

VERN RIFFE CAREER TECHNOLOGY CENTER

“Home of State and National Winners”

2018-2019



This agenda belongs to:

Name _____

Homeroom _____

Program/Grade _____

Student Number _____

Pike County Joint Vocational School District
Eric Meredith, Superintendent
Shon Tackett, Director

STUDENT INFORMATION

Welcome

Welcome to the 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. **While not in class, you will need to have a hall pass.**

SCHOOL DAY

The school day at the CTC begins at 8:00 a.m. A thirty minute lunch period is provided and lunch is available in the cafeteria. Every student will be provided a free breakfast and lunch. Breakfast is served daily until 8:25 a.m.

STUDENT FEES

Tools of the trade may be purchased by individual students at the completion of their program. **Vocational Certificates will be withheld at graduation until all financial responsibilities 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. An automated call system will 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 completed Emergency Medical Form submitted before working in the lab. If a student does not have insurance coverage, responsibility must be assumed by the parent/guardian for medical care.

STUDENT MEDICATION

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

CREDITS

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

Students who fail a junior vocational program 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 for emergency calls only. 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. Personal cell phones are to be used **ONLY** in the cafeteria during breakfast and lunch, and during that last five minutes of the school day. Cell phones used at other times are subject to confiscation and/or disciplinary action.

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 Program 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. Ave. 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	1.0 65 – 68	1.16 – 0.83
D-	0.67 62 – 64	0.82 – 0.67
F	0.00 0 – 61	0.66 – 0.00

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 a 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 Service Offices. 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 Apprentice 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.

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.

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. Only CTC approved head coverings (hats) will be allowed.
2. Extreme apparel, as determine by the administration or staff, which causes distractions or interrupts the educational process, is not permitted. For a complete set of guidelines, please refer to the Pike County CTC dress code policy.

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. That student will be written up per CTC discipline policy.

3. 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.
4. 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 school official.

5. No sunglasses shall be worn in the building with the exception of prescription transition lenses.
6. All students shall go to the cafeteria upon entering the building and remain there until 8:00 a.m.
7. All students are to remain in the building unless given permission to leave the building by their vocational instructor or an administrator.
8. 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 **Home Room** to get a Return To Class slip upon their return to school. If a student forgets the note, it must be brought in as soon as possible.

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. Performance of certain work at home with Director’s approval
6. Emergency (Director’s approval)
7. 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. Students will be excused 5 occurrences, covering a maximum of five days, with a parental note during a school year. After those occurrences are used, a written doctor’s excuse must be turned in for that occurrences to be excused.
2. Truancy/Leaving school without permission will result in a full day of unexcused absence and disciplinary procedures will follow.

3. **IF YOU:**
 - Arrive after 8:00 a.m. but before 9:00 a.m. = tardy to school
 - Students will be counted present for actual time at school
4. 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.**
5. 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 without preapproval from the Director.

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 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 Mrs. Connie Tackett, Mr. Jamie Bond, 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:

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

Disciplinary action will be awarded using the following point system:

3 points	=	1 Day Alternative Learning Center (ALC)
5 points	=	2 Days ALC
6-10 points	=	3 Days ALC
11-15 points	=	5 Days ALC
16-29 points	=	3 Days Out of School Suspension (OSS)
30-44 points	=	5 Days OSS
45-59 points	=	10 Days OSS (Possible Expulsion)
60 points	=	Expulsion

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.

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

A student shall not:

1. Assault, threaten, intimidate, bully, disrespect or harass another student, an instructor, a school employee or visitor*

2. Be in any fight and/or
 - a. Assault a student*
 - b. Incite a school disturbance*
 - c. Incite a riot*
3. Possess, handle, fabricate, transmit or control any object which can 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 an unauthorized area
 - e. Showing public display of affection
 - f. Failing to have necessary classroom supplies
 - g. Possessing opened food or beverage in any area other than the cafeteria
 - h. Showing disruptive or dangerous behavior (yelling, running, or 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 students' 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 on any correspondence directed to or from the school.
15. Fail to comply with all applicable Ohio Revised Codes and local ordinances
16. Use/look at cell phones at any time other than during breakfast and lunch and may have such devices confiscated
17. Play games of any kind in common areas unless approved by the Director.
18. Bring children to school without permission from the Director.
19. Bring open containers into the building. New unopened containers will be permitted.

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

Public Notice

The students of the Pike County Career Technology Center receive a challenging career-focused education in addition to a rigorous academic foundation. This combination enables our students to enter the competitive job market or post-secondary educational institution with a high comfort level of competency because they have been prepared for the global workforce.

Through partnership among teachers, parents, students, associate schools, communities, and business and industry, the Pike County Career Technology Center continues its work to deliver the best education possible for the area students.

The goal of the partnership is to meet the school mission of providing premier education choices and advanced employment for youth, adults, and organizations of the Pike County area.

All career and technical education programs follow the district's policies of non-discrimination on the basis of race, color, religion, national origin or ancestry, sex, age, and disability. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Shon Tackett
Director
175 Beaver Creek Road
Piketon, OH 45661
(740)289-2721

Lathe Moore
ABLE/Adult Education Director
175 Beaver Creek Road
Piketon, OH 45661
(740)289-4172

Inquiries regarding non-discrimination policies should be directed to:

Connie Tackett
Special Needs Coordinator
175 Beaver Creek Road
Piketon, OH 45661
(740)289-2721

Jamie Bond
VOSE Coordinator
175 Beaver Creek Road
Piketon, OH 45661
(740)289-2721

Public Notice

The Pike County Career Technology Center/Adult Basic Education do not discriminate (Title VI, Title IX, Section 504, and A.D.A.) on the basis of race, color national origin, sex, disability, or age in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The follows person(s) has been designated to handle inquiries regarding the non-discrimination policies.

Connie Tackett
Special Needs Coordinator
175 Beaver Creek Road
Piketon, OH 45661
(740)289-2721

Jamie Bond
VOSE Coordinator
175 Beaver Creek Road
Piketon, OH 45661
(740)289-2721

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 **Connie Tackett**, 740-289-2721, or

740-289-5836, or **Jamie Bond**, 740-289-2721 or 740-289-5824. Students, staff, and parents may reach Ms. Tackett or Mr. Bond during school hours.

It is not necessary to contact Miss Tackett or Mr. Bond 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

2018-2019 Pike County CTC School Calendar

Teacher In-Service Day Tuesday, August 14, 2018
First Day of School Wednesday, August 15, 2018
Begin 1st Nine Weeks Wednesday, August 15, 2018
Labor Day (No School) Monday, September 3, 2018
Columbus Day (No School) Monday, October 8, 2018
End of 1st 9 weeks Friday, October 19, 2018
(46 days)

Begin 2nd 9 weeks Monday, October 22, 2018
Parent/Teacher Conferences Thursday, November 8, 2018
(1 P.M. – 8 P.M.)
P/T Conf. Makeup (No School) Friday, November 9, 2018
Veteran’s Day (No School) Monday, November 12, 2018
Thanksgiving Break (No School) Wednesday, November 21, 2018 thru
Monday, November 26, 2018
Winter Break:
No School Monday, December 17, 2018
Return Morning of Wednesday, January 2, 2019
MLK Jr. Day (No School) Monday, January 21, 2019
End of 2nd 9 Weeks & First Semester Fri., January 18, 2019
(48 days)

End of First Semester – 88 Days

Begin 3rd 9 Weeks Tuesday, January 22, 2019
Open House Thursday, February 7, 2019
Presidents Day (No School) Monday, February 18, 2019
End of 3rd 9 week Friday, March 22, 2019
(43 days)

Begin 4th 9 weeks Monday, March 25, 2019
Parent/Teacher Conferences Thursday, April 17, 2019 (1 p.m. -8 p.m.)
P/T Conf. Makeup (No School) Thursday, April 18, 2019
Spring Break (No School) Fri. April 19 thru Mon. April 22, 2019
Awards Ceremony Thursday, May 9, 2019
Last Day for Students May 23, 2019
End of 4th Nine Weeks (last day for students) – Thursday, May 31, 2019
Memorial Day Monday, May 27, 2019
Teacher In-Service Day Tuesday, May 28, 2010