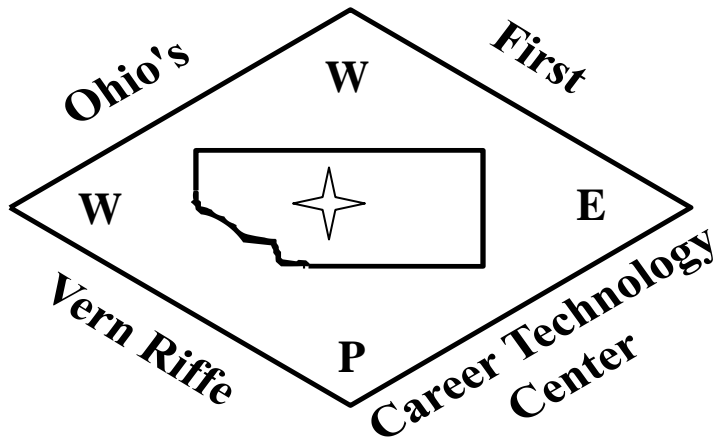


VERN RIFFE CAREER TECHNOLOGY CENTER
"Home of State and National Winners"
2010 – 2011



This agenda belongs to:

Name _____

Address _____

City/Town _____

Phone _____

Student Number _____

Pike County Joint Vocational School District
Eric Meredith, Superintendent
Gary Robinson, Director

STUDENT INFORMATION

WELCOME

Welcome to Pike County CTC! We are happy to have you as a student. The mission of Pike County CTC is to dedicate itself to instill in every one of its students the importance of the work ethic regardless of the diversity of the population—allowing the resulting graduates to become contributing members of society and to be ethical, honest and complete individuals. **Keep this agenda with you at all times—this is your hall pass.**

SCHOOL DAY

The school day at the CTC begins at 8:25 a.m. A thirty-minute lunch period is provided and lunch is available in the cafeteria. Free and reduced lunches are available for those who qualify. Breakfast is served daily from 7:50 a.m. to 8:15 a.m. Late arrivals will be served a “grab & stay” breakfast. All food and drinks are to be consumed in the cafeteria by 8:25 a.m.

STUDENT FEES

Students enrolled at the CTC will be assessed a yearly fee of \$75.00. This fee will cover use of tools, student organization fees, laboratory fees, etc. Fees can be paid in the Student Office. **Vocational Certificates will be withheld at graduation until the student’s fees are paid in full.**

SCHOOL CLOSING/DELAYS

The Pike County CTC may, at times, be closed due to inclement weather or other reasons beyond the control of the district. Area radio stations will announce school closings or delays as soon as decisions are made. The “One-Call Now System” may be used to inform students of school closings or delays. It is the student’s responsibility to keep personal information current.

STUDENT EMERGENCY MEDICAL AUTHORIZATION

Each student must have a properly executed Emergency Medical Form submitted before working in the lab. If a student does not have insurance coverage, it may be purchased through the school at a nominal fee.

STUDENT MEDICATION

Any student who must take prescription medication while at school, including nebulizers, must contact the Guidance Counselor. Students must have a physician's written statement to take the prescription medication during the school day. Prescription and Over-the-Counter drugs must be kept in the Guidance Office. Failure to register prescription medications and Over-the-Counter medications with the Guidance Counselor will be considered possession of drugs. Nebulizers and EpiPens may be carried by the student after being registered with the Guidance Counselor. Parental authorization must also be provided if the student is a minor, and a backup dose EpiPen must be provided to district.

CREDITS

CTC students can earn seven credits per school year. Three credits are issued for lab, 1 credit in related, and 1 credit in each academic subject.

Students who fail a junior vocational program (lab or related) may not return to that program. They may choose another program or return to their home school.

TELEPHONE RULES/CALLS

A student phone is provided in the Student Services Office. Students must be issued a phone pass by their instructor in order to use the student phone. Cafeteria monitors, hall monitors, and restroom monitors **will not** issue phone passes.

GRADUATION

A student will be eligible for graduation upon completion of home school requirements and upon satisfying state testing requirements. Students who successfully complete the CTC requirements will be issued a Vocational Certificate.

HOME SCHOOL ACTIVITIES

Students attending the CTC are encouraged to participate in athletic programs and extracurricular activities at their home school.

Students must maintain a grade standing that is suitable to the home school to remain eligible.

Students attending the CTC will return to the home school for group meetings *by invitation only*. Only participants of an approved program will be allowed to return to home school activities.

GRADING POLICY

The following will be used to reflect your work:

Grade	Numerical Value	Sem. Avg. Value
A	4.00 96 – 100	4.00 - 3.83
A-	3.67 92 – 95	3.82 - 3.50
B+	3.33 89 – 91	3.49 - 3.17
B	3.00 85 – 88	3.16 - 2.83
B-	2.67 82 – 84	2.82 - 2.50
C+	2.33 79 – 81	2.49 - 2.17
C	2.00 75 – 78	2.16 - 1.83
C-	1.67 72 – 74	1.82 - 1.50
D+	1.33 69 – 71	1.49 - 1.17
D	1.00 65 – 68	1.16 - 0.83
D-	0.67 62 – 64	0.82 - 0.67
F	0.00 0 – 61	0.66 - 0.00

Interim reports will be mailed home beginning the fifth week of the grading period.

STUDENT USE OF PARKING LOT

Students attending the CTC are encouraged to use the transportation provided by the home school buses. However, if it is necessary for the student to drive to school, a parking permit will be issued. To obtain a parking permit, a student must fill out a Vehicle Registration Card, obtain written consent from his/her parent or guardian, and show Proof of Insurance and valid Driver's License. Speeding, careless driving, and leaving before the buses will not be tolerated and will result in the loss of parking/driving privileges.

All students must park their cars in the designated student parking area only. Once students arrive on school property, they must enter the building immediately and may not leave the premises unless they have first signed out at the Student Services Office. Students are not allowed to return to their cars once they have entered the building, without permission from their vocational instructor or an administrator.

All vehicles parked on campus must be registered and display a parking permit. Not displaying a parking permit will result in loss of parking/driving privileges and/or the vehicle being towed at the owner's expense. Any student displaying objectionable materials, as determined by the administration, such as, but not limited to, flags,

decals, signs, or symbols are subject to disciplinary action and/or loss of parking/driving privileges.

EARLY JOB PLACEMENT/SCHOOL-TO - APPRENTICESHIP/OPTION IV

A student may earn the privilege to participate in the Early Job Placement, School to Apprenticeship Programs, or Option IV based upon student grades, attendance, state testing requirements and/or per director recommendation. The Job Placement Coordinator, Apprenticeship Coordinator and Option IV Coordinator will provide details.

STUDENT GUIDANCE OFFICE

The Guidance Office is open during the school day for the benefit of all students. A counselor is available to assist any student who may need advice, guidance, or information regarding his/her personal or educational future.

Students may register for Selective Service, college testing, and military testing or receive financial aid and college information in the Guidance Office. Student information will be released to the Recruiting Officer for any branch of the United States Armed Forces who requests such information unless parents request in writing, that their child's name, address and telephone number be withheld from military recruiters. Such letters should be addressed and delivered to the Guidance Counselor. Military recruiters must sign in at the Guidance Office before speaking with students.

The parent of a student under the age of 18, or a documented court-appointed legal guardian, or a student of legal age has the opportunity to inspect and review all educational records on an individual basis by appointment in the Guidance Office.

FIRE, TORNADO AND LOCKDOWN DRILLS

Drills are held throughout the school year. Follow the directions of your instructor. Procedures and/or signs are posted in classrooms and labs. Students, parents, or visitors may **NOT** enter or leave the building/classroom during a Lockdown situation.

FOOD/LUNCHESES

All food and drinks must be consumed in the cafeteria. No food or drinks are to be in labs or classrooms (with the exception of special occasions as specified by the Director), as directed by Ohio Administrative Code chapter 3701-54, also known as "Jarod's Law.

HEALTH, SAFETY AND GROOMING

Safety and welfare of the student is of prime concern to the staff at the CTC. Students in certain classes will be required to wear protective clothing and other items for safety reasons. These will be discussed by individual instructors.

1. Pants with holes in them are prohibited.
2. Pajamas, slippers, skirts and/or shorts, shorter than six inches above kneecaps (mid-thigh), clothing revealing midriff, clothing with profane, vulgar, distracting and/or derogatory slogans, tank tops, cut-out sleeves, chains on pants, or other revealing clothing including exposed undergarments are prohibited.
3. No head coverings unless required by program safety rules.
4. Extreme apparel, as determined by the administration, which causes distractions or interrupts the educational process, is not permitted.
Students will not be allowed to participate in class activities if in violation of the instructor's safety and appearance policy. A parent will be called to pick up a student who is not appropriately dressed.
5. Students who are ill and unable to perform required duties will be sent home, or a parent will be called to pick up the student.
6. Lice, as seen by administration at the CTC, are a health and safety concern. Individual program instructors will determine the existence of a lice problem in their own class. Other school personnel may be called upon to verify the problem. In the event a student is found to have a lice problem, immediate removal may result until the problem is corrected. Before a student can return to school, a clearance must be obtained from the Pike County Board of Health or a school official.
7. No wearing jewelry in pierced body parts (visible to others) other than one's ears.
8. No sunglasses shall be worn in the building with the exception of prescription transition lenses.
9. No backpacks, briefcases, gymbags or similar carry-alls that are not transparent shall be carried in the building during the school day. Any other carryall will be surrendered to a staff member at the building entrance and kept in the Student Office until the end of the school day.
10. All students shall go to the cafeteria upon entering the building and remain there until 8:22 a.m.
11. All students are to remain inside the building unless given permission to leave the building by their vocational instructor or an administrator.
12. Students are not permitted in locker areas during lunch.

ATTENDANCE AND TARDIES

Attendance problems and/or tardiness can affect grades, graduation credits, certificates, and recommendations for future employment.

A parent or guardian must call the school to report the absence of the student the morning of the day the absence occurs – **289-2721**. A note must also be sent with the student on the day of return to school.

Students are to report to the Student Services Office, prior to **8:20 a.m.** to get a Return to Class slip upon their return to school. If a student forgets the note, it must be brought in the next day or the absence is automatically unexcused.

Excused absences are limited to:

1. Illness – under a doctor's care –Doctor's note required. (Students with long-term conditions will be required to submit Physician Excuses every 90 days.)
2. Death in immediate family.
3. Court appearance – verification from court is required.
4. Special Testing (Director's approval).
5. Performances of certain work at home with Director's approval.
6. Emergency (Director's approval).
7. School approved family vacation (2 days maximum) provided that a student has not exceeded 2 unexcused absences during the semester. Any additional vacation days must have Director's approval. **No vacation days will be approved after May 6, 2011.**
8. A maximum of two college visits for Seniors only may be approved by the Guidance Counselor **prior to the visit**. Documentation must be obtained from the college in order to receive a School Approved Activity.

HOW DO ATTENDANCE AND TARDIES AFFECT YOUR GRADES?

1. An accumulation of three tardies to any class or to school will result in disciplinary procedures.
2. Students will be excused 7 days with a parental note during a school year. After those days are used, a written doctor's excuse must be turned in for that day to be excused.
3. Truancy – either a full or partial day is recorded as a full day unexcused absence. Disciplinary procedure will follow.
4. Not being in your seat by the last bell equals a tardy to class.
5. Skipping class or leaving school without permission will result in a full day of unexcused absence (Truancy) and disciplinary procedures will follow.
6. Any student who accumulates 15 unexcused absences may be expelled for the remainder of the school year. Thirty days of

unexcused absence is an automatic failure for the school year and recommended expulsion for the remainder of the year.

7. **IF YOU:**
 - Arrive after 9:00 a.m. but before 11:35 a.m. = ½ day.
 - Arrive by 9:00 a.m. and leave after 11:35 a.m. = ½ day.
 - Leave before 11:35 a.m. = full day
 - Arrive after 11:35 a.m. = full day
 - Report to class after 8:25 a.m. but before 9:00 a.m. = tardy to school
8. Students will have 3 days to make up any and all missed work for an excused absence or consecutive excused absences. Exceptions may be made for a student on extended medical leave (over 10 days) with Director's approval. **Students are responsible to see their instructors for any work missed that can be made up.**
9. Students not participating in an approved school work program will not be allowed to leave school early or arrive late for purposes related to their job.

BULLYING/CYBERBULLYING, OR HARASSMENT/INTIMIDATION

Students are to refrain from any act of sexual harassment with other students or staff members. Sexual harassment is any unwanted sexual advance by any means that may include, but not restricted to: verbal, written, physical or electronic messaging.

Harassment/intimidation may include, but not be restricted to, any action that creates a hostile environment, such as inappropriate jokes, comments regarding physical attributes, or using indecent gestures. Students are not permitted to videotape or photograph any student/academic activities on school property, or at school events, without administrative preauthorization.

Bullying and intimidation is prohibited. This includes insulting, demeaning, threatening, disparaging, taunting, bullying, or challenging another, or to otherwise engage in any form of intimidation, by word or deed, when the purpose or effect is to unreasonably interfere with a student or group of student's performance in school, or to create a hostile, disruptive, or offensive school environment, or to otherwise adversely impact upon a student's educational opportunities.

Students who feel they have been discriminated against, bullied, intimidated, or harassed should contact Miss Kim Conley or Mr. Pete Lambert, Title IX Coordinators, to address their grievances.

SEARCH AND SEIZURE

Any CTC administrator has the right and duty to conduct a reasonable search of a person and/or personal property, including

clothing, lockers, or vehicle, when there is reasonable suspicion that the student may have any of the following:

1. a substance dangerous to persons or property
2. an object considered to be a weapon
3. an explosive and/or detonation device
4. possession of items believed to be stolen
5. drugs, paraphernalia, or drug-related devices
6. alcohol
7. other reasonable and justifiable causes

The administration must have the search witnessed by another staff member and conduct such search in accordance with the Ohio Revised Code and court rulings. The administration has the right to confiscate any and all of the above.

STUDENT CODE OF CONDUCT

Disciplinary action will include but not be limited to the following:

- Written warning
- Removal of privileges (club activities, field trips, driving, etc.)
- Lunch detention
- Emergency removal
- In-School Suspensions/Alternative Learning Center placement
- Parent conference/Juvenile Court/Referrals to outside agencies or local law enforcement
- Out-of-School Suspensions
- Expulsion
- Permanent exclusion

Students enrolled at the Pike County CTC have a responsibility to act in such a way as not to interfere with the educational rights of other students. By accepting the responsibility to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules and regulations governing the operations of these programs.

All suspensions and/or expulsions will be in accordance with the procedures outlined in the Ohio Revised Code 3313.66 and 3313.661.

Students who violate any of the following rules may receive disciplinary action ranging from written warning to expulsion, depending on the offense and the student's disciplinary history.

A student shall not:

1. assault, threaten, intimidate, bully, or harass another student, a school employee or visitor *
2. be in any fight and/or
 - a. assault a student*
 - b. incite a school disturbance*

- c. threaten, intimidate, or harass a student*
- d. incite a riot*
- 3. possess, handle, fabricate, transmit or control any object which can be reasonably or legally considered a weapon*
Weapons may include, but are not limited to, fireworks, explosives, detonation devices or counterfeits
- 4. deliberately initiate a bomb threat, false alarm, or start an unauthorized fire*
- 5. violate any safety rules or create a situation whereby the safety or well-being of a student or school personnel is put in jeopardy*
- 6. steal, destroy, or deface school, public, or private property*
- 7. write or verbally use profane, obscene, or abusive language or gestures
- 8. disrupt the educational process. This could include, but is not limited to:
 - a. throwing food or other items
 - b. insubordination or disrespect
 - c. participating in any form of gambling
 - d. being in unauthorized areas
 - e. showing public display of affection
 - f. failing to have necessary lab or classroom supplies
 - g. possessing opened food or beverage in any area other than the cafeteria
 - h. showing disruptive or dangerous behavior (yelling, running, pushing, etc.)
 - i. giving false information
 - j. engaging in any sexual activity*
- 9. possess or use drugs, alcohol or tobacco products or look-alike products*
- 10. refuse to work
- 11. be truant
- 12. fail to fulfill all disciplinary requirements. It is the student's responsibility to serve any disciplinary actions he/she is assigned
- 13. trespass*
 - a. Students shall not enter school grounds or building premises during or after school hours without permission of the Director.
 - b. Students under suspension/expulsion or on home schooling shall not enter school grounds or premises without permission from the Director.
 - c. All visitors must sign in at the Greeter's Desk.
- 14. forgery*
students shall not forge the writing of another or falsify times, dates, grades, addresses or other data on school forms or any correspondence directed to or from the school

15. fail to comply with all applicable Ohio Revised Codes and local ordinances
16. possess beepers/pagers/cell or personal phones and may have such devices confiscated and may be returned to student at the completion of a designated time
17. play games of any kind in common areas unless approved by Director
18. bring children to school without permission from the Director
19. bring open containers into the building. New unopened containers will be permitted
20. use personal electronic music devices (iPod, mp3, cd players, etc.) in any common areas

***Students violating these rules may be recommended for expulsion.**

Public Notice

The Pike County Joint Vocational School District does not discriminate in providing educational opportunities to students of any race, color, sex, religion, national or ethnic origin. Further the Pike County Joint Vocational School District complies with Title IX of the Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

The contact people for the Pike County Joint Vocational School District is **Kim Conley**, 740-289-2721, ext 2265, or 740-289-5836, or **Pete Lambert**, 740-289-2721 ext 2202, or 740-289-5824. Students, staff, and parents may reach Ms. Conley or Mr. Lambert during school hours.

Public Notice

The Pike County Joint Vocational School District has a grievance procedure for those individuals who believe that their civil rights have been violated by this district or its personnel. The appropriate contact person is **Kim Conley**, 740-289-2721, ext 2265, or 740-289-5836, or **Pete Lambert**, 740-289-2721 ext 2202, or 740-289-5824. Students, staff, and parents may reach Ms. Conley or Mr. Lambert during school hours.

It is not necessary to contact Miss Conley or Mr. Lambert about any violation or follow the district's grievance procedure.

Any violation may be reported directly to:

U.S. Department of Education
Office of Civil Rights
600 Superior Avenue East
Suite 750 Bank One Center
Cleveland, OH 44104-2611

The Pike County Joint Vocational School District admits students of any race, color, sex, religion, disability, national or ethnic origin.

Pike County CTC /Pike County Schools
2010-2011

Teacher In-Service Day.....Monday, August 23, 2010
First Day of School.....Tuesday, August 24, 2010
Labor Day (No School).....Monday, September 6, 2010
Interim Reports Sent Home.....Friday, September 24, 2010
Columbus Day (No School).....Monday, October 11, 2010
**End of 1st 9 weeks.....Friday, October 22, 2010
(42 days)**

Begin 2nd 9 weeks.....Monday, October 25, 2010
OGT TEST WEEK.....October 25 – 29, 2010
Parent/Teacher Conferences.....Thursday, November 4, 2010
(3-6 p.m.)
Veteran's Day (No School).....Thursday, November 11, 2010
Junior Picture Day.....Tuesday, November 16, 2010
Interim Reports Sent Home.....Friday, November 19, 2010
Thanksgiving Break (No School)....Wednesday, November 24, 2010 thru
Friday, November 26, 2010
P/T Conf Makeup (No School)..... Monday, November 29, 2010
Winter Break:
No School..... Wednesday, December 22, 2010
Return Morning ofMonday, January 3, 2011
**End of 2nd 9 Weeks & First Semester Fri., January 14, 2011 (48
days/90 days)**

MLK Jr. Day (No School).....Monday, January 17, 2011
Begin 3rd 9 Weeks & Second Semester-Tues., January 18, 2011
Interim Reports Sent Home.....Thursday, February 10, 2011
Presidents Day (No School).....Monday, February 21, 2011
End of 3rd 9 weeks.....Friday, March 18, 2011 (43 days)

Begin 4th 9 weeks.....Monday, March 21, 2011
OGT TEST WEEK.....March 14 – 18, 2011
Spring Break (No School).....Thursday, April 21, 2011 thru
Friday, April 22, 2011
Interim Reports Sent Home.....Friday, April 29, 2011
Students' Last Day.....Wednesday, May 25, 2011
**End of 4th Nine Weeks & Second Semester, Wed., May 25, 2011 (47
days/90 days)**
Teacher In-Service Day.....Thursday, May 26, 2011
P.T. Conference Make-Up Day (No School)..Friday, May 27, 2011

Inclement weather make-up days will be added to the end of the school
year, after Memorial Day, Monday, May 30, 2011.

ACT Test Dates: September 11, 2010, October 23, 2010, December 11,
2010, February 12, 2011, April 9, 2011, June 11, 2011