



2018-2019
HANDBOOK FOR
STUDENTS
AND
PARENTS

(Effective July 1, 2018)

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August 2018

Welcome Mid-East CTC Students!

This year we welcome many new students, new staff and continued high expectations.

1. Maintain a Safe and Orderly Campus
2. Empower our Instructors to help each Student be Successful
3. Promote Positive Communication in all Areas

We are dedicated to helping you achieve success. However, your accomplishments depend on you maintaining a positive and cooperative attitude and your willingness to work towards success.

We have provided every student with access to this handbook as a guide to success. Please read this handbook thoroughly and share it with your parents. You are responsible for all the rights and responsibilities explained within this handbook. If you have any questions regarding this handbook, please see a teacher, counselor, or administrator immediately so we can help you.

Remember, no goal is too high if you climb with care and confidence.

Have a great year!

A handwritten signature in black ink that reads "Scott Sabino".

Scott Sabino
Zanesville Campus Director

A handwritten signature in black ink that reads "Keith Arnold".

Keith Arnold
Buffalo Campus Director

VISION STATEMENT

Our commitment to every student's success drives us to be the leader in Career-Technical Education.

MISSION STATEMENT

Mid-East Career and Technology Centers provide every student dynamic career opportunities by creating and delivering exceptional educational programs.

Buffalo Campus

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2018-2019 SCHOOL CALENDAR

August 20.....	Professional Development Day
August 21.....	Professional Development Day
August 22.....	School Opens (first day for students)
September 3.....	Labor Day (school not in session)
September 14.....	Professional Development Day (school not in session)
November 8 (evening).....	Parent-Teacher Conference
November 12.....	Observing Veterans' Day (school not in session)
November 21-26.....	Thanksgiving Break (school not in session)
November 27.....	Professional Development Day (school not in session)
November 28.....	Classes Resume
December 21 – January 2.....	Winter Break (school not in session)
January 3.....	Classes Resume
January 21.....	Martin Luther King Day (school not in session)
January 22.....	Professional Development Day (school not in session)
February 18.....	Presidents' Day (school not in session)
February 26 (evening).....	Parent-Teacher Conference
April 19-22.....	Spring Break (school not in session)
April 23.....	Classes Resume
May 21.....	Certificate Ceremony
May 24.....	Last day for students
May 27.....	Memorial Day
May 28.....	Professional Development Day

Days in Session	176
Parent-Teacher Conference	1
Professional Development Days	<u>6</u>
Total Days School Term	183

Days may be made up at the end of the year as needed to meet the number of instructional hours as required by the Ohio Department of Education.

GRADING PERIOD SCHEDULE

Grading Period	Nine-Week Period	Days in Session
1	August 22 – October 19	41
2	October 22 – December 20	38
3	January 3 – March 15	49
4	March 18 – May 24	48

Mid-Term Reports are due to Student Services at Noon on September 19, November 14, February 6, and April 17.

Career Night will be held on November 15, 2018 (Buffalo Campus) and November 19, 2018 (Zanesville Campus).

New Student "Signing Day" Events will be held on April 9, 2019 (Buffalo Campus) and April 16, 2019 (Zanesville Campus).

*This calendar is subject to change at or with any Board of Education, State Department of Education, gubernatorial, or legislative direction of the Ohio General Assembly.

ADDRESS CHANGES

If a student's place of residence or phone number changes, the student **must** report the change to the Student Services Office. Emergency Medical Authorization forms also need to be updated. Failure to do so will result in the inability to reach parent/guardian in emergency situations and for you to receive official school communications.

ANNOUNCEMENTS (PARTNER SCHOOL/MORNING)

An electronic bulletin board or traditional bulletin board is provided for each partner school. Partner school events will be posted on the respective bulletin boards as they are received. Only announcements approved by the partner school principals or designated persons will be announced.

All announcements must be approved by the Director and must be submitted at least 15 minutes prior to the scheduled announcement time for the Buffalo Campus. Zanesville Campus announcements must be turned in by noon the day before they are to be announced. All postings, school related or personal, must be approved by the Director 24 hours in advance.

ATTENDANCE POLICY

For the complete Board Policy and Regulations see mideastctc.org District By-Laws and Policy Sections JED-JEDB

Good attendance reflects dependability and positive work ethics. This is a critical habit for all students. Behavior will be a factor in determining exceptions to the attendance limits.

Daily Attendance:

Missing and Absent Student Policy

The school district believes every effort should be made to identify possible missing children and to notify parents, guardians, and/or appropriate agencies.

The primary responsibility for supervision of a student rests with their parent/guardian. The school district staff will provide whatever assistance it can to the parent/guardian charged with this responsibility. **Parent/guardian must notify the Attendance Office by 10 a.m. on the day the absence is to occur or provide previous written notification. In those cases where the school does not receive proper notification regarding the child's absence, the school will contact the home by telephone or mail.**

It is the primary responsibility of the parent/guardian and the student to ultimately know the status of the student's attendance records at all times. Please refer to **Ohio Revised Code (ORC) 3301-69-02 Excuses from school attendance** for a complete list of **legitimate excuses** for not being in school. Below is a list of excuses that may be used as a guide:

Level A Absence	Level B Absence	Level C Absence
<p data-bbox="232 216 561 279">Absence counts toward <u>72 hour</u> limit</p> <ul data-bbox="212 317 561 520" style="list-style-type: none"> • Personal illness • Illness at home • Vacation (hunting, family vacation, etc.)* • Any other absences not listed in Levels A, B, or C 	<p data-bbox="626 216 997 338">Absence does not count toward <u>72 hour</u> limit . (Must be accompanied by note/documentation.)</p> <ul data-bbox="631 380 967 583" style="list-style-type: none"> • Doctor's appointment • Quarantine • Hospitalization • Death in family • Court related • Suspension from school 	<p data-bbox="1053 216 1390 243">Not counted as absence</p> <ul data-bbox="1036 285 1403 632" style="list-style-type: none"> • Religious holiday • Senior visits to college* • <u>Internship</u> work* • School sponsored events • Military related* • Job shadowing* • Partner school closed for weather • Showing at county fair* • <u>Superintendent's approval</u>

***Must be approved in advance by an administrator.**

Please note: All absences listed in level A and B above may count towards certificate requirements.

NOTE: Internship students who are absent from school will not be permitted to work on the day of absence unless approved by the Attendance Office or Instructor. It shall be the responsibility of the Instructor to notify the employer in such cases.

The parent/guardian must call daily to report a student off. A written note may be provided giving length of absence, and parent/guardian signature when the student returns to school. Failure to fulfill this responsibility will result in the absence being unexcused.

In the event of a partial day absence, the phone call to the school is still necessary or presentation of a written explanation of said absence signed by the parent/guardian. The Attendance Office will notify a student's parent/guardian when a student is absent from school without proper notification on the day of absence. The Attendance Office will send a letter on the second, fourth, sixth and tenth day of absence for all students and for each absence exceeding ten days. **Students who exceed 72 hours of absences during the year may not be granted credit. Hours may be made up by serving a Saturday School, After School Detention at either campus or partner school, or by other Director approved arrangements.**

Absence Intervention Plan

Students meeting the threshold for habitually truant are reported to the Ohio Department of Education. Students meet the threshold for habitually truant without a legitimate excuse according to the following:

- Absent 30+ hours consecutive
- Absent 42+ hours in a school month
- Absent 72+ hours in a school year

The Director, Superintendent or designee assigns the student to an Absence Intervention Team within 10 days of the triggering event. The Absence Intervention Team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or district, a representative from the student's school or district who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Director, Superintendent or designee makes at least three meaningful, good faith attempts to secure participation of the student's parent/guardian. If the student's parent/guardian does not respond the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent/guardian.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is

implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Partner School Scheduled Delayed Start Days

Drivers are to arrive at Mid-East CTC at the regular scheduled time, unless the scheduled delay is weather related. Bus riders follow adjusted bus schedule.

Tardiness

A student is tardy to school if he/she arrives after 8:00 a.m. at the Zanesville Campus or 8:25 a.m. at the Buffalo Campus. Students who are tardy to school four or more times (per nine weeks) will be subject to the student code of conduct.

Unexcused tardy to school may result with:

- 1st offense: After-school detention (or two lunch detentions) on fourth tardy (per nine weeks). A letter sent on third tardy to warn of impending fourth tardy to school
- 2nd offense: Two after-school detentions (or four lunch detentions) on the fifth tardy (per nine weeks)
- 3rd offense: 1 day BEC on sixth tardy (per nine weeks)
- 4th offense: 2 days BEC on seventh tardy (per nine weeks)

Early Dismissal Procedures

The following procedure will be used to obtain an early dismissal:

NOTE: Excused early dismissals will be granted only for **legitimate reasons** listed on page five.

1. A note requesting an early dismissal signed by a parent/guardian must be submitted to the Attendance Office before 1st period. All early dismissals or release of students will be issued by the Attendance Office. Students are always required to sign out in the Attendance Office when leaving campus. No early dismissals of students will be issued after school is in session without parent/guardian verification of an emergency or other administrative approved circumstance.
2. Early dismissal permits must be returned to the Attendance Office signed, with verification of the stated activity. If the permit is not returned or signed, the student may not receive full credit for makeup work. The missed day from school is counted as an unexcused absence.
3. Early dismissals are counted as absences from classes missed and are counted toward the attendance policy.
4. Related and academic class work missed due to an early dismissal is the responsibility of the student and must be made up outside the normal school hours within the following five school days. Lab work will be graded based upon what was completed.

Military Absence requires pre-approval for an excused absence. Pre-approval requires:

1. Written permission from parent/guardian.
2. Written permission from the recruiter stating why this is necessary during school hours.
3. Signed note from the military representative upon return, verifying day out. **A Military Absence Approval Form must be obtained and completed in the Student Services Office prior to the absence.**

It is the student's responsibility to find out what work has been missed during an excused absence and make arrangements with the instructor for completing the work. It is the instructor's responsibility to establish a time and date with the student in which all work is to be completed. All instructors have time before and after school and/or a conference period.

Absence and Perfect Attendance

Perfect attendance will be based on the presence of the student at Mid-East CTC when it is officially in session or at their approved scheduled school activity. Students must be in attendance at Mid-East CTC unless the partner school is closed due to calamity and **fails to provide transportation** without notification.

When Mid-East CTC is open and partner schools are closed for reasons other than safety, students are expected to be in attendance.

Vacation, Religious Observance, or Similar Absence

Such absence requires pre-approval for an excused absence. Forms are available in the Attendance Office. Such days are excused absence if procedures are followed and pre-approval is granted.

Absence as It Affects Placement

Level I students who have missed **72 hours** or more of school will be subject to a review before entering the second year of a career-technical program at Mid-East CTC. One or all of the following will provide input in making a final determination for placement purposes:

1. Student Services
2. Administration
3. Program Instructor
4. Special Needs Coordinator (if appropriate)
5. Career Assessment Services

BOARD POLICY

Students are responsible for all Mid-East Career and Technology Centers Bylaws and Policies.

CAFETERIA

Our cafeteria has the pre-pay system set up at each campus. This system assigns each student and staff member a four-digit pin number. This pin number is an account that money can be applied to in advance for purchasing breakfast and lunch items in the cafeteria. The cashier will remind individuals when their account reaches a certain balance so more money can be applied. To assure that no one can use another's account, when the pin number is entered the individual's picture will appear on the cashier's screen. The system only allows one breakfast and one lunch per day, per account, to be purchased.

Mid-East CTC operates on a closed lunch period and students must eat in the Commons. **No lunches will be brought into the building by persons after the beginning of the school day (Zanesville Campus-8:00AM/Buffalo Campus-8:20AM).** Any exceptions must be cleared by an administrator. Students who bring their lunch to school will also be required to eat in the Commons. Food and beverages are only to be consumed in the Commons area during lunch periods. Breakfast may be taken to the classroom. No outside food or drinks are permitted. Any exceptions are to be approved by an administrator.

During the lunch period, students are to remain in the Commons or in approved designated areas. Students are not to re-enter instructional areas, other classes or buildings during the lunch period. This includes the Adult Center for Education at the Zanesville Campus. **Students are not permitted to enter staff/teachers' lounges.**

Free / Reduced Meals

It is the student's responsibility to obtain, complete, and return a Free/Reduced Meals Application in order to receive this service. Students may obtain this form in the Student Services office on the Zanesville Campus and in the Main Office at the Buffalo Campus.

CELL PHONES AND ELECTRONIC DEVICES

Students using cell phones during the school day must follow the school's guidelines in making or receiving any type of technology based messaging. "Any type of technology (cell phones, tablets, laptops, etc.) used to call or message others is only permitted to be used before school, after school, between classes and at lunch. These devices are only to be used outside, in the lunchroom, or in the hallways. They are not to be used in classrooms unless permitted by the instructor as a learning tool." Any violation to these guidelines may result in confiscation of the device, disciplinary action, mandatory retrieval by the parent/guardian and/or banned use of technology based devices on school property.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images, or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

CERTIFICATE REQUIREMENTS

Certificate of Distinction with a **Gold Seal** is awarded to outstanding students who have achieved a final GPA of 3.5 or better with no failed courses and no more than a total of eighteen days absence for both years (nine days absence for a one-year program). A **Silver Seal** is awarded for 3.0 GPA with the same other requirements. (The GPA is for the Level I and Level II at Mid-East CTC only.)

Certificate of Completion is awarded to students who do not meet the above qualifications but have completed and earned a minimum average of 65% or better in career-technical courses in a two-year career tech program, unless it is a one-year career-technical program.

Certificate of Participation is awarded to students who have earned a minimum average of 65% or better

in career-technical courses in one-year of a two-year program (program must be taken during the senior year).

Career Portfolios are issued as a means of indicating competencies mastered. Students receiving Certificate of Completion/Participation may be involved in the Certificate Ceremony. Specialized programs and individual cases will be reviewed by the appropriate administrative personnel.

Any student under suspension or expulsion from school on the day of the Certificate Ceremony will not be permitted to attend or participate in the Certificate Ceremony. All financial and/or disciplinary obligations must also be met for a student to receive certificates, grades, diplomas, or credits.

CLUB ACTIVITIES

Mid-East CTC has youth organization groups that are authorized by the school including: Educators Rising, BPA, Empower, FFA, National Honor Society, SkillsUSA, SADD, Student Council, Yearbook. All students are encouraged to actively participate. National Honor Society membership is a privilege. Members are selected by a faculty committee who judge scholarship, character, leadership, and service.

CREDIT FLEX

Mid-East CTC has a written policy and procedure for options available to earn high school credit. This is known as our Credit Flexibility Operating Procedure. See your Counselor for more Credit Flex information.

DRESS / GROOMING

Students are expected to dress with pride. Clothing (including headgear) cannot bear inappropriate messages, alcohol or tobacco related messages, profane language or sexually suggestive messages. Any fashion (dress, accessory, hairstyle, or hair color) that disrupts the educational process or could present a safety risk will not be permitted. Torn clothing that exposes skin above the knee is not acceptable. Clothing worn should be acceptable for a student's career-tech industry standards.

Students are to dress appropriately and with modesty at all times. Appropriate dress means that students must avoid the following items: **No** tank tops, **No** halter tops, **No** muscle shirts or midriff blouses, **No** short shorts or short skirts, **No** pajamas, **No** slippers, and safe and appropriate footwear must be worn at all times. All tops must have sleeves and full backs. Shorts and skirts may not be shorter than 3" below fingertips. Sunglasses or tinted safety glasses are prohibited in the building. Individual programs may require specific dress. Soiled lab clothing/footwear must be changed before leaving the lab.

Jewelry such as earrings, necklaces, piercings, and bracelets that are excessive and/or indiscreet in appearance, causes disruption of the educational process, poses a potential safety problem in the school or work setting, causes accidents or endangers the health or physical well-being of the students or faculty and/or is disruptive in the school setting cannot be worn.

The wearing of hats or headgear will be determined by individual classroom and lab rules/guidelines. Any material that is obscene to minors, libelous, indecent, vulgar, advertises any product or service not permitted to minors by law, or intends to be insulting or incite fighting or present a likelihood of disrupting school or a school event is prohibited. Administration has final authority to determine the correct and appropriate school standards under this code.

EIGHTEEN YEAR OLD STUDENTS

Students 18 years old or older are not exempt from any school rules, regulations, policies, or state laws.

EMERGENCY CLOSING AND DELAYS

When the partner schools are closed due to inclement weather, students from the schools that are closed are not required to attend school at Mid-East CTC. The day will not be counted against the student for attendance purposes. If either or both campuses are closed or the start of the day delayed because of inclement weather or other conditions, the students and parents/guardians will be notified through the use of the Mass Broadcast System. Notification will also be posted on local radio and television stations and on our district website at www.mideastctc.org.

The Superintendent (or his designated representative) is authorized to totally, or by building(s) cancel classes on those scheduled school days when, in his judgment, existing building and/or weather conditions deny the safety and health of the district students. The District may be announced as Mid-East Career and Technology Centers or the Buffalo Campus and/or the Zanesville Campus.

EQUAL EDUCATION OPPORTUNITY

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The District Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

FIELD TRIPS

No student may participate in or attend any school-sponsored trip without parent/guardian consent. Students may be charged reasonable costs for field trips. Student Lab and Instructional Cost and loans must be current. Students on field trips must follow the school's Code of Conduct, and will not participate in or attend any field trip while under suspension or expulsion from school. Opportunities to attend field trips, competitions and/or other extra-curricular activities may be denied due to attendance, grades or discipline, at the discretion of the Director.

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held throughout the school year. The students shall follow the directions of their instructor or any staff member during a drill or actual emergency. Procedures are posted in each classroom and lab.

GRADES

A student shall receive a report card at the end of each nine-week period. Each career-technical and academic area will be assigned a grade based on the following formula, if the student has satisfactorily completed the requirements in each class:

A	Outstanding Performance	90-100%
B	Above Average Performance	80-89%
C	Average Performance	70-79%
D	Minimal Performance	60-69%
F	Not Passing	Below-60%
I	Work Incomplete	(5 school days to make up)
W	Withdrawn	

Certificate of Completion is awarded to students who complete and earn a minimum average of 65% or better in career-technical courses in a two-year career-technical program, unless it is a one-year career-technical program.

In order to receive a diploma and graduate, a student will need to meet requirements set forth by the Ohio Department of Education, both Mid-East Career and Technology Centers requirements and those of their partner school. The individual instructor will discuss and/or distribute grading procedures at the beginning of the year/semester.

Director's List / Honor Roll

The Director's List will be compiled at the end of each nine-week grading period and will recognize students who have achieved a 3.5 average or better and receive no less than a "B" in any subject. The Honor Roll will be compiled at the end of each nine-week grading period and will recognize students who have at least a 3.0 average and have received no less than a "C" in any subject for that grading period.

Academic Dishonesty

Students committing academic dishonesty will be required to redo the assignment receiving 50% of the credit they earned on the assignment. Students will be disciplined according to the Code of Conduct established in this handbook.

Make-Up Work

Students absent from school for any reason are required to make up the work. Students will have the same number of days absent to make-up work. Additional days may be granted with the approval of the Director. Students shall receive credit for their work, including students serving detention, BEC or out of school suspension. Students serving an out of school suspension will receive 50% of their grade earned for the assignment. Students with an unexcused absence will receive 50% of their grade earned for the assignment.

Parents of students with multiple missing assignments or not meeting the expectations of the class may be contacted by the instructor. These students may be referred to the Dean of Students or designee.

Grade cards/credits may be held for outstanding obligations.

HALL PASSES

Written hall passes are issued for the purpose of making students accountable. Students **must** have a written pass in their possession outside the classroom or Commons area during the school day. This must be obtained from their instructor or cafeteria monitor. Students must obtain prior approval/permission from any/all instructors when absent from class. Passes must be carried in hand, visible to staff and security.

HARASSMENT, INTIMIDATION, OR BULLYING

Policy and Regulation JFCF

Harassment, intimidation, or bullying behavior by any student in the Mid-East CTC School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law. Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building director or assistant director or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. Complaints (Section 504 Disability) should be referred to the district's Executive Director, 400 Richards Road, Zanesville, OH 43701, (740) 454-0105.

INJURY AND ILLNESS

All injuries must be reported to an instructor and the Attendance Office and an accident form (5340F1) must be completed. Minor injuries may be treated and the student may return to class. If medical attention is required, the office will follow the school's emergency procedures.

INSURANCE

Insurance is not provided by the school district but student accident insurance is available at both campuses through a local insurance agent and may be purchased by the student. Insurance applications are available upon request or can be found at www.mideastctc.org. Some programs require that insurance coverage be in place. Students desiring to participate should send the application and money to the insurance agent as indicated on the insurance packet. All students must complete and turn in the Student Insurance Release form signed by their parent or guardian to their program instructor.

LAB / INSTRUCTIONAL SUPPLIES COST

Each student is charged a fee by program, dependent upon the program they are in, to cover the cost of consumable supplies given to the student. Every student is automatically put on a payment plan, in which the total cost of the program is divided into five equal payments. Payments are due as follows: **August – before school starts, October 1st, December 1st, February 1st and April 1st**. You may opt to pay in full, if so desired.

Mid-East CTC offers two scholarships to **students who meet the criteria**. The Fox Scholarship is designated for sophomores and juniors. The Pronio Scholarship is for seniors. Monies awarded go towards the **student's lab/instructional fee balance**. Scholarship forms are available in the Student Services office.

Student fees must be paid in full in order for the student to successfully complete a Career and Technical program. Students who fall behind on their payment plan or do not pay the program fees may be held to the following consequences:

1. Payment for student credentials or certifications may not be paid by the Board of Education.
2. Students will not receive their High School Diploma or their Career Portfolio if fees or obligations are owed.

LOST AND FOUND

Lost and found items will be kept in the Attendance/Main Office. Any item lost and turned in, will be kept for a two-week period of time. At the end of the two-week period, the item(s) will be donated to a local charity.

MEDICATION

A student who is under a doctor's care and taking prescription drugs or over the counter medication before or during school must have their parent/guardian notify the Attendance Office indicating the physician's name and type of medications. Completion of the Parent and Physician Approval for Administering Medication to Students form by parents and the physician is required prior to administering medication. The student must contact the Attendance Office with the prescribed drug to obtain written permission to take any drug during the school day. A student not following these rules may be considered in violation of the school district's drug and alcohol policy.

PERSONAL PROPERTY

The school is not responsible for loss or damage of school or personal property.

Students bringing valuables to school do so at their own risk.

PROBATIONARY STATUS

Students may be enrolled at Mid-East CTC on a probationary status due to their previous school record. Students may also be placed on probationary status during the current school year. "Probationary status" requires students to:

1. Maintain 94% attendance.
2. Have no lower than a "C" in every career-technical class.
3. Have no disciplinary actions resulting in suspension.

Students who fail to meet the listed criteria may be returned to their partner school at the end of their first year or earlier with partner school approval.

SCHOOL DAY

Buffalo Campus (Warning bell 8:23) - 8:25 a.m. – 3:05 p.m.

Zanesville Campus (Warning bell 7:57) - 8:00 a.m. – 2:41 p.m.

SEARCH AND SEIZURE

Any district administrator has the right and duty to conduct a reasonable search of a person and/or personal property.

Student lockers, desks, cabinets, and similar property are the property of the Mid-East CTC Board of Education provided to students as a convenience for their use. Lockers and other Board owned property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Searches may be conducted with trained animals. In all cases, the administrator may have the search witnessed by another staff member and conduct such search in accordance with the Ohio Revised Code.

The administration has the right to confiscate any unauthorized item.

STUDENT SERVICES

Guidance and counseling services are available to all students of the Mid-East Career and Technology Centers in the Student Services Office.

TELEPHONE MESSAGES

Only emergency telephone messages from parent/guardian will be received by the school and relayed to the student. Telephone messages from parent/guardian must be received by the school before 1:30 p.m. to ensure delivery.

TEXTBOOKS AND TOOLS

Textbooks and supplemental materials are the property of the Mid-East Career and Technology Centers and are loaned to the student. These items become the student's personal responsibility. If the item is lost, the student will be required to pay the true value. Fines will be assessed for misuse or abuse.

VEHICLE REGULATIONS

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. It is the responsibility of the parent/student to abide by the following statements:

1. Students must abide by all Bureau of Motor Vehicle laws and regulations. Students must have a current/valid driver's license, and meet minimum state requirements to continue to be permitted to drive on school property. Any violation of the above may lead to the vehicle being towed without notification and at the owner's expense.
2. All vehicles must be registered and must display a valid parking permit. Parking permits may be obtained after submission of a completed driver's permission form prior to cut-off date. Students will be charged \$5 for a lost parking pass. Vehicles not displaying a valid parking permit will be warned and may be towed at the owner's expense.
3. Upon arrival at school, students must report directly to their assigned areas. They are not to remain in vehicles. Students needing to return to the parking lot must have written permission from their instructor and sign out in the Attendance Office. Trips to the parking lot are to be limited.
4. While driving on school property, students must follow directions of staff members, all traffic control devices, and posted speed limits. Reckless operation may result in permanent suspension of driving privileges and cost of damages that may occur.
5. Vehicles on school property may be searched in accordance with the Student Code of Conduct and the Ohio Revised Code.
6. All students must enter the Zanesville Campus through the main entrance at Richards Road only, unless they have been directed otherwise by a staff member.
7. Parking in the lot at the bus ramp requires special permission from the Security Guard or Building Director.

Instructors may not assign, nor are students permitted to perform personal or program errands off-campus.

VISITORS

Special arrangements may be made by parent/guardian/community members wishing to visit school or conference with personnel during non-instructional time. All persons requesting to visit during the school day must report to the Attendance/Main Office to obtain a visitor's pass and sign-in. No persons shall trespass or loiter in the school building or on school grounds. All school personnel have the right to exclude uninvited or unauthorized persons from the school premises. No visitors may meet with Mid-East CTC students during lunch.

WITHDRAWALS

Any student withdrawal from Mid-East CTC must be initiated through Student Services. All authorized signatures must be obtained to finalize this process.

The student withdrawal process may include:

1. Student meets with school counselor.
2. Counselor, lab instructor and student will meet.
3. Instructor will contact parent/guardian.

Students over 18 years of age or older may be withdrawn for non-attendance.

WORK PARTICIPATION PROGRAMS

Internships

Students may earn the privilege to participate in the Internship if they meet the qualification requirements.

Participation is based on:

1. Status
2. Attendance
3. Grades
4. Approval by Instructor and Coordinator of Business Partnerships and Placement
5. Work Attitude and Employability
6. On track for graduation

Internship Applications are ineligible if:

1. They have been absent more than 15 days during the two-year period.
2. Their overall grade point average is lower than a "B".
3. They are failing any course.

Additional information may be obtained by contacting the Coordinator of Business Partnerships and Placement.

School-to-Apprenticeship Program

Students in this program are subject to all guidelines, student code of conduct, school rules, and regulations. The required grade average is to be maintained.

STUDENT & STAFF COMPUTER/ONLINE SERVICES ACCEPTABLE USE AND INTERNET SAFETY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of free ware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed Student Handbook form. Each year students and staff are asked to show review of the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

STUDENT & STAFF COMPUTER/ONLINE SERVICES ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Living Online Safety Tips

Share with Care While Online

Think before you share... What you post could have a bigger audience than you think. Once you post information online, you can't take it back. Always get someone's okay before you share photos or videos they are in online.

Interact with Tact

Politeness counts... Tone it down. Online conversations using all CAPS is the same as shouting. Use cc: and Reply All: sparingly. Texting is just another way to communicate, always be polite.

Socializing Online

Online actions have consequences... Only post what you are comfortable with others seeing. Once something is posted online, you can't take it back and never impersonate someone else.

Limit access to your profile... Use privacy settings to restrict access to your profile. Create a safe screen name; choose something that does not match your email address. Some information should stay private; never share Social Security numbers or family financial information.

Stay safe... Use caution when communicating online, you don't always know who is behind the screen name. Treat online-only friends like strangers; use caution when sharing personal information. If an online-only friend asks for personal information, tell an adult about the encounter. Identity theft is common, so never share Social Security numbers or family financial information.

Cyberbullying Awareness

Help prevent cyberbullying... Tell an adult if you receive a message or image that makes you feel threatened or hurt. Often Cyberbullying brings about scorn from peers and punishment from authorities. Beware of signs of Cyberbullying: mean or hurtful images, videos, messages, or posts. If you see Cyberbullying happen, encourage the person to stop.

Cyberbullying Response

What to do about a Cyberbully... Don't react to the bully; instead gather evidence and share it with an appropriate adult authority. Protect your profile, never share login information. Block or delete a bully.

The Protection Connection

Protect yourself... Use privacy settings to restrict who can see and post on your profile. Use location-based services sparingly. Trust your gut, if you feel threatened or uncomfortable because of something online.

Protect your information... Some information should stay private; never share Social Security numbers or family financial information. Keep your passwords private and don't save your login information in your web browser. Don't reply to text, email or pop-up messages that ask you to reply with personal information.

Protect your computer... Be cautious about opening attachments or clicking on links. Sometimes free stuff like games, ringtones, or screen savers, can hide viruses or spyware. Whether it's your laptop, tablet or phone, don't leave it in a public place.

STUDENT CONDUCT (Zero Tolerance)

For the complete Board Policy and Regulations see mideastctc.org District By-Laws and Policy Sections JFC-JFCJ

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate director. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

Verbal or written warning; removal of privileges (may include field trips, youth club activities, and/or driving privileges); detentions (student responsible if transportation is needed - 24 hour's notice); emergency removal; conference with parents and student; Saturday school; behavior education center, probationary enrollment, diversion weekends, out-of-school suspension, expulsion; court or law enforcement referral; fine; driver's license revocation; required attendance in drug/alcohol counseling.

- I. The following types of misbehavior will be corrected using any one or a combination of the procedures listed in the Code of Conduct:
 1. **Cheating** on test(s), homework, quizzes, computer work, report(s), or other school assignments
 2. **Disruption of school**
 - a. Throwing food or other items
 - b. Abusing hall passes
 - c. Any form of gambling or unauthorized card playing
 - d. Any electronics device that disrupts the educational process is prohibited.
 - e. Trespassing into unauthorized areas
 - f. Showing public display of affection
 - g. Selling any product not authorized by school administration
 - h. Consuming food or beverages in any unauthorized area other than the Commons without approval
 - i. Showing disruptive or dangerous behavior, such as yelling, running, tripping, pushing or horseplay
 - j. Giving false information and/or failing to identify oneself
 - k. Taking photos outside of learning assignments
 3. **Dress code violations** (from the adopted policy of Mid-East Career and Technology Centers)
 4. **Driving rules** (see Vehicle Regulations)
 5. **Failure to accept discipline**
 6. **Failure to comply with directive**

7. **Language/Gestures**
8. **School bus misconduct**
9. **Truancy, tardy, or cutting class**
 - Instructor addresses situation in accordance with their classroom discipline plan
 - Referral to administrator – possible discipline
 - Referral to administrator – possible five day suspension
 - Referral to administrator – ten day suspension and possible request for expulsion

II. The following types of misbehavior will be corrected using any one or a combination of the procedures listed in the Code of Conduct:

1. **Insubordination/Disrespect** (showing insubordination or disrespect to teachers, administrators, or school personnel)
2. **Tobacco** (smoke, possess, use or be involved in the use of any tobacco product or supplies-lighter, e-cigarette, vape pen, etc.)
 - Referral to administrator – possible three day suspension
 - Referral to administrator – possible five day suspension
 - Referral to administrator – possible ten day suspension and possible request for expulsion.

Students under age 18 will also be subject to the following action by the sheriff's office. Under O.R.C. 2151.87, no person under age 18 may possess or consume tobacco or tobacco products. This is a minor misdemeanor.

Violations will be reported to the sheriff's office. The officer will issue a minor misdemeanor citation, seize the tobacco or tobacco product and put into evidence, do a report and turn into Records.

III. The following types of misbehavior will be corrected using any one or a combination of the procedures listed in the Code of Conduct:

1. **Obtain things of value by use of force, deception, or misconduct.**
2. **Steal, damage, destroy, or deface school, public, or private property:**
 - Referral to administrator - possible three day suspension. Notification to civil authorities when appropriate and parent conference required and possible request for expulsion
 - Referral to administrator - possible five day suspension
 - Referral to administrator – ten day suspension and possible request for expulsion

IV. The following types of misbehavior will be corrected using any one or a combination of the procedures listed in the Code of Conduct:

1. **Alcohol/Drugs** (distribute, use, possession or sale of drugs or look alike substances, hallucinogens, narcotics, alcohol, drugs, drug paraphernalia, synthetic drug substances).
2. **Assault/Threat/Fighting or abusive language** toward a student, school employee, or visitor.
3. **Gang and/or hate group related activities** (promote, participate in, or be involved in any manner with said groups)
4. **Failure to comply with all applicable Ohio Revised Code** and local ordinances:
 - If a student commits a crime while under the school's jurisdiction he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy.
5. **Repeated violations** (or habitually violate any or all of the rules in this Code of Conduct).
6. **Safety rules** (violate or create a situation whereby the safety or well-being of a student or school personnel is put in jeopardy, or have involvement with any false alarm or threat that might cause panic or disruption to the school).
7. **Weapons violation** (possess, handle, transmit, or control any object which can be reasonably or legally considered a weapon). Weapons may include guns, knives, chains, fireworks, explosive, munitions, "look-alike" weapons, tear gas, pepper spray, or other menacing chemicals:
 - Referral to administrator - possible ten day suspension
 - Referral to administrator – ten day suspension and possible recommendation for expulsion.
8. **Hazing/Harassment, Intimidation, Bullying** – Bullying, intimidating, or degrading and disgraceful acts toward others. Policy and Regulation JFCF.

NOTE: Any time a student is involved in illegal activities it shall be the right of the District to notify any civil

or criminal authority. Also, any student involved in drug/alcohol activity may be required to receive counseling.

For any of the above sections I - IV, at any time a student is suspended from school, a parent conference may be held before the student is readmitted. Discipline will be progressive except for severe cases. While under suspension or expulsion, students are not permitted to be on campus or attend school activities on or off school property such as, but not limited to field trips, prom, Certificate Ceremony, and all other school sponsored activities.