2026-2027
Pike County Joint Vocational School District
Eric Meredith, Superintendent
John Bonifield, 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 the School Health Aide. Students must have a physician's written statement to take the prescription medication and over-the-counter medication during the day. Prescription and over-the-counter drugs must be kept with the School Health Aide. Failure to register prescription medications and over-the-counter medications with the School Health Aide will be considered possession of drugs. Nebulizers and EpiPens may be carried by the student after being registered with the School Health Aide. 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 secured in Program Labs during homeroom and will be retrieved at the 2:20pm bell. 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 enter 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/CAREER BASED INTERVENTION

A student may earn the privilege to participate in the Early Job Placement or Career Based Intervention (CBI) programs based upon student grades, State testing requirements and/or per director recommendation. The Job Placement Coordinator and CBI 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.

DRESS CODE, 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.

Only CTC approved head coverings (hats) will be allowed. Extreme apparel, as determine by the administration or staff, which causes distractions or interrupts the educational process, is not permitted.

The following items are prohibited:

a. No pants with holes in them (skin exposed) shorter than fingertip length.
b. Pajamas, slippers, skirts and/or shorts (shorter than fingertip length), clothing revealing midriff, clothing with profane, vulgar, distracting and/or derogatory slogans, tank tops, chains on pants, or other revealing clothing including exposed undergarments are prohibited.
c. No head coverings unless required by program safety rules.
d. No wearing of jewelry in pierced body parts that violate Vocational Program(s) safety rules.
e. No sunglasses shall be worn in the building with the exceptions of prescription transition lenses, required for lab safety, or medical excuse.
f. No backpacks, briefcases, gym bags or similar carry-all without permission from administration. Baseball/softball bats or other large objects must be stored in Student Services Office. Purses cannot be larger than a standard piece of paper (8 ½ x 11 inches).
g. No trench coats allowed in the building.
h. No air pods or earbuds. Headphones with attached cords that plug into Chromebooks/laptops will be provided by instructors.

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.

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.
All students shall go to their Homeroom upon entering the building.
All students are to remain in the building unless given permission to leave the building by their vocational instructor or an administrator.
Students are not permitted in locker areas during lunch.
Staff may not advertise or promote tobacco.

ATTENDANCE AND TARDIES

Attendance and participation are important to student success because absences result in missed instructional time and learning opportunities. Students are responsible for completing assignments and assessments missed due to absences in accordance with school procedures. Attendance concerns will be addressed through the district's attendance intervention and support procedures and applicable Ohio law. Students will not be disciplined solely because of absences.

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

If a student forgets their excuse/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. Emergency (Director's approval)
6. A maximum of two college visits, for Senior's 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.
7. A private driver education course for up to 8 hours. The absence may only be for up to two hours per day for not more than four days that may be consecutive. The absence cannot occur during a

core subject course. The student must be allowed to complete missed classroom assignments.

TARDY POLICY

Once a student arrives at school students will receive a written disciplinary referral (write-up) when they have been tardy three times to a specific class in one grading period (nine weeks). Every three tardies to class will result in a write-up and students will be disciplined according to the Board Discipline Policy and corresponding points system. The tardies will reset at the beginning of each nine week grading period.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board permits students to be released from school for religious instruction consistent with law. The Board collaborates with a sponsoring entity of a released time for religious instruction program to identify a time to offer the course during the school day. Absence during the school day for religious instruction is permitted, provided:
1. the student's parent or guardian submits a written request to the building principal and the principal consents to participation in the released time course in religious instruction;
2. the sponsoring entity providing instruction maintains attendance records and makes them available to the District;
3. the sponsoring entity makes provisions for and assumes liability for the student and
4. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent or student. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.
No public funds are expended and no public school personnel are involved in providing religious instruction. This policy does not constitute an

endorsement of any particular faith or religious denomination and shall not be interpreted as promoting, favoring or affiliating the District with any religious organization or belief system.

HOW DOES ATTENDANCE AND ARRIVING LATE / LEAVING EARLY AFFECT YOUR GRADES?

1. Students will be excused **7** occurrences, covering a maximum of seven 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. Leaving school without permission will result in a full day of unexcused absence and disciplinary procedures will follow.
3. Students will be counted present for actual time at school. Students will be marked as excused or unexcused for the time they are late. Students are responsible for completing instructional work missed because of tardiness or early dismissal in accordance with school procedures. Attendance and tardiness will be addressed through the district's attendance procedures.
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/CYBERBULLING, 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, photograph, or take audio recordings of 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 of 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. Brandi King, Mr. Jamie Bond, and Title IX Coordinators, to address their grievances.

988 SUICIDE AND CRISIS HOTLINE

Students experiencing a mental health or an addiction crisis can call, text, or chat the 988 Suicide and Crisis Hotline to reach a trained specialist who can offer help and support. 988 is a direct connection through which a trained specialist can offer help and support to students experiencing mental health distress such as thoughts of suicide, emotional distress, or a substance use crisis.

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
- In School Suspension (ISS)
- 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	= Period/Block written up only
5 points	= 1 Day of ISS (Non-accumulating)
6-15 points	= 2 Days of ISS (Non-accumulating)
16-29 points	= 3 Days Out of School Suspension (OSS) (Acc)
30-44 points	= 5 Days OSS (Accumulating)
45-59 points	= 10 Days OSS (Possible Expulsion) (Acc)
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. Staff may not advertise or promote tobacco.

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. Fail to fulfill all disciplinary requirements. It is the students' responsibility to serve any disciplinary actions he/she is assigned
12. 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
13. 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.

14. Fail to comply with all applicable Ohio Revised Codes and local ordinances
15. Use/look at cell phones at any time other than during breakfast/ homeroom and after the bus bell may have such devices confiscated
16. Play games of any kind in common areas unless approved by the Director.
17. Bring children to school without permission from the Director.
18. Bring open containers into the building. New unopened containers will be permitted.

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

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Effective: 4/20/26

1. Purpose

This policy outlines the acceptable use of Artificial Intelligence (AI) tools and platforms by staff and students at Pike County CTC. The district is committed to building AI Literacy as an essential component of technological readiness, ensuring staff and students have the skills to navigate these innovations effectively. This policy aims to encourage responsible, ethical, and legal use of AI in educational and operational contexts, with particular emphasis on compliance with federal and state laws, and local expectations for student data privacy.

2. Definitions

- **AI Tool:** Applications, algorithms, or systems that use AI to generate outputs based on human inputs.
- **Generative AI:** A subset of AI trained to create new and unique content (text, audio, images, video) based on human prompts that resembles human-created work (e.g., ChatGPT, Midjourney).

3. Scope

This policy applies to all employees, contractors, and students using AI tools or services on school-managed devices, networks, or within the scope of school-related activities.

4. Data Privacy and Management

The district recognizes the importance of effective data privacy and management, including the protection of District data and information. The district will ensure to the best of their ability that confidential data and other sensitive staff and student information is protected while using AI and AI tools.

5. Staff Use

- **Permitted Use:** Staff may use AI tools to enhance productivity, lesson planning, communication, and administrative work. Usage must align with ethical standards and the Licensure Code of Professional Conduct for Ohio Educators
- **Sensitive Data:** Staff must not input student names, ID numbers, grades, disciplinary data, IEP data, or other personally identifiable information (PII) into non-FERPA-compliant tools. Inputting confidential staff data is also strictly prohibited.
- **Attribution and Accuracy:** Staff are responsible for reviewing and verifying AI-generated content for accuracy. Staff must maintain transparency and are prohibited from representing AI-generated content as their own original work.
- **Tool Vetting:** All AI tools (free or fee-based) must receive prior approval from the Superintendent or Technology Coordinator before use in connection with school work .

6. Student Use

To ensure the mastery of core technical and academic skills, student use of AI tools is generally prohibited during the school day and on school-issued devices, except under the following specific conditions:

- **Instructional Demonstration:** Staff may use AI tools to demonstrate concepts or "live-model" AI applications to students as part of an **AI Literacy** curriculum.
- **Pre-Authorization:** Any student-facing AI interaction must involve tools that are:
    1. Approved by the Administration and Technology Coordinator.
    2. Verified as FERPA and ORC compliant.
    3. Used in a supervised, "logged" environment.
- **Prohibited Acts:** Students are strictly prohibited from using AI to generate assignments for credit, bypass web filters, or create content that violates school conduct rules (e.g., harassment, bullying, or "deepfakes").

7. Compliance and Oversight

- **Policy Violations:** Misuse of AI tools may result in disciplinary action aligned with existing staff or student conduct policies. Uses not aligned with the Professional Code of Conduct may be reported to the State Board of Education
- **Tool Review:** The Technology Coordinator will review new AI platforms before use to ensure compliance with data protection laws and security standards.
- **Ongoing Training:** The district will incorporate AI literacy into professional learning for staff and relevant curriculum for students.

---

8. Revisions

This policy will be reviewed annually and updated as needed to reflect technological developments and changes in federal/state law or school practice.

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 out 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:

John Bonifield
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:

Brandi King
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.

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

It is not necessary to contact Mrs. King 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