SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. 
~SkillsUSA Motto

WORK SMART
AND HARD. 
~Mike Rowe

Technology Centers That Work initiative prepares students for success in both careers and further studies. 
~TCTW Mission

Graduate Career Ready at MCTEC
Mercer County Technical Education Center provides a rigorous educational program for each student who chooses to attend. This booklet provides information concerning rules and policies for the high school and post-secondary students attending MCTEC. Please contact the Student Services Facilitator or one of the following individuals with questions regarding this handbook or for additional information.

**Administration**

*Linda Cox, Ed. S. - Director, Technical & Adult Education*
*Dr. Stephen Akers - CTE/Academic Integration Coordinator*
*Amanda Aliff - Retention Facilitator*
*Kimberly Rotenberry - Recruitment Facilitator*
*Jarry Brown - Student Services Facilitator*
*Randy Sparks - Adult Evening & Community Education Coordinator*

**Faculty**

**Agriculture, Food & Natural Resources**
*Agribusiness Systems -*

**Architecture & Construction**
*Carpentry – Michael Adams*
*Drafting – Crystal Ramsey*
*Electrical Technician – Lee Lewis*
*Masonry – Carl Pruett*

**Arts, A/V Technology & Communications**
*Graphic Design – Rick Bay*

**Coaches**
*English – Stephanie Bailey*
*Mathematics – Cindy Grant*
*Technology – Kristin Wilburn*

**Education & Training**
*Careers in Education – Jason Carpenter*

**Health Science**
*Dental Assisting – Angela Barilla*
*Dental Assisting – Angela Griffith*
*Health Occupations – Marietta Buckner*
*Health Occupations – Mitzi Turner*
*Practical Nursing – Holly Disibbio*
*Practical Nursing – Michele Perkins*
*Practical Nursing – Sandra Thompson*

**Human Services**
*Cosmetology – Charles Castle*
*Cosmetology – Alicia Lester*

**Information Technology**
*Computer Systems Repair Technology – John Ramsey*

**Local Electives**
*Project STRIVE & LIFE Wellness – Bev Flanigan*
*Project STRIVE & LIFE Wellness – Ann Wells*

**Manufacturing**
*Machine Tool Technology – Brian Lively*
*Welding – Don Brown*

**Marketing**
*Marketing Management/Sports – Gwen Miller*

**Option Pathway**
*Carissa Dengler*
*Tracey O’Dell-Caruso*

**Science, Technology, Engineering & Mathematics**
*Pre-engineering/PLTW – Crystal Ramsey*

**Transportation, Distribution & Logistics**
*Automotive Technology – Bobby Poore*
*Collision Repair Technology – Daryl Barton*

**Support Services**
*Secretary – Jodie Cordle*
*Secretary – Jill Ray*
*Secretary – Stephanie Terry*
*Custodian – Bobby Sargent*
*Custodian – Patrick Semonco*
*Custodian – Keith Worrell*
# Table of Contents

Mission Statement ........................................................................................................ Page 1
Multicultural Education Plan ........................................................................................ Page 1
Core Beliefs That Drive School Improvement ............................................................... Page 1
Policy of Non-Discrimination ....................................................................................... Page 2
Student Records and Right to Privacy ......................................................................... Page 2
Racial, Sexual, Religious Ethnic Harassment and Violence Policy ................................. Page 2
Accreditation ................................................................................................................ Page 3
School Closings ............................................................................................................ Page 3
Schedule Changes ....................................................................................................... Page 3
Continuing Education Programs .................................................................................. Page 3
Calendar 2014-2015 ..................................................................................................... Page 4
MCTEC Bell Schedule 2014-2015 ................................................................................ Page 5
Attendance Policy ......................................................................................................... Page 6
Early Dismissal ............................................................................................................. Page 6
Make-up Work ............................................................................................................. Page 6
Suspensions ................................................................................................................ Page 6
Illness/Personal Injuries .............................................................................................. Page 6
Medication .................................................................................................................. Page 7
Accident Policy ........................................................................................................... Page 7
Student Accidents ...................................................................................................... Page 7
Inappropriate Dress and Grooming ............................................................................. Page 7
Grading Policy ............................................................................................................ Page 7
West Virginia Edge Credit .......................................................................................... Page 8
Technology Centers That Work (TCTW) ................................................................... Page 8
Skills Performance Exam ......................................................................................... Page 8
MCTEC Embedded Credit Program List ..................................................................... Page 9
Telephone Rules ......................................................................................................... Page 10
Cell Phones ................................................................................................................ Page 10
Electronic Entertainment Devices ............................................................................... Page 10
Students’ Vehicles ..................................................................................................... Page 10
Expected Behaviors in Safe and Supportive Schools ................................................. Page 10
MCTEC Disciplinary Plan of Action ......................................................................... Page 11
Campus Security ....................................................................................................... Page 12
Information/Public Involvement ................................................................................. Page 12
Theft .......................................................................................................................... Page 13
Deliveries .................................................................................................................... Page 13
Safety Regulations ..................................................................................................... Page 13
Live Work Projects .................................................................................................. Page 14
Student Organizations ............................................................................................... Page 14
Adult Programs ......................................................................................................... Page 15
Drug and Alcohol Abuse Prevention ....................................................................... Page 18
Grievance Procedure ............................................................................................... Page 19
Acceptable Use Policy for Telecommunications and Computer Networks ............ Page 20
Telecommunications and Computers User Permissions ........................................... Page 21
Expected Behaviors of Safe and Supportive Schools ............................................... Page 22
Student Acknowledgment ....................................................................................... Page 22
Recording/Reproduction Consent Form ..................................................................... Page 22
Permission to House Cellular Telephones/Portable Communication Device on School Property ........................................................................................................ Page 23
MISSION STATEMENT

Mercer County Technical Education Center’s mission is to provide technical education to prepare all students for a 21st Century career and/or postsecondary education.

Five year strategic planning goals:

1. To continue the transition to a full-day technical high school
2. To fully develop the academic, career, and technical skills of secondary and postsecondary students
3. To install/maintain and use technology to support/enhance academic programs, improve communication, and ensure a safe learning environment

MULTICULTURAL EDUCATION PLAN
Mercer County Technical Education Center strives to provide programs that address the ideals of quality and equity within the school. The mission is to guide all students to achieve high levels of performance in an attempt to bridge the achievement gaps attributed to cultural diversity, gender issues, rural/urban education, special education and socio-economic status.

CORE BELIEFS THAT DRIVE SCHOOL IMPROVEMENT
We believe…

- A flexible business/education environment teaches and encourages each student’s responsibility, independence, and resilience while building life skills in collaboration, project management, and leadership.
- Education is a shared responsibility – achievement requires the commitment participation of students, staff, family and community.
- A positive school climate contributes to achievement. Learning occurs best in an environment with high expectations, mutual respect, tolerance, and a genuine concern for the well-being of our students and staff.
- All people, regardless of social or economic conditions, must be provided the opportunity to take charge of their lives. Through new models of teaching and learning, they will be enabled and empowered to make critical decisions for their futures.
POLICY OF NON-DISCRIMINATION
As required by Federal Laws and Regulations, the Mercer County Board of Education does not discriminate on the basis of sex, race, color, age, religion, disability, native language, marital status or national origin in its educational programs, activities, or employment practices. Inquiries may be referred to Title IX Coordinator, or to section 504 Coordinator, Mercer County Schools, 1403 Honaker Avenue, Princeton, WV 24740, Phone (304) 487-1551, or to the U.S. Department of Education’s director of the Office for Civil Rights.

STUDENT RECORDS AND RIGHT TO PRIVACY
Records of students’ grades, competencies, behavior, etc., are made and retained at MCTEC for the time the student is attending. The privacy of these records is assured and information contained in them will not be divulged to unauthorized individuals or agencies.

The collection, maintenance, and disclosure of these records will be in accordance with guidelines established by the West Virginia Department of Education and the Mercer County Board of Education. Students who have questions about their records or policy guidelines should see the Director.

Upon completion of class or withdrawal from a secondary/adult class, permanent record cards are sent to the Mercer County Board of Education. Students needing transcripts must submit a request in writing. Requests should include full name of the student, maiden name, birthday, program of study, and the dates student attended the program. Requests should be sent to the Mercer County Board of Education, Princeton, WV 24740, or call 304-487-1551.

Requests for copies of transcripts for adult classes must be requested in writing. Requests should include full name of student, maiden name, birthday, program of study and the dates the student attended the program. Please send requests for copies of transcripts to MCTEC, 1397 Stafford Drive, Princeton, WV 24740.

RACIAL, SEXUAL, RELIGIOUS, ETHNIC HARASSMENT AND VIOLENCE POLICY

It is the policy of MCTEC to maintain a learning and working environment that is free from harassment or violence. MCTEC prohibits any form of racial, sexual and religious/ethnic harassment or violence. All complaints, formal or informal, verbal or written, of harassment or violence will be investigated. Any student who harasses a student or employee of the school will be disciplined.

The highest priority for MCTEC is to provide a safe environment for students and employees. Mercer County Technical Education Center’s Safe School Plan involves all personnel. School personnel will provide constant supervision as well as personal interaction with the students.

Visitors will only be allowed entrance to the campus through the Stafford Drive entrance during instructional class time. All other entrances will be locked for outside admittance. Visitors are required to check in at the school office and are to be presented a visitor’s badge that must be worn at all times during the visit.
ACCREDITATION
MCTEC is accredited by the following agencies:
- Mercer County Board of Education
- West Virginia State Board of Education
- West Virginia Division of Rehabilitation Services
- West Virginia Department of Employment Security
- United States Department of Education
- In candidate status for Council on Occupational Education
- West Virginia State Board of Barbers and Cosmetologists
- West Virginia State Board of Examiners for Licensed Practical Nursing
- Commission on Dental Assisting
- Approved for Veterans’ benefits

The policies and practices outlined in this publication may be revised, revoked, or supplemented at the discretion of the administration subject to reasonable time notifications. They are in no way to be considered contractual obligations.

MCTEC reserves the right to limit enrollment in a course or to withdraw a course from the program because of insufficient enrollment. Programs offered at MCTEC are approved by the West Virginia Department of Education and is currently in candidate status for Council on Occupational Education. Many programs are approved for enrollment under the Veterans Administration, West Virginia Department of Vocational Rehabilitation, Work Force Investment Act (WIA), and Federal PELL Grants. Some programs are articulated with colleges, and students may be eligible to receive college credit for work completed at MCTEC.

The information outlined in this handbook is true and correct in content and policy is enforced.

School Closings
MCTEC is part of the Mercer County School System and follows the county’s school calendar. We observe all holidays and school closings or morning delays due to bad weather conditions, and other scheduled days off as set by the Mercer County Board of Education. Adult students should attend school in accordance with their approved program calendars. All other missed days must be made up.

If day classes are cancelled, night classes are also cancelled. If the day classes are on a delayed schedule, listen to the radio to see if night classes will be cancelled. In case of the cancellation of evening programs only, the local radio stations will receive the announcement around 4:00 p.m.

Schedule Changes
All MCTEC students must obtain a schedule change from the office before a change of courses will be considered.

Continuing Education Programs
The Education, Business, and Industry Seminar Center provides local businesses with programs tailored to meet their training needs, granting continuing education units.

- Technological Training To Operate Equipment Or Software
- Training To Upgrade Workplace Skills
- Safety And Federal Regulations Compliance Training
- Group Training For Marketing And Customer Service
- Management Training
CALENDAR 2014-2015

CE (Continuing Education Day) ................................................................. August 4-5
P (Teacher Preparation) ........................................................................... August 6
Labor Day (Holiday) ................................................................................ September 1
Faculty Senate (2 Hour Early Dismissal) ................................................ October 6
Election Day (Holiday) .............................................................................. November 4
Veteran’s Day (Holiday) .......................................................................... November 11
Fall Break .................................................................................................... November 26-28
Thanksgiving Day (Holiday) ................................................................. November 27
Faculty Senate (2 Hour Delay) ............................................................... December 15
End of First Semester ................................................................................ December 18
Winter Break ............................................................................................ December 23-Jan 1
Christmas Day (Holiday) ......................................................................... December 25
New Year’s Day (Holiday) ........................................................................ January 1
CD (Curriculum Development Day) ........................................................ January 2
Martin Luther King Day (Holiday) ........................................................ January 19
OC (Out of Calendar Day)* ...................................................................... January 16,30
OC (Out of Calendar Day)* ..................................................................... February 27
OS (Outside School Environment Day)* ............................................... March 6,13,20,21
Faculty Senate (2 Hour Early Dismissal) ................................................ March 9
OC (Out of Calendar Day)* ..................................................................... March 16, 23
OC (Out of Calendar Day)* ..................................................................... April 3
Spring Break ............................................................................................ April 6-10
OS (Outside School Environment Day)* ................................................ April 24
National Teacher Appreciation Day .................................................... May 5
OS (Outside School Environment Day)* ................................................ May 22
Memorial Day (Holiday) .......................................................................... May 25
Faculty Senate (2 Hour Early Dismissal) ................................................ May 28
End of Second Semester (Last Day for Students) .................................. June 5
P (Teacher Preparation) ........................................................................... June 8

*May be lost due to inclement weather.

First Day, Teachers – August 4  Last Day, Teachers – June 8
First Day, Pupils – August 7  Last Day, Pupils – June 5
Regular Schedule

7:00  Practical Nursing Instructors Arrive
7:45  Teachers Planning
8:15  Teachers On Duty (Monitoring Halls and Outside Shop Areas)
8:25  First Bell
8:30  Tardy Bell
9:35  1st Block Ends For PikeView, Bluefield, Montcalm (One Block Students)
9:55  1st Block Ends For Princeton
10:05 2nd Block Begins
11:15 Dismissal For PikeView, Bluefield, Montcalm
11:30 Dismissal For Princeton
11:30 – 12:25 MCTEC Lunch / Planning
12:25 Teachers On Duty (Monitoring Halls and Outside Shop Areas)
12:35 First Bell
12:40 Tardy Bell
1:25  3rd Block Ends For PikeView, Bluefield, Montcalm (One Block Students)
1:45  3rd Block Ends For Princeton
2:00  4th Block Begins
2:30 LPN Dismissal
2:55 Dismissal For PikeView, Bluefield, Montcalm
3:10 Dismissal For Princeton
3:15 Teachers Dismissed

Two Hour Late Schedule

9:45  Teachers Planning
10:00 Teachers On Duty (Monitoring Halls and Outside Shop Areas)
10:15 1st or 2nd Block Begins for all Schools
11:15 Dismissal for PikeView, Bluefield, Montcalm
11:30 Dismissal for Princeton
11:30 – 12:25 MCTEC Lunch/Planning
12:25 Teachers On Duty (Monitoring Halls and Outside Shop Areas)
12:35 – 3:10 3rd and 4th Block will follow the regular schedule
3:15 Teachers Dismissed
ATTENDANCE POLICY
The regular school calendar approved by the Mercer County Board of Education will be followed for all programs except Practical Nursing, Adult Dental Assisting and Cosmetology.

In order to receive a certificate in any program, an adult student may not miss more than ten days in an academic year. Some programs, such as Practical Nursing and Cosmetology, have their own attendance policy, which is explained in the handbook for that program.

Absences exceeding five days may constitute a review of the student’s ability to effectively complete the program. Absences may be excused for the following reasons:
1. Personal/Illness
2. Death in Family
3. Natural Disasters (Fire, Flood, etc.)

Students are tardy when they fail to be in the classroom, seated and prepared to receive instruction at the designated time. Tardies will be recorded on the WVEIS by using a “TE” (Tardy Excused) or “TU” (Tardy Unexcused). For purposes of the Judge’s Attendance Program three (3) unexcused tardies shall equate to one (1) unexcused absence. See Policy J-10 for more details.

Attendance Office Phone Number
(304) 487-1551   Ext. 227 Attendance Director

Early Dismissal (ED)
Students shall not be permitted to leave the school premises during the school day without the request of the parent/guardian and the approval of the administration. The procedure is as follows:
1. Students must obtain ED prior to beginning of class.
2. Students will report to office at appropriate time to be signed out by parent.
3. Student’s Parent/Guardian must sign the “in/out” sheet and present a photo I.D.

Make-Up Work
It shall be the student’s responsibility to request make-up work from his/her teachers for the time missed. The teacher will assign the work, give the appropriate length of time in which to return the work, and grade the work when completed. It is policy that one day for each day absent plus one day be allowed to complete make-up work.

Suspensions
Students who are suspended from school may not participate in any school-sponsored activities, and shall not be on school grounds during the period of suspension without permission of the school principal or his designee. No reprisals may be taken by anyone involved in the suspension.

ILLNESS/PERSONAL INJURIES
If a student becomes ill while attending the Mercer County Technical Education Center, every effort possible will be made to contact parents or guardians. If for some reason a parent or guardian cannot be located, information provided on the emergency authorization form will be followed in seeking medical treatment.
Medication
Students are not allowed to have any medication on school grounds in his/her possession. Medication (prescription or nonprescription) is not to be administered to any student without prior written permission from the parent and/or physician. If you must receive medication, you must have a medication authorization form (see County Policy J-13) in the school office on file. Regardless of the type of medication you require, the medication must be in the office under lock and key. **Possession of any kind of medication or drug is a serious offense and will result in suspension.**

Accident Policy
All injuries occurring in the classroom, on school grounds, or in clinical settings MUST be reported to a faculty member immediately. Should the accident occur in a setting other than on school grounds, (in the hospital for health occupation students), the form used by that institution must be used and the institution’s established procedures must be followed.

Student Accidents
The Mercer County Technical Education Center makes every effort possible to provide a safe working environment in all of its instructional programs. Every student will be required to demonstrate and practice safe work habits at all times. However, due to instructional working activities, accidents may occur at any time.

It is, therefore, a policy of Mercer County Schools that each student is required to have an accident insurance policy to insure that they are covered for possible injuries incurred while at MCTEC. All students will be required to provide information regarding their health coverage on an Emergency Information Card to be filed by the teacher in each respective shop. A copy will be kept in the office. Insurance materials will be available to students and parents at MCTEC and/or home high schools at the beginning of the school term for review. MCTEC does not act as an agent for any insurance company.

INAPPROPRIATE DRESS AND GROOMING
The responsibility for the appearance and cleanliness of students rests with the parents, students, faculty, and school administration. A student’s grooming and dress should be appropriate for school and not be disruptive to educational process or be detrimental to the health, safety, or welfare of the student or others.

A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including, but not limited to the following:

1. The wearing of any apparel that displays or promotes any illegal drug, alcohol or tobacco-related product
2. The wearing of any apparel that is sexually suggestive, racially offensive, or has profane language suggested and/or written on it
3. The wearing of sunglasses and headgear such as hats, bandannas, or sweatbands after arriving at school (Exceptions may be made for class requirements, circumstances resulting from medical conditions, or faith-based attire).
4. The wearing of backless, strapless or “spaghetti” strapped blouses, shirts or dresses
5. The wearing of blouses or shirts that expose the midsection and/or have plunging necklines
6. The wearing of pants or shorts in a manner that exposes undergarments or the front or back midsections of the body
7. The wearing of pants or shorts, dresses, or skirts that violate the “fingertip rule” in regard to the length of the clothing item (Exceptions may be made for school athletic uniforms and/or attire for specific school activities. The “finger tip rule” may be explained as follows: When the arms are placed in a position that extends down each side of the body, the elbows are locked in place, the shoulders are in normal position, and the fingertips are extended, the tips of the fingers must be in contact with the
clothing item the student is wearing. If the tips of the fingers are touching the student’s skin, the length of the clothing item is considered inappropriate).

GRADING POLICY
The basic grading system will be reported on cards sent to parents at the end of each grading period as noted on the school calendar. Numerical grades will be shown for all classes.

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>85-92</td>
<td>B</td>
</tr>
<tr>
<td>75-84</td>
<td>C</td>
</tr>
<tr>
<td>65-74</td>
<td>D</td>
</tr>
<tr>
<td>64 and Below</td>
<td>F</td>
</tr>
</tbody>
</table>

WEST VIRGINIA EDGE CREDIT

What is the EDGE? It stands for Earn a Degree-Graduate Early and it allows students to take high school courses for community and technical college credit.

Students can earn an Associate Degree with substantial savings. If you take the right courses in high school, you can save up to $3000 in college tuition. Students who take the college credit courses available in high school could earn an Associate Degree within one year after high school or along with a high school diploma.

Technology Centers That Work (TCTW)
Mercer County Technical Education Center is a member of The Technology Centers That Work (TCTW) school improvement initiative. This initiative was formed in 2007 through the Southern Regional Education Board to help these shared-time centers review and implement the actions needed to produce high-demand, high-wage graduates who will be leaders in their selected careers. The network now includes more than 180 sites in 18 states.

TCTW Key Practices for Improved Student Achievement
- High expectations
- Program of study
- Academic studies
- Career/technical studies
- Students actively engaged
- Guidance
- Teachers working together
- Work-based learning
- Extra help/transitions
- Culture of continuous improvement

SKILLS PERFORMANCE EXAM
Performance assessments are designed to judge student abilities to apply specific knowledge and research skills in a “hands-on” platform. Performance assessments often require the student to manipulate specialized equipment to solve a problem or make an analysis. Rich performance assessments should reveal a variety of problem solving approaches, thus providing insight into a student’s level of conceptual and procedural knowledge.
**MCTEC Embedded Credit Program List**

Students may earn Embedded Credits as a result of an Innovation Zone Grant, approval by WVDE, approval by the Mercer County Board of Education, and employment of academic teachers at MCTEC.

- Embedded credit may only be awarded to Career and Technical Education program Completers.
- Students must have successfully completed a minimum of four courses in a concentration and passed the EducateWV (formerly Global 21) Performance Assessment and/or Industry Certification in an approved program to qualify as a CTE Completer.

<table>
<thead>
<tr>
<th>CTE Pathway</th>
<th>Embedded Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agribusiness Systems Technology</td>
<td>Biology, Physical Science, General Art 1</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Technical Communication</td>
</tr>
<tr>
<td>Business/Accounting/Administrative Support</td>
<td>Technical Communication</td>
</tr>
<tr>
<td>Careers in Education</td>
<td>Technical Communication, Psychology</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Technical Communication, Geometry</td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td>Technical Communication</td>
</tr>
<tr>
<td>Computer Systems Repair Technology</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Technical Communication, Anatomy/Physiology, Art, Health</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Technical Communication, Anatomy/Physiology, Health</td>
</tr>
<tr>
<td>Drafting/CADD</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Technical Communication, Art</td>
</tr>
<tr>
<td>Health Science Technology</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>JROTC</td>
<td>Civics, Health, Physical Education</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>Marketing Management: Sports, Entertainment and Recreation</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>Masonry</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
<tr>
<td>Pre-Engineering/Project Lead The Way</td>
<td>Technical Communication, Geometry</td>
</tr>
<tr>
<td>Project STRIVE</td>
<td>Health</td>
</tr>
<tr>
<td>Welding</td>
<td>Technical Communication, Conceptual Math</td>
</tr>
</tbody>
</table>

*Technical Communication qualifies as an English Elective credit.*
**TELEPHONE RULES**
The school phone number is (304) 425-9551.
- Students will not be called from class to the phone only in the case of an emergency.
- Students are not allowed to make outgoing calls from the classroom.
- Phone calls will not be referred to the classroom during instructional time without permission from the director. A message will be left for the instructor to return the call.

**CELL PHONES**
Students may house a cellular phone or other portable communication device on school property, including school buses, *provided* that (1) they submit to the principal and/or director the required permission form signed by both the student and his legal parent/guardian; and (2) that the device remains turned off during the instructional day (including lunch) and remains in the student’s car, locker, or other storage place as directed by the principal and/or director. If a student uses or possesses such a device other than as permitted in this policy, in addition to other **Level 1** disciplinary sanctions that may be imposed, the device will be confiscated from the student and returned only to the student’s parents.

**ELECTRONIC ENTERTAINMENT DEVICES**
Students should not have iPods, computer games, audio or video recording devices, laser lights or other electronic devices in the classroom.

Students may not record (audio or video) classroom activities without permission of the director.

**STUDENTS’ VEHICLES**
Adult student parking is located in the Hunnicutt Stadium Complex.
Permits will be allotted to adults as available due to a limited number of parking spaces at a charge of $25.00. Applications for parking permits are available and must be kept on file at the MCTEC office. The permit must be displayed while on school property. **No student will be permitted to drive to MCTEC from the county high schools.**

The security of staff, students and property are of utmost importance. Cooperation from all persons is expected.

**Expected Behaviors in Safe and Supportive Schools**
1. All students enrolled in a Mercer County Public school shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
2. Students will help create an atmosphere free from bullying, intimidation, harassment, and violence.
3. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
4. Students will demonstrate responsibility, use self-control, and be self-disciplined.
5. Students will demonstrate fairness, play by the rules, and will not take advantage of others.
6. Students will demonstrate compassion and caring.
7. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

Students will refrain from carrying book bags, backpacks, duffel bags, or any other large container used for carrying textbooks or instructional supplies throughout the school building. (All such containers shall be kept in the students’ lockers or, in the absence of a locker, the designated location for storage of such items during the instructional day.)
# MERCER COUNTY TECHNICAL EDUCATION CENTER
## DISCIPLINARY PLAN OF ACTION

### Nature of Offense

<table>
<thead>
<tr>
<th>Nature of Offense</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect for Self</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display of Affection / Kissing</td>
<td>TD</td>
<td>D</td>
<td>3S</td>
</tr>
<tr>
<td>Inappropriate Dress</td>
<td>AD / PC</td>
<td>AD / PC</td>
<td>3S</td>
</tr>
<tr>
<td>Possession of drugs, alcohol, &amp; other controlled or illegal substances or paraphernalia</td>
<td>9S / PI</td>
<td>PEX</td>
<td>EX</td>
</tr>
<tr>
<td>Smoking or Spit Tobacco</td>
<td>TS / CC / PC</td>
<td>CC / CS / PC / S</td>
<td>CC / CS / PC / S</td>
</tr>
<tr>
<td><strong>Respect for Fellow Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggressive Behavior</td>
<td>AD</td>
<td>3S</td>
<td>5S</td>
</tr>
<tr>
<td>Disorderly Conduct / Horseplay</td>
<td>TD</td>
<td>AD</td>
<td>3S</td>
</tr>
<tr>
<td>Fighting, Assault, Sexual Assault</td>
<td>S / PI / PEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harassing Another Student / Bullying</td>
<td>AD / PC</td>
<td>5S</td>
<td>9S</td>
</tr>
<tr>
<td>Obscene Gestures</td>
<td>AD</td>
<td>3S</td>
<td>5S</td>
</tr>
<tr>
<td>Stealing or Possession of Stolen Property</td>
<td>AD</td>
<td>5S</td>
<td>5S</td>
</tr>
<tr>
<td>Threatening Another Student, Verbal Confrontation, Sexual Harassment</td>
<td>Mediation and / or suspension up to five days depending on the severity of the situation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Throwing Objects</td>
<td>TD</td>
<td>AD</td>
<td>3S</td>
</tr>
<tr>
<td>Vulgar / Profane Conduct Toward Another Student</td>
<td>AD</td>
<td>3S</td>
<td>6S</td>
</tr>
<tr>
<td><strong>Respect for Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to Obey a School Employee</td>
<td>AD</td>
<td>3S</td>
<td>9S / PEX</td>
</tr>
<tr>
<td>Insubordination / Defiance</td>
<td>AD / 3D</td>
<td>5S</td>
<td>9S</td>
</tr>
<tr>
<td>Insubordination / Disrespectful</td>
<td>AD</td>
<td>PC &amp; 2D OR 3S</td>
<td></td>
</tr>
<tr>
<td>Obscene Gestures</td>
<td>AD</td>
<td>3D</td>
<td>3S</td>
</tr>
<tr>
<td>Profanity Directed at Staff Member</td>
<td>3S</td>
<td>5S</td>
<td>9S</td>
</tr>
<tr>
<td>Skipping Detention</td>
<td>SD (if available)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threatening a Staff Member</td>
<td>AD/PI/EX</td>
<td>AD/PI/EX</td>
<td>AD/PI/EX</td>
</tr>
<tr>
<td><strong>Respect for Learning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking Classroom Rules</td>
<td>TD</td>
<td>AD</td>
<td>S</td>
</tr>
<tr>
<td>Cheating</td>
<td>TD</td>
<td>AD</td>
<td>3S</td>
</tr>
<tr>
<td>Electronic Device in Class / Shop</td>
<td>TD/Confiscation</td>
<td>Confiscation / PC</td>
<td>Parent Pick Up</td>
</tr>
<tr>
<td>Inadequate Books / Materials</td>
<td>TD</td>
<td>AD</td>
<td>D</td>
</tr>
<tr>
<td>Interference With Educational Process</td>
<td>TD</td>
<td>AD</td>
<td>S</td>
</tr>
<tr>
<td>Skipping (Unauthorized Absence from Class)</td>
<td>PC / D</td>
<td>PC / AD</td>
<td>1SD (if available)</td>
</tr>
<tr>
<td>Sleeping in Class</td>
<td>TD</td>
<td>AD</td>
<td>D / ISS</td>
</tr>
<tr>
<td>Tardiness</td>
<td>W</td>
<td>PC</td>
<td>D</td>
</tr>
<tr>
<td>Truancy</td>
<td>W</td>
<td>PC / D</td>
<td>D</td>
</tr>
</tbody>
</table>

### Nature of Offense

<table>
<thead>
<tr>
<th>Nature of Offense</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized Area</td>
<td>AD</td>
<td>3S</td>
<td>5S</td>
</tr>
<tr>
<td>NATURE OF OFFENSE</td>
<td>OFFENSE</td>
<td>1st</td>
<td>2nd</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>(Parking Lot, Halls, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect for School Building / Rules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>EX / PI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of Weapons</td>
<td>EX / PI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampering With Fire Extinguisher / Safety Equipment / False Alarm</td>
<td>3-5S</td>
<td>7-9S</td>
<td>PEX</td>
</tr>
<tr>
<td>Vandalism</td>
<td>AD</td>
<td>AD</td>
<td>AD</td>
</tr>
</tbody>
</table>

AD ...................... Administration Discretion  
CC ...................... Court Cost  
CS ...................... Community Service  
D ...................... Detention (After school detention coordinated with home school)  
EX ...................... Expulsion  
PC ...................... Parent Call  
PEX .................... Possible Expulsion  
PI ........................ Police Involvement  
S ......................... Suspension  
SD ................. Saturday Detention (if available)  
TD ........................ Teacher Discretion  
W ........................ Warning  
TS ....................... Tobacco Cessation Class (Home schools will make arrangements)  
ISS ........................... In-School Suspension

**CAMPUS SECURITY**  
School personnel and students are strongly advised and encouraged to report crimes and / or suspicious behavior or activity to the school’s administrative staff by calling the school at 304-425-9551 or reporting incidents directly to any school official including administrators, counselors, or teachers. Any person may also report crimes by dialing 911.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, personal effects of a student, student lockers or student automobiles. Administration may seize any illegal, unauthorized or contraband materials discovered in the search. Please refer to Mercer County Schools Policy JFGA.
INFORMATION / PUBLIC INVOLVEMENT
The goal of MCTEC and of the Mercer County Board of Education is to provide every student the opportunity to achieve a quality education in the safest possible environment. If, at any time, a student feels that he / she needs to report a problem, they should do so immediately by speaking with the teacher, counselor or administration. The school encourages “public involvement” in crime prevention within school property areas and the surrounding community. It is through the participation and involvement of each person in this school that the goal of providing a safe school campus can be achieved. Call the State Police at 304-425-2101 or the Mercer County Sheriff at 304-487-8364 to report any activity that may hurt students or the school.

THEFT
Students are responsible for personal items that are brought to the school and left from day to day. MCTEC IS NOT responsible for the replacement of lost or stolen items.

DELIVERIES
Students will not receive personal deliveries from vendors.

SAFETY REGULATIONS

Fire Drill
MCTEC will follow State Fire Marshal requirements for fire drills. Prior to the first drill, the students will be informed as to how to evacuate the building and report to their destination.

Emergency Evacuations
For an emergency other than a fire, three short bells followed by three long bells followed by three short bells will signal an emergency evacuation. The staff and students are to immediately leave the building using the same exits shown for fire alarms. Each instructor’s location will be no closer than 300 feet to the building. Once in the specified area, the instructor will take role to assure that all students are present. No person shall re-enter the building for any reason.

Visitors
All visitors must report to the office before going to any classroom. Students may not bring visitors to class without contacting the office the day before and obtaining permission. A “Visitor’s I.D.” badge will be issued at the appropriate time.

TRESPASSING
Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students are considered to be trespassing if they are present at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member. Students who are trespassing on any school property are subject to arrest and corrective action at school. All visitors must report directly to the office.
LIVE WORK PROJECTS

Personally owned equipment and other projects will be accepted for repair and/or completion in accordance with Board of Education policy. These items must meet the qualifications for each program.

The Mercer County Board of Education assumes no responsibility for the safety, security, or condition of the equipment while it is being repaired; nothing guarantees the completed repairs in any manner. A work request stating this will be completed prior to the equipment entering the property. Please refer to Mercer County Board Of Education policy on Live Work Projects.

The owner of the equipment must understand that work is being performed by students as part of a formal training program. These students are not qualified service technicians. It is not possible for the instructor to be responsible for the work performed by these students.

The owner will be responsible for costs that may include all materials, supplies, and/or parts required to complete the project and other shop fees. All equipment and/or projects will be checked by the instructor prior to acceptance and completed on a first-come, first-served basis. Students will be assigned to the project according to the needs of the curriculum.

While no charge will be made for labor, a coordinating fee of $10.00 will be charged (payable in advance) for all projects accepted and approved by the Director.

Time completion estimates cannot be given.

STUDENT ORGANIZATIONS

Mercer County Technical Education Center strongly recommends that students join the school organizations related to their program. By doing so, students take full advantage of their educational opportunities.

SkillsUSA:
SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled work force. SkillsUSA helps each student excel. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical, and skilled service occupations, including health occupations. SkillsUSA is recognized by the U.S. Department of Education and is cited by the U.S. Department of Labor as a successful model of employer-driven youth development training program. SkillsUSA is also an OSHA Alliance partner.

DECA (An Association of Marketing Students)
DECA is open to students with an interest in marketing, management, hospitality, finance, entrepreneurship, and/or business administration. DECA helps students to develop skills for successful business careers, build self-esteem, experience leadership, and practice community service. DECA members create friendships with like-minded people from all over the world at career and leadership conferences and build resumes that move them to the top of the job and college application list.

Health Occupations Students of America (HOSA)
HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership.
**Future Business Leaders of America (FBLA)**
The Future Business Leaders of America (FBLA) is a national youth organization for all students currently enrolled in at least one business course in high school. The local youth organization operates as an integral part of the school business program under the guidance of business teachers, school administrators, businessmen, and the State Department of Education.

**Future Farmers of America (FFA)**
"Future Farmers of America" was founded by a group of young farmers back in 1928. Their mission was to prepare future generations for the challenges of feeding a growing population. They taught us that agriculture is more than planting and harvesting-- it's a science, it's a business and it's an art. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

**Future Educators Association (FEA)**
The Future Educators Association (FEA) is student organization dedicated to supporting young people interested in education-related careers. We are a national community of more than 10,000 student and mentor participants in school-based, grow-your-own-teacher programs. Since over 60% of teachers teach within 20 miles of where they went to high school, every community has an interest in proactively recruiting and supporting their next generation of local educators. This four-course program of study, known as "Careers in Education," was developed by the West Virginia Department of Education. The program is designed for high school students. Each course includes a description, standards, objectives, performance descriptors, and assessments.

**National Technical Honor Society**
The MCTEC Chapter of the National Technical Honor Society recognizes students who have achieved excellence in vocational studies. Each year, eligible students are honored during an induction ceremony held at MCTEC. The National Office of the NTHS sends letters of recommendation to prospective employers.

In order to qualify for membership, students must have and maintain a 3.0 average in career-technical education, demonstrate leadership ability, and have good attendance and behavior with no disciplinary referral forms. Teachers submit candidate’s names to the administration who review the applications and approve the final selection of members. Students are urged to strive to attain this high honor.

**ADULT PROGRAMS**

**Adult Admission Procedure**
1. Complete an admission application.
2. Take a pre-entrance test for that program of study.
3. Go through the interview process with the instructor.
4. Make all financial arrangements with the financial aid officer.
5. Agree and submit to a drug screening and background check.
6. Agree to abide by all rules and regulations of MCTEC and the Mercer County Board of Education.

In order to maintain Satisfactory Academic Progress (SAP), as it pertains to Title IV Funding, a student must meet the following requirements:

1. Maintain a “C” average
2. Complete course within 150% of the originally scheduled course hours
3. Successfully complete at least 90% of assignments (proportionate to attempted assignments to date)
4. Complete at least 75% of scheduled hours (for example, from 0-450 hours, student must have completed at least 337.5 hours)
5. Meet individual program certification requirements

Each student’s progress (grades and hours completed) will be reviewed each payment period.

A student receiving Title IV funding who has not maintained a “C” average and/or completed at least 75% of scheduled hours will be placed on FINANCIAL AID WARNING status. The student must correct their deficiencies and meet SAP by the end of the next payment period.

After a FINANCIAL AID WARNING period, a student not meeting SAP will be withdrawn from the program.

Students who are withdrawn from the program due to SAP must sit out at least 180 days before making re-application. Such students may be re-admitted at the discretion of the Director and Instructor.

**Attendance Policy (Adults In Full-Time & In Secondary Programs)**

Regular attendance is necessary for satisfactory completion of the course. Students are required to attend class and arrive promptly.

The regular school calendar approved by the Mercer County Board of Education will be followed. (This calendar differs for the Practical Nursing, Cosmetology and Dental Assisting programs.)

In order to receive a certificate of completion, a student may **not miss more than 10 days in an academic year.** These days of absence are your only allowed absences – there is no such thing as an excused absence. Students who miss more than their allowed number of days will be dismissed.

A “day” is defined as the number of hours normally spent in class/clinical. If the class is normally in session for six hours, then six hours absent constitutes a “day” absent (clinical hours per day vary by program area.) Any time a student is not in class/clinical, he/she is considered absent. This includes being tardy, returning late from lunch, or leaving before the end of the class period. A student will be counted tardy if he/she is not at his/her workstation and ready to start when the tardy bell rings. **Three tardies or three times leaving early equals one day absent.** See policy j-10 for more details.

Make-up absences may be possible through approval by the teacher and administration. If school is canceled due to inclement weather, the day does not count toward the 10 days of absences. **Practical Nursing, Cosmetology and Dental Assisting have their own attendance policy, which is explained in the handbook for that program.**

**Re-Admission Policy**

A student may be re-admitted to a program if:

1. The student was maintaining satisfactory progress at the time they originally withdrew from their program of study, or, if NOT maintaining satisfactory progress, have been out of school at least 180 days,
2. All tuition and fees due at the time of their withdrawal from school have been paid
3. The instructor has accepted the student back into the program
4. The student has made satisfactory arrangements to pay course costs.
5. The Practical Nursing program has its own policy regarding readmission in their handbook.

**Charges for Returning Students:**

1. Tuition will be based upon the number of hours the student requires (as determined by the course instructor) to satisfactorily complete the program times the current hourly tuition rate
2. Re-admission fees, testing, and/or licensing fees as determined by the program materials.
All students who are re-admitted after being dismissed for failure to maintain satisfactory progress will be re-admitted ON PROBATIONARY status. The terms of probation will be discussed and outlined by the instructor prior to the student’s re-admission.

**Transfer**

In some programs where courses are similar, transfer credit may be accepted. A transcript of grades must be presented before the class begins for approval to be granted. This decision will be made by the instructor and administration. A copy of the transcript will be retained in the students file.

**Financial Aid Services**

Financial assistance is available to those students who qualify. The primary source of financial aid at MCTEC is the Federal Pell Grant. The Federal Pell Grant does not require repayment and is available to assist eligible students with tuition and school related expenses. Eligibility for the Pell Grant is based on the student’s prior year’s income, family size, and selected program of training. Financial Aid information is available in the Financial Aid Office. See Student Services Facilitator.

An enrollment period consists of half the total required hours for the program. For example, the enrollment period for a 900-hour program is 450 hours.

**If a student withdraws:**

- Prior to the first day of class – 100% refund
- From start to 10% enrollment period – 75% refund
- From 10.1% to 25% of enrollment period – 50% refund
- Over 25% completion of enrollment period – 0% refund

**Return Of Title IV (Pell Grant) Funds Policy**

This institution participates ONLY in the Federal Pell Grant Program. A student’s withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant disbursement for that payment period. This is a separate calculation from the institutional refund policy.

**Breakdown Of Payment Periods**

- 1080 hour programs – 2 (450 hour) payment periods
- 1310 hour programs – 2 (450 hour) payment periods
- 1800 hour programs – 4 (450 hour) payment periods

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours or completed hours through the student’s last date of attendance by the hours in the payment period (450). After 60% of the payment period is completed, there is no return of Title IV (Pell) funds. The amount of Pell Grant earned is calculated by multiplying the total amount of Pell Grant that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Pell earned and subtracting it from the amount of Pell
disbursed. The institution’s share of the amount to be returned is calculated by multiplying the institutional charges (registration fee, application fee, lab fees, and tuition) by the percentage of time not enrolled. The student’s share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student’s share is then divided in half, and must be repaid to the school within 45 days of notification of the repayment due, or the student’s account will turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further federal financial aid.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student’s unearned Pell before any funds are disbursed to the student. Should the school’s return of federal funds result in a balance due the school, the student will be billed.

For example: A student attends 225 hours of a 450 hour payment period, or 50% of the payment period. The institutional charges for the period of enrollment are $750, and the Pell Grant disbursement was $1000. The unearned Pell Grant is 50% of $1000 or $500. The institutional share of the unearned Pell is 50% of $750 or $375. The student’s share of the unearned Pell Grant would be $500 - $375 or $125—but the student only has to return half this amount or $75. The student would also be billed by the school for the $375 of institutional charges due to the school as a result of the amount returned by the school. The student would be obligated to repay the $75 to the U.S. Department of Education, even though they might have spent their entire refund on books and other school-related expenses.

**Adult Evening Program Refund Policy**

Refunds will be made according to MCTEC’s policy and Title IV Regulations. A student officially withdraws by submitting a withdrawal form to the instructor or to the office of the Director. Giving notice to the instructor or failing to attend class is not official notice of withdrawal. Contact Student Services Facilitator for more information.

Veterans eligible under Title 38, who fail to enter, withdraw, or drop prior to completion of a course, are refunded subject to limitations set in VA regulations. Refunds will be determined according to Federal Regulations for students, receiving aid from Title IV or Federal funds, who withdraw from school. Contact Cathy Moore for details.

**Drug and Alcohol Abuse Prevention**

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum includes—

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study, of:

   Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

   A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.

   A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

A clear statement that the Institution will impose the disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

Determine its effectiveness and implement changes to the program if they are needed.
Ensure that its disciplinary sanctions are consistently enforced.

 Mercer County Technical Education Center

 Grievance Procedure

1.0 Purpose

This grievance procedure has been established to provide the student a means to find solutions to problems which occur while attending Mercer County Technical Education Center.

2.0 Procedures

Informal: Any student or group of students who feel they have a valid grievance may request a meeting with an instructor to seek a satisfactory solution to a problem.

Step I: Should the grievance not be resolved informally with an instructor, either party may request a meeting with the MCTEC Retention Facilitator within five working days.

Step II: If no satisfactory solution is found in Step I, either party may request a meeting with the MCTEC Director within five working days.

Step III: If no satisfactory solution is found in Step II, the problem may be presented in writing to the Title IX Coordinator of Mercer County Schools at 1403 Honaker Avenue, Princeton, WV 24740.

Step IV: If the problem remains unsolved to the satisfaction of either party, it may be presented in writing to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. (COE may also be contacted at 800-917-2081.)
MERCER COUNTY PUBLIC SCHOOLS

ACCEPTABLE USE POLICY FOR TELECOMMUNICATIONS AND COMPUTER NETWORKS

As a telecommunications and computer user, I agree to follow the rules and policies in all my work while attending Mercer County Public Schools.

I understand WV Policy 2460, its intent and implications for acceptable use, privileges, network etiquette, reliability, security and vandalism.

1. I recognize all telecommunications and computer network users have the same rights to use the equipment; therefore,
   - I will not play games or use the resources for non-academic activities when others require the system for academic purposes;
   - I will not waste or take supplies such as paper, printer ribbons and diskettes that are provided by the school;
   - I will avoid excessive use of network hard disk space by removing any file that has not been used within one month.

2. I recognize that programs, including software, are protected by copyright laws; therefore,
   - I will not make unauthorized copies of software found on school systems for my own personal use. I will respect the integrity of electronic mail, bulletin boards and other materials.
   - I will not give, lend, or sell copies of programs, software or other material without the expressed written consent of the copyright owner. I will only copy material clearly marked as shareware or public domain.

3. I recognize that the work of all users is valuable; therefore,
   - I will protect the privacy of others’ areas by not trying to learn their passwords;
   - I will not copy, change, read, or use files in another user’s area without that user’s permission;
   - I will not attempt to gain unauthorized access to system programs or computer equipment;
   - I will not create or introduce any virus which may destroy files or disrupt service to others;
   - I will not attempt to gain access to any material that is pornographic in nature;
   - I will not download information onto the hard drives of any computer for permanent storage.

4. I recognize that the computer networks are to be used as educational tools to support the mission of Mercer County Schools; therefore,
   - I will not transmit any materials in violation of any U.S. or state regulation, including, but not limited, to copyrighted material, threatening or obscene material, or material protected by trade secret.
   - I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means;
   - I will not use the network for commercial activities, product advertisement, or political lobbying.

5. Use of computer networks is a privilege, not a right. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges.
USER (Student)
Please sign

I understand and will abide by the Acceptable Use Policy for Telecommunications and Computers. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

User’s name: (Please print) ________________________________________________

User’s signature: ___________________________ Date ___________

PARENT
(Must be signed for access)

I, the parent/legal guardian of __________________________________________ have read and understand the implications, legal and otherwise, regarding the proper use of and access to these services. I have discussed the Mercer County Telecommunications policy with my child. I understand that this access is designed for educational purposes. The Mercer County Board of Education has taken precautions to remove and limit access to controversial material but it is impossible to remove all such materials so I accept responsibility for supervising my child if access is obtained outside the educational setting. I agree that misrepresentation and unauthorized use of this material will result in appropriate disciplinary action by the school or the Mercer County Board of Education.

Parent /Legal Guardian’s name: (Please print) ______________________________

Signature: ___________________________ Date: __________________
Expected Behaviors of Safe and Supportive Schools
(For West Virginia Students)

Student’s Name (Print): _______________________________________________________

In order to have the opportunity to reach their potential, students in West Virginia public schools shall:
 Behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal social development.
 Help create an atmosphere free from bullying, intimidation, and harassment.
 Demonstrate honesty and trustworthiness.
 Treat others with respect, deal peacefully with anger, use good manners, and be considerate of others’ feelings.
 Demonstrate responsibility, use self-control, and be self-disciplined.
 Demonstrate fairness, play by the rules, and not take advantage of others.
 Demonstrate compassion and caring.
 Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

_________________________________________  __________________________
Student’s Signature                              Date

STUDENT ACKNOWLEDGMENT

As a student at MCTEC, I have received, read, and understand the following:
 My personal copy of the MCTEC Student Handbook for the 2014-2015 school year
 Rules, regulations, and policies of MCTEC
 Information/public involvement
 Financial Aid
 Refunds
 Parking regulations
 Picture policy

_________________________________________  __________________________
Student’s Signature                              Date

RECORDING / REPRODUCTION CONSENT FORM

I consent for all purposes to the recording, reproduction, and other uses of audiotapes, videotapes, and/or photographs of me (with or without the use of my name) by MCTEC and the Mercer County Board of Education in all forms and media throughout the world, and in all manners including television broadcast, program advertising, illustration, promotion, display and editorial. I understand that nothing shall require you to include me in any program or advertising or to broadcast any program or advertisement.

I hereby acknowledge that all material in which I appear is true in content and based on fact, and that any demonstration or activity depicted in the material is an accurate portrayal of such fact(s) and will in no way mislead the audience.

In giving this consent, I release the Mercer County Board of Education from liability for any violation of any personal proprietary (owner) right I may have in connection with such recording, reproduction or use.

Student’s Signature: __________________________  Date: ____________________

Parent’s Signature (If Minor): __________________________  Date: ____________________
PARENTAL/GUARDIAN PERMISSION TO HOUSE
CELLULAR TELEPHONES OR OTHER COMMUNICATION DEVICE ON SCHOOL PROPERTY

By signing below, I give permission for _______________________________ (Please print name of student.) to house a cellular telephone, or other portable communication device on school property during the regular school day. My child and I have reviewed and understand the regulations outlined below:

1. The use of any portable communication device such as cellular telephones, or other portable communication devices is prohibited on school property during the regular school day as established by Mercer County Schools.

   Possession or use of portable communication devices other than as permitted in this policy is a Level 1 violation. In addition to other Level I disciplinary sanctions listed under 3.3.B., the device will be confiscated and returned only to the student's parents/guardians.

2. Students are allowed to bring portable communication devices within a school building or on a school bus during the school day only under the following guidelines:

   High school and middle school students may have the privilege to bring a portable communication device into the school building if
   ▪ The parent or guardian has requested on the proper form for the student to have the privilege to be allowed to house a portable communication device in his/her locker during the regular school day.
   ▪ The student, under no circumstances, uses or displays this communication device during the regular school day.

   Elementary school students may have the privilege to bring a portable communication device into the school building if
   ▪ Parents file a request and the principal approves the request, based on legitimate reasons, such as the safety or well-being of the student. If the request is approved, the principal will give directions as to the housing of the portable communication device during regular school hours.

3. Portable Communication Devices on Regular Bus Runs
   ▪ The use or display of portable communication devices on a bus is prohibited. These devices may be transported, but must be concealed in a backpack, pocketbook, etc.

4. Cars
   ▪ Portable communication devices are permitted in vehicles on school property, but the use of these devices is prohibited during the established regular school hours.

5. After-School Activities
   ▪ Mercer County Schools will allow the use of portable communication devices during after-school activities. Any evidence of malicious use will result in disciplinary action.
   ▪ Mercer County Schools will assume no responsibility in any circumstances for the loss, theft, damage, or phone bills related to portable communication device devices as specified on the form.

_____________________________________________________    ____________________________
Signature of Parent/Guardian Date

_____________________________________________________   ____________________________
Signature of Student Date