, rivets, chains, etc. are not permitted.
10. Students are required to wear appropriate protective clothing and devices. Instructors will provide specific information as it relates to each career & technical program.
11. Safe and hygienic footwear must be worn at all times. No slippers are permitted.
12. 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.
13. Sweatbands, hats, bandannas and sunglasses are not to be worn or carried in the school building.
14. 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.
15. Any clothing, jewelry or other materials perceived as being gang or cult-related are prohibited.
16. No facial jewelry or body piercing will be permitted. This includes but is not limited to any piercing or jewelry on or about the face such as nose, eyebrows, and lips with the exception of the ears. Some shop areas may prohibit jewelry altogether. Employers have also urged us to discourage tattoos. Instructors may request all jewelry to be removed during lab hours.

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

CODE OF STUDENT CONDUCT

The Mahoning County CTC 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 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 or truancy by its students.

MCCTC 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 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.

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 will 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 will not only be suspended out of school but also, possibly recommended for expulsion.

Rule 5 **Tobacco:** 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.

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.

Rule 7 **Disrespect/Insubordination:** 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 will 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:** 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. If any person believes that he/she is a victim of such acts, the person should report the incident to school administrators.

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 **Transmitting Devices:** A student shall not possess, use, or conceal any transmitting device such as a cell phone, pager, laser pointer, radio, CD player while school is in session. Such devices will be confiscated and returned at the end of the day on first offense. On a second offense, a parent will have to come to school to pick up the device. A third offense will result in confiscation of the device and In School Suspension will be assigned.

Rule 19 **Unauthorized Phone Usage:** Students must secure their cell phones in their lockers. They are not to be seen or heard during the school day. If a student is seen using a cell phone which includes turning it on or off, pushing buttons, using the calculator feature, checking messages, or talking on the phone in any part of the building, then the cell phone will be confiscated and a parent must retrieve the phone. Subsequent offenses for cell phone violations will result in School Suspension.

Before school hours, cell phones may be used outside the building. During school hours, cell phones must be turned off and they are not permitted to be seen, heard or used by students. After school hours, cell phones may be used outside the building.

Cell phones are a major disruption to the educational process and if a student brings a cell phone to school, he/she brings it at his/her own risk. The administration can accept no responsibility for lost or stolen cell phones. Students are strongly discouraged from bringing cell phones to school. In addition, if parents need to get a message to their child, the parent should

call the school office and the clerical staff will get the message to your child. Parents should not call the child's cell phone during school hours.

1. Cell phone use by students can hamper rumor control and, in doing so, disrupt and delay effective public safety personnel response.
2. Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.

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.

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 hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

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 will be recommended for expulsion.

SECTION II

Zero tolerance is maintained by the District. A student who is violation of the following rules will 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, 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, 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.

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.

Rule 9 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.

DETENTION

Some classroom teachers may assign detention to students for classroom offenses. If assigned, detentions are served with that teacher either before or after school. Detentions **MUST** be served 24 hours after the issue date. Detentions assigned by an administrator will be served at the convenience of the administrator.

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 8:03.
- > Students will work the entire time while in ISS. 1st academics & career & technical assignments – 2nd work provided by ISS teacher.

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. 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 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 will 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

So that you and your parents may have some idea as to your progress at school, student report cards will be issued four times during the year.

Interpretation of grades: Career & Technical Subjects:

A = Highly recommended for employment, additional training and/or advancement.

B = Strongly recommended for employment.

C = Recommended for employment.

D = Passing, but not recommended for employment.

E = Working to expectancy.

F = Not passing.

I = Work incomplete. No credit earned.

Interpretation of grades: Academic Subjects:

A = Outstanding performance.

B = Above average performance.

C = Average performance.

D = Minimum performance.

E = Working to expectancy.

F = Not passing.

I = Work incomplete. No credit earned.

COURSE CREDIT

The following regulations govern a student receiving credit for a course:

A student will earn credit for a course if the two semester grades average 60.5% or above with the following exceptions:

3 "F's" in any 3 nine weeks

or 2 "F's" in last 2 nine weeks will result in a loss of credit.

If an incomplete grade (I) is given in the fourth nine weeks and work submission is not made up within the time for final grades, the incomplete grade will result in a failing grade (F). Incomplete grades in grading periods 1, 2, & 3 will be converted to an "F" unless assignments or tests are

completed within 2 weeks of the grading period for the teacher to calculate the grade for that grading period.

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

CREDIT

All students must enroll in one career & technical lab class. The remainder of the day will be spent in academic classes. The following is a list of academic courses offered at the CTC. Credit values are listed on the student's schedule.

Algebra I	Economics
Algebra II	Employability
American Government	English 9, 10, 11, 12
American History	CP English 12
Anatomy & Physiology	Energy Concepts I & II
AP Chemistry	Entrepreneurship
AP Physics	Forensic Science
Astronomy	Geometry
Biology	Inter. Algebra/Geometry
CAD Design	Physics I & II
Calculus	Pre-Calculus
Chemistry I & II	Psychology
Computer Literacy	Sociology
Conceptual Physics	World History

CREDIT BY EXAM

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 specific career & technical courses.

The CTC has agreements with several institutions to make this possible. Your best resource for information about this opportunity is the Guidance Office at the CTC.

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 just off the cafeteria commons next to the nurse's office.

You can make arrangements to see a counselor on a walk-in basis or by making an appointment with the counselor or the secretary in the guidance office. As a general rule, students should see a counselor during their lunch or lab period although this may vary with the instructor and the program. Teachers will honor a pass from the guidance office unless it is inconvenient to do so, in which case the teacher will make alternative plans with the counselor. The guidance office is open each day from 7:50 a.m. to 3:20 p.m. Should you need to see a counselor during the summer or over a

holiday period, someone will be available as counselors will be on duty nearly every business day.

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.

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:

Susan Harris—School Counselor
Debra Towns—School Counselor
Jane Hogan—Academic Director
Sonia Tsvetkoff—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

To receive a schedule change or to discuss a transfer to your home school, go to the Guidance Office and discuss this matter with a counselor.

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. **Caps and gowns should be ordered at the home school; students will wear their caps and gowns at our Awards Ceremony in June.** All students are eligible to walk in the Awards Ceremony at the completion of their first program. 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. Every student graduating from public high schools in Ohio is required to complete 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.
 2. 90% attendance (no more than 36 days absence).
- B. Graduating seniors who successfully complete one year of a career & technical program will receive a CTC one-year Career & Technical Certificate upon successful completion of the one-year program if they are in attendance 90% or more of the time.

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.

OHIO ACADEMIC SCHOLARSHIPS

The Ohio General Assembly has established a scholarship program that provides an \$8000 scholarship to a student in each high school in the State of Ohio. These scholarships are designed to be used by the recipient to attend eligible Ohio institutions of higher education.

Career Centers are included among those schools receiving the scholarship.

A full-time student from the senior class at the CTC will be awarded this scholarship.

Following are eligibility requirements:

1. The student must be a graduate from an eligible Ohio high school
2. The student must be an Ohio resident.
3. The student must be enrolled or intend to be enrolled as a full time undergraduate student in an eligible Ohio institution of higher education.
4. The student must have taken the ACT prior to December 31 of the senior year.

The winner for each school will be determined by the Board of Regents formula which takes into account the grade point average and score on the ACT exam.

The names of the top 5 applicants from our school will be submitted with the top applicant being designated to receive the scholarship. The names of the students who rank 2 through 5 will be placed in a statewide pool for remaining scholarship awards.

If you are interested in applying for the Ohio Academic Scholarship, you should talk to one of the counselors at the CTC and take the ACT exam prior to the end of December of your senior year. An application form will be circulated prior to the deadline. Completed forms must be returned prior to the deadline announced on the form.

OTHER SCHOLARSHIPS

Each year scholarships are made available which are designated for CTC students only. Some of these scholarships are provided by local community, service and fraternal organizations. Your best source of information lies with the CTC Guidance Office and your home school counselor.

Information about these scholarships will also be announced as it becomes available. 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 prior to December of your senior year.
2. You should make application to the school of your choice as soon as possible but no later than December 31 of your senior year.
3. 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.

ENVIRONMENTAL CLUB

The purpose of the Environmental Club is to provide an interdisciplinary program involving students, teachers, administration, parents, and the community with hands-on activities including a comprehensive recovery/recycling program.

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.

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 COUNCIL

The Student Council plays an active role within the CTC. 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.

TOUR GUIDES

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.