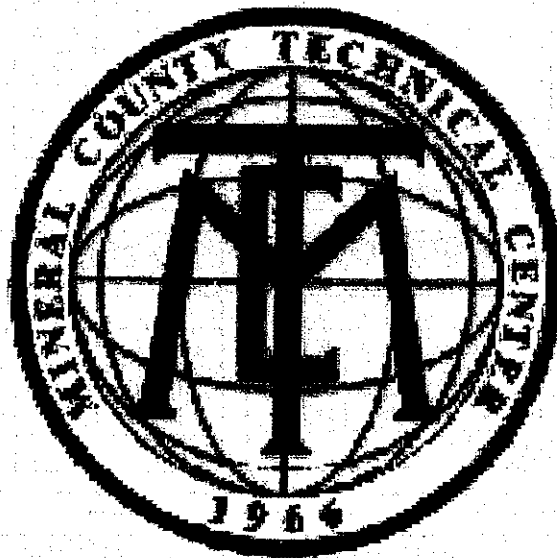


Mineral County Technical and Adult Education Center

"A Center for Advancing Technology"



**Secondary Handbook
2012-2013**

Mineral County Schools 2012-2013 SCHOOL YEAR CALENDAR

20 First day for teachers
23 First day for students

Kindergarten
Home Visits - Aug. 23, 24, 27
Classes Begin - Aug. 28

Pre-Kindergarten/Head Start
Home Visits: Aug. 23,24,27,28,29
Orientations - Aug. 30-31

AUGUST '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '12						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SAFE SCHOOLS HELPLINE
1-800-418-6423 Ex. 359
24-Hour Toll-Free

3 Labor Day - no school

Pre-Kindergarten/Head Start
Classes Begin - Sept. 4

8 Instructional Support Day
(Students may attend two hours as scheduled.)

OCTOBER '12						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4 Daylight Saving Time ends

6 Election Day - no school

12 Veterans Day - no school

19-23 Thanksgiving Break-no school

21 Instructional Support Day
(Students may attend two hours as scheduled.)

24-31 Christmas Break - no school

DECEMBER '12						
S	M	T	W	Th	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JANUARY '13						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day

16 Accrued Instructional Time Day
Last day of 1st semester
(Students do not attend.)

21 M.L. King Jr. Day - no school

18 Instructional Support Day
(Students may attend two hours as scheduled.)

25 Staff Development - no school

FEBRUARY '13						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH '13						
S	M	T	W	Th	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8 OS Day-no school
(Possible make-up day.)

10 Daylight Saving Time begins

29 Easter Break - no school

1 Easter Break - no school

2-5 OS Days-no school
(Possible make-up days.)

8 Instructional Support Day
(Students may attend two hours as scheduled.)

APRIL '13						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '13						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Memorial Day- no school

31 MCTC Graduation 7:00 p.m.

2 FHS Graduation 4:00 p.m.
2 KHS Graduation 7:00 p.m.

5 OS Day-no school
(Possible make-up day.)

6 Instructional Support Day

7 Staff Development Day
(Students do not report.)

10 Last Day for Teachers
(Prep. for closing schools)
(Students do not report.)

JUNE '13						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

This Calendar contains 180 instructional days. Days missed must be made up using non-instructional days.

Emergency closing of schools will be posted on the web site
<http://boe.mine.k12.wv.us>
Radio stations will broadcast frequent announcements.
Please do not call the radio stations.

Grading Periods End	
October 4	March 1
November 26	April 23
January 16	June 6

Progress Reports Distributed	
October 11	March 7
December 3	April 30
January 24	June - TBA

Welcome To

**Mineral County Technical and Adult Education Center
"A Center For Advancing Technology"**

MISSION STATEMENT

The Mission of the Mineral County Technical Center is to serve secondary, adult, post-secondary students, including all special populations, in Mineral County and the immediate area. The underlying purpose of career and technical education is to provide the necessary career and life skills for the work force and the educational demands of a changing society.



Student's Name _____

MESSAGE FROM THE DIRECTOR

Welcome to the Mineral County Technical and Adult Education Center. Our focus is on ensuring students will acquire the skill sets necessary for success in post-secondary education and the 21st Century workplace. The Mineral County Technical and Adult Education Center provides career and technical training for students and adults in Mineral County, as well as, Hampshire, Hardy, Grant, Allegany and Garrett counties.

Today's job market is placing an ever increasing demand on effective communications, problem solving abilities, teamwork/collaboration skills, technology applications and work ethics. The Mineral County Technical and Adult Education Center programs stress career skills and technical knowledge necessary for employment, post-secondary education and advanced occupational placement.

Adult students interested in opportunities at the Center should contact the Center for enrollment information. Various forms of financial aid are available for adult enrollment. Investing in training is investing in your future. The 21st Century will challenge everyone to be academic, as well as, technically literate. Training and retraining will be necessary for success. The Mineral County Technical and Adult Education Center can serve you.

Please give us a call at (304) 788-4240.

This Program Guide is certified as true and correct in content and policy and is enforced by school officials.

W. Scott Staley, Director/Principal

Jackie Beverlin, Assistant Principal

**MINERAL COUNTY TECHNICAL AND
ADULT EDUCATION CENTER**

BELL SCHEDULE

8:05	First Block Begins
8:20	FHS Arrives
9:35	First Block Ends
9:38	KHS Buses Depart
9:40	Second Block Begins
9:46	KHS Arrives
11:05	FHS Departs
11:08	KHS Departs
LUNCH	
11:50	Third Block Begins
1:20	Third Block Ends
1:50	Fourth Block Begins
1:55	KHS Arrives
3:10	Fourth Block Ends

HOLIDAY/SCHOOL RELEASE/EVENTS SCHEDULE FOR SCHOOL YEAR 2012-2013

August	23	First Day for Students
September	3	Labor Day – No School
October	4	First Grading Period Ends
	8	Instructional Support Day (Students may attend two hours as scheduled)
	11	Report Cards
November	4	Daylight Savings Time Ends
	6	Election Day – No School
	12	Veteran’s Day – No School
	19-23	Thanksgiving Break – No School
	26	Second Grading Period Ends
December	3	Report Cards
	21	Instructional Support Day (Students may attend two hours as scheduled)
	24-31	Christmas Break – No School
January	1	New Year’s Day – No School
	16	Third Grading Period Ends
	16	Last Day of 1st Semester
	16	Accrued Instructional Time Day (Students do not attend)
	21	Martin Luther King’s Birthday – No School
	24	Report Cards
February	18	Instructional Support Day (Students may attend two hours as scheduled)
	25	Staff Development Day – No School
March	1	Fourth Grading Period Ends
	7	Report Cards
	8	OS Day – No School (Possible Make-Up Day)
	10	Daylight Savings Time Begins
	29	Easter Break – No School
April	1-5	Easter Break – No School (2-5 OS Days – Possible Make-Up Days)
	8	Instructional Support Day (Students may attend two hours as scheduled)
	23	Fifth Grading Period Ends
	30	Report Cards
May	14-17	WESTEST2
	27	Memorial Day – No School
	31	MCTC Graduation @ 7:00 PM
June	2	FHS Graduation @ 4:00 PM
	2	KHS Graduation @ 7:00 PM
	5	OS Day – No School (Possible Make-Up Day)
	6	Instructional Support Day – (Students may attend two hours as scheduled)
	6	Sixth Grading Period Ends
	7	Staff Development Day – (Students do not report)
	10	Last Day for Teachers (Prep. For closing schools – Students do not report)
	TBA	Report Cards

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ACCIDENTS

Any accident which results in bodily injury (no matter how minor) must be reported to the instructor of the class immediately. An accident report must also be filled out by the instructor and filed with the administration. Serious accidents must be reported to the administration immediately.

AFTER-SCHOOL DETENTION

After-school detention will be used whenever possible. After-school detention will run from 5-7 p.m. on scheduled days. Any student who is assigned after-school detention and does not serve will be suspended from school.

ATTENDANCE PROCEDURES

A. Absence

1. Students must bring an admit from the home high school to be admitted after an absence to the Technical Center. First block students from home high school will bring a parent note to the Technical Center to receive their admit slip.
2. Any student not having an admit must be sent to the Technical Center's office for an admit.

B. Late Arrivals

1. If a student arrives at the Technical Center after class begins, then he or she must sign in at the office to obtain an admit slip. A student will only be allowed **three late arrivals to class per semester**. When the fourth late arrival occurs, the student will receive disciplinary action according to the tardy policy.

C. Early Check-Out From School

1. Students who leave school before assigned time must check out in the office and receive a purple check out slip. This check out slip must be shown to the teacher(s) whose class the student misses. Any student who does not check out or fails to show check out sheet will be charged with an unexcused absence and assigned disciplinary consequences relating to insubordination.

D. School Related Activities

1. It is the students' responsibility to make sure that he or she is not counted absent for participation in a school related activity.

BUS BEHAVIOR

1. Follow direction of bus driver.
2. Stay in your seat.
3. Keep all parts of your body inside bus.
4. No pushing, shoving, cutting the line, or fighting at any time.
5. No eating, drinking, or tobacco use permitted.
6. Any disciplinary action referred to the administration from the bus driver will result in at least suspension from riding the bus for a period of time. More severe actions will result in additional out-of-school suspensions.

CERTIFICATE OF COMPLETION

Students who successfully complete a technical program, including required assessments, and graduate from high school or its equivalent (GED®) will receive a certificate of completion. Students who are withdrawn from an Internship, Clinical, Co-Op Program, or AYES will receive an "F" and will be ineligible for a certificate.

Note: A ceremonial certificate is provided only for those who participate in Technical Center graduation ceremonies. A person who is eligible for a certificate and not participating in graduation ceremonies will receive a card indicating completion of center and technical programs.

INDUSTRY CREDENTIALS AND CERTIFICATION EXAMS

One of the top priorities of career and technical education and Mineral County Schools, is for students to have the opportunity to earn industry recognized credentials upon completion of a technical education program. As competition plays an ever increasing role in today's economy, more and more employers will look to credentials as a way of assuring a competent and qualified workforce.

The Mineral County Technical Center currently offers industry recognized credentialing exams for Welding, A+ certification, CISCO certification, Pharmacy Technician and Certified Nursing Assistant (CNA).

The Mineral County Board of Education will PAY the cost of the exam for secondary students only. Students must complete the required program of study with a "C" average and obtain instructor permission. This is limited to a one time sitting fee per student.

CHEATING

A student caught cheating on school work will be given a zero for the activity. If more than one student is involved, all will be treated as above. Should there be a second offense, the student(s) involved will again be given a zero for the activity and sent to the office under a severe violation discipline notice. Parents will be notified on each offense by the teacher.

CLOSED CAMPUS

The Mineral County Technical Center is a closed-campus school. The students, once arriving on campus, must remain on campus until their scheduled departure time by bus.

If a student misses a bus going to or from MCTC, that student must report immediately to the office. **No students will be permitted to walk or drive to or from the Technical Center upon missing the scheduled bus.**

DRIVING

1. Secondary students who need to drive to the Mineral County Technical Center must receive prior approval and be in compliance with Mineral County Closed Campus Policy.
 - a. Note: No same day driving permits will be issued except for an emergency approved by the administration.
 - b. Students needing more than one day parking permits will need to get approval from the administration.
2. Students desiring to drive a vehicle to the Mineral County Technical Center for participation in an approved shop-related project must follow steps as outlined:
 - a. Have an approved work order and a driving permit signed by classroom instructor.
 - b. The signed driving permit will be brought to the office where a "one" day permit will be given.
 - c. Driving permit must be signed by parent/guardian prior to MCTC administration signature/issue.
 - d. The permit must be displayed in the vehicle.
3. Students will park in the gravel lot next to the MCTC or designated area per administration.
4. Students must request driving permits a **minimum of 24 hours in advance.**
5. **Students given authorized permission to drive are not permitted to transport any other students to or from the MCTC.** Violation of these rules will result in loss of driving permits and will result in disciplinary action.
6. Students are not allowed to drive and park off campus and walk to the MCTC.
7. **Students are not allowed to ride in a vehicle to MCTC with another student.** Students must ride the school bus.

EMERGENCY BUILDING EVACUATION

Building evacuation may become necessary in an emergency situation.

In general:

1. Walk to the nearest exit. Students are to move quickly and quietly to designated area. Stay with your teacher.
2. If you are somewhere else in the building, walk to the nearest exit. Once outside, report to your teacher.

Note: Unannounced drills will be conducted throughout the school year.

ENROLLMENT PROCEDURES

Any eligible high school student may enroll in technical education programs. Students must apply through their counselors and principals. Enrollment is based on interest and aptitude of the students.

FIRE DRILL PROCEDURE

1. Fire drills are required by law and are an important safety regulation.
2. When the fire alarm sounds, everyone must obey orders promptly and clear the building by the route prescribed by the teacher.
3. Exit the building quickly but orderly. Do not run.
4. Students should take all personal belongings they have in the class except their books.
5. Clear the building a reasonable distance so as not to obstruct others trying to exit.
6. Remain clear of all driveways so as not to hinder the arrival of emergency equipment.
7. Remain with your teacher at all times as they must account for your presence.

GRADING SCALE

93 - 100 = A	75 - 84 = C	0-64 = F
85 - 92 = B	65 - 74 = D	

HOMEBOUND SERVICES

Students who become ill or injured and are unable to attend school for a period of more than three weeks, should contact the home school principal to request homebound services. Due to the nature of the technical course requirements, instruction may be limited or impossible to offer through homebound services. Each request will be reviewed and evaluated on an individual basis.

INSURANCE

Accident insurance coverage is required for all students in shop-related classes or work based learning experiences. This insurance coverage may be private coverage or school accident insurance plan. No student may be an active class member without adequate insurance coverage.

INTER-CURRICULA ACTIVITIES

Students at the Mineral County Technical Center are encouraged to participate in the various clubs and organizations to enhance their learning opportunities and gain leadership skills. As an integral part of their education these inter-curricula activities may involve missing some of their regularly scheduled classes. **Students wishing to participate in activities in which class time is missed must maintain a 2.0 overall average with no "F" in any classes.**

In addition, any student with a record of disciplinary action or excessive absenteeism may be excluded from participation.

LOCKERS

Lockers are issued at the beginning of the school year by classroom teachers to individual students. Student lockers are to be **locked at all times and not shared**. Students are responsible for ensuring that lockers are secure, clean, and free from tape, posters, stick-ups, damage, etc. Locker malfunctions must be reported to the main office. Any student who does not return their lock will be charged a \$5.00 fee.

MAKE-UP WORK

All students shall be given the opportunity and encouragement to make-up all work due to an absence. Making up work is the students' responsibility. It is also recognized that not all learning experience that occurs in a classroom can be made up. Examples of graded activity that cannot be made up are as follows:

1. Class participation
2. Team activities
3. Shop or laboratory work, etc.

Therefore, the student's absence may be reflected in their academic achievement and grades. Students returning to classrooms must request from the teacher, missed assignments. Students will be given one day for the first day absent and one day for each additional absence to make-up assignments missed for each day absent.

MEDICINE ADMINISTRATION

The safe administration of medication is a continuing concern of the school. Every effort will be made to cooperate with parents and family physicians to insure student health. Only medications prescribed by a physician and directed by a parent or guardian are to be administered in Mineral County Schools. All medications will be administered by the designated school personnel.

Parents must send written instructions for administration of short term prescriptions of up to ten days. Only an amount necessary for one week's medication may be sent at any one time.

Instructions should name the medication and specify when the student is to receive the medication. The medicine should be sent to school in the original labeled container from the doctor or pharmacy.

If a student regularly takes a medication over a long period of time, school guidelines requires that a physician complete a "medication form." This form provides more complete instruction by the physician. These forms have been provided to all area physicians and additional forms can be faxed upon request. As an added precaution, long term medication administration is recorded in a medication log which is supervised by the school nurse.

Prescription medicines will be stored securely in the office. The student-patient is to come to the office at the appropriate time for his/her dosage.

Parents are asked to make arrangements with the physician to have medications taken during non-school hours whenever possible.

MISSED BUS

Any student missing the bus to or from the Technical Center is **not** permitted to drive or walk to the other school. Any student missing a bus without justifiable cause will be placed in after-school detention for the first occurrence. Additional occurrences will result in disciplinary action according to the category of insubordination/failure to follow rules category.

The student **must report to the main office** and report that he/she missed the bus.

PARKING

No student of the Mineral County Technical Center can park any vehicle in school parking lots without a parking permit which must have prior approval. In emergency situations the administration must be contacted for approval. Emergency situations will be evaluated on a case by case basis. A parking permit must be displayed on the vehicle, while parked on Technical Center property.

Students are not permitted in parking lots during class times. Only authorized drivers can be in parking areas between classes. Any student who has parked without permission will be handled according to the closed campus procedures or insubordination depending on situation. Students with a driving permit to the MCTC may not transport other students in the vehicle.

PERMISSION TO LEAVE SCHOOL

The following procedures will be adhered to with regard to being excused from school for medical, dental appointments and funerals, etc.:

1. Students must provide administration with a note from parent or guardian stating why the student is requesting to leave upon arrival at the school.
2. Students must sign out after receiving administrative approval.
3. In emergency situations, students may be signed out only after administration has confirmed release with parent/guardian.
4. The administration may check validity of any or all reasons for releases.
5. Students that are 18 years of age or older follow the same school rules regarding permission to leave school.

Note: No student will be released from school without a note from home or a telephone confirmation from parent or guardian.

RELATIONSHIPS (BOY/GIRL)

Students at the Mineral County Technical Center are expected at all times to exhibit work-like behavior. Boy/girl intimate gestures or actions are prohibited while on campus.

Violation of this policy will result in immediate disciplinary action and parent conference.

RESPONSIBLE STUDENTS PROGRAM

STANDARDS AND EXPECTATIONS

1. Bring books, pencils and pens, and paper to class.
2. Safety clothing such as goggles, helmet, steel toed shoes, gloves, chaps, and hearing protection will be worn during laboratory sessions. Students will wear clothing that is consistent with their specific skill area.
3. Students will complete homework assignments and give them to the teacher on or before the due date.
4. Students will be rewarded for three or less absences per semester.
5. Students will demonstrate self-control and respect for their fellow students at all times. Teachers, substitute teachers, and all school staff will be shown respect.

6. Students will be attentive and participate actively in the learning process.
7. Students will not wear clothing which exhibits alcohol, tobacco, or intimate gestures at any time.

RETEACHING

The Responsible Students Program has been developed as a teaching program. As with any instructional program, teachers need to evaluate the acquisition of skills. Students must be provided an opportunity for guided practice before record keeping begins, yet limitations must be set.

Students who experience difficulty in following the standards and expectations receive additional assistance through reteaching. Reteaching will occur in the Individualized Advancement Center at the Technical Center. Instructors will submit a file to the IAC containing information relevant to their specific skill area including the quiz on the six school wide standards.

CITATION INCREMENTS

Five or more Standard Citations requires a referral to the IAC for reteaching.

Should the student continue to accrue citations, before he or she reaches fifteen, the instructor must notify the student's parents of the infraction. A meeting between the instructor, the parent, and the student is optional.

Fifteen or more Standard Citations will be reported to school administration via a discipline form summarizing the infractions. The student is required to participate in one-on-one reteaching, attend counseling with the Assistant Principal, and may be referred to SBAT for follow-up.

SAFE SCHOOL HELP LINE

The attempt is to make the Mineral County Technical Center a safe place for staff to work and students to learn. Unfortunately, there are times when students uncover information which they do not feel that they can share. Whether someone is stealing, using drugs in school or doing other illegal acts, this can hurt our school.

Mineral County Schools have subscribed to a service that will allow our students and parents to relay this information anonymously. If there is a problem that deals with the safety of this school and you can not contact the principal personally, please call 1-800-418-6423 ext. 359.

SAFETY

The rules of safety are constantly emphasized in our school. Industry and business place a premium on safe workers and good safety habits. Your instructors will maintain an on-going safety program throughout your instruction. Be conscientious of your safety and the safety of others. **Unsafe students will be removed from the training programs.**

The following safety rules will be enforced:

1. **Safety glasses will be worn at all times when the student is in work areas.**
2. Proper and safe clothing will be worn at all times.
3. **Work-type shoes will be required for all shop areas.**
4. **Horseplay** will not be tolerated.
5. Students will stay in assigned areas.
6. Hearing protection **must** be used in shops with excessive noise.

Action Steps for Students

Safety is your responsibility! Ultimately you are responsible for your own safety, and for reporting any suspicions or concerns. There is much students can do to help create safe schools. Talk to your teachers, parents and counselors to find out how you can get involved and do your part to make your school safe. Here are some ideas that students in other schools have tried:

1. Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult such as a school psychologist, counselor, social worker, leader from the faith community or other professional. If they are very concerned, seek help for them. Share your concerns with your parents.
2. Organize an assembly and utilize student/staff panelists to share ideas about how to deal with violence, intimidation and bullying.
3. Get involved in planning, implementing and evaluating your school's violence prevention and response plan.
4. Seek solutions to your conflicts through peer mediation and conflict resolution. Employ your new skills in other settings, such as the home, neighborhood and community.
5. Promote student understanding of differences and respect the rights of all.
6. Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
7. Know your school's code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying and intimidating peers.
8. Be a role model. Take personal responsibility by dealing with your anger without physically or verbally harming others.
9. Seek help from your parents or a trusted adult, such as a school psychologist, social worker, counselor or teacher, if you are experiencing intense feelings of anger, fear, anxiety or depression.
10. Only participate in activities that are positive to self and others.

Action Steps for Parents

Safety is your responsibility! Ultimately you are responsible for your own safety and that of your family. Report any suspicions or concerns. It is imperative you are aware of where your children are; what they are doing; and with whom they are associating. Violence is a major concern to parents, students, teachers, staff and the administration of any school.

All staff, students, parents and members of the community must be part of creating a safe community and school environment.

Everyone has a personal responsibility for reducing the risk of violence. We must take steps to maintain order, demonstrate mutual respect and caring for one another, and ensure that children who are troubled get the help they need.

Everyone should have an understanding of the early warning signs that help identify students who may be of concern.

Everyone should be prepared to respond quickly and appropriately in a crisis situation.

Here are some ideas that parents in other communities have tried:

1. Discuss the school's discipline policy with your child. Show your support for the rules and help your child understand the reasons for them.
2. Involve your child in setting rules for appropriate behavior at all times.
3. Talk with your child about the violence he or she sees on television, in video games and possibly in the neighborhood. Help your child understand the consequences of violence.
4. Teach your child how to solve problems. Praise your child when he or she effectively solves problems.
5. Help your child find ways to express anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model the appropriate response for your child and talk about it.
6. Help your child understand the value of accepting individual differences.
7. Note any disturbing behaviors in your child or his/her friends. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, a change in or a lack of friends and/or alcohol or drug use. All of these can be signs of serious problems. Get help for your child. Talk with a trusted professional within the school and the community.
8. Listen to your child if he or she shares concerns about friends who may be exhibiting early warning signs of violence. Share this information with a trusted professional within the school and the community.
9. Be involved in your child's school life by supporting and reviewing homework, talking with her or her teacher(s), and attending school functions such as parent conferences, class programs, open house and PTA/PTO meetings.
10. Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families, and include them in meaningful ways in their children's education.
11. Encourage your school to offer before and after school programs.
12. Volunteer to work with school-based groups concerned with violence prevention. If none exist, offer to form one.
13. Find out if there is a violence prevention group in your community. Offer to participate in the group's activities.

14. Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety.
15. Find out if your employer offers provisions for parents to participate in school activities.
16. Keep lines of communication open with your child even when it is tough. Encourage your child always to let you know where and with who he or she will be. Get to know child's friends.

SEMESTER/END OF COURSE TEST

Semester/end of course test will be given in all courses to test the culmination ability of students. The test will count 15% of the semester average in determining the final grade.

TARDINESS

Tardiness interferes with the orderly conduct of class, and it shall be regarded as a disciplinary problem. Classes shall begin promptly on schedule, and students shall be prepared to respond accordingly. Any student not prepared to begin class shall be considered tardy. Tardiness will be handled as follows:

4th offense - After-school detention

5th offense - Two after-school detentions

6th offense - Severe clause (insubordination)

Further offense will continue to the next level of severe clause (insubordination)

TELEPHONE USAGE

The telephones in the office are for official school business. Any emergency situation must be first reported to the office.

TEXTBOOKS

Required textbooks are provided for secondary students. Books are assigned to each student and are the student's responsibility. The cost of any assigned book not returned will be billed to the student.

VISITORS

All visitors to MCTC must enter through the main entrance and sign-in at the main office. Visitor sign-in procedures include a credential exchange. The credential exchange requires all visitors to sign-in, produce a photograph ID, and be authorized by an authorized school

staff member before building access is permitted. The authorized staff member will retain the photo ID and give the visitor a badge that will be displayed in a visible location. The visitor is to sign-out at the conclusion of the visit. The visitor's photo ID will be returned at that time.

BURGER KING BUSINESS PARTNERSHIP

1. **Attendance Awards** – At the beginning of each semester a ticket for each student is placed in a box. Every week a name is drawn and if that student has had perfect attendance that week they win a \$10 gift certificate. At the end of the semester, all students who have had three or less absences for the semester, are given a certificate for a free sandwich from Burger King. In addition, their names are placed in a box for a drawing for either \$50, (2) \$25, 10 \$10 prizes.
2. **Student of the Month** – Each month five outstanding students are selected by the staff at their faculty senate meeting. These students have their pictures taken for both the school bulletin board and the local newspapers. Students are provided a Student of the Month T-shirt and certificate.
3. **Scholarship** – A scholarship is awarded at our graduation ceremony to a worthy student selected from applications.
4. **Club Travel** – A fourth of all monies collected each year is placed in a travel account which is distributed among the clubs which are active at the center. (FFA, DECA, HOSA, SkillsUSA)
5. **How money is collected** – A fish tank is placed on the counter at the local Burger King. Inside the tank is a small glass. If a customer gets a coin in the small glass they win free merchandise. All coins collected are then presented to the Mineral County Technical Center each month to place in the Burger King account.

NATIONAL TECHNICAL HONOR SOCIETY

Qualified students at the Mineral County Technical Center have the opportunity to become members of the National Technical Honor Society. The purpose of the society is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for its members.

TITLE IX STATEMENT

No person in the United States shall on the basis of race, color, religion, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program, activity or in employment receiving federal financial assistance, or be so treated on the basis of sex under an education program and activities receiving federal assistance.

NOTICE TO PARENTS AND 18 YEAR OLD STUDENTS OF THEIR RIGHTS CONCERNING EDUCATIONAL RECORDS

As a parent or eighteen year old student you have the following rights:

To inspect and review the education records of your child. Upon request of a parent or eligible student, you will be provided an opportunity to examine education records within 45 days of said request.

To a response in regards to a reasonable request for an explanation and interpretation of education records.

To obtain copies of records where failure to obtain such a copy would prevent you from inspecting education records. Copies, when required, will be provided at a fee not to exceed actual cost of reproduction. A fee may not be charged if it prevents a parent or eligible student from inspecting and reviewing records.

To request, in writing, an amendment to the information contained in the education records you believe to be inaccurate or misleading or which violates the privacy or other rights of the student.

To know the types and locations of education records maintained and the titles and addresses of the school officials responsible for those records.

Overall responsibility for records has been assigned to the Coordinator of Psychological Services at Student Services, One Baker Place, Keyser, WV 26726.

Persons responsible for records in each school building are the Principals.

The types and locations of education records maintained by the school system are as follows:

<u>Type of Record</u>	<u>Location</u>	<u>Title & Address of Responsible Official</u>
Cumulative	School	Principal/School Address
Health	School	Principal/School Address
Special Ed./Permanent	Student Services	220 South (Behind Denny's Restaurant) Mailing Address: One Baker Place Keyser, WV 26726

To know that personally identifiable information may be disclosed, without parental consent, from students' education records to school officials and authorities whom the school system determines to have legitimate educational interest. Education records will be forwarded to a school in which a student seeks or intends to enroll.

To know that the school system may disclose, without written parental consent, certain categories of personally identifiable information designated as "directory information" which shall consist of the following:
Student's name, address, telephone listing, date and place of birth, major field of study,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

To refuse to permit the disclosure of any or all categories of personally identifiable information with respect to a student's directory information. You must inform the school system within ten (10) days of notification that such information is not to be designated as directory information with respect to the student.

To a hearing to challenge the content of a student's education record believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

To know that education records may be destroyed subject to the following exception:

- (a) If there is an outstanding request to inspect and review the records.
- (b) Handicapped children's records shall not be destroyed without parent consent.

To know that the school system may presume that either parent of the student has authority to inspect and review the education records of the student unless the school system has been provided with evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation, or custody which provides to the contrary.

To know that the school system must obtain written consent from the parent or eligible student before disclosing personally identifiable information from the education records of the student.

To know a record is maintained of disclosures of personally identifiable information from the education records of a student and you as a parent or eligible student may inspect that record.

To know that you as a parent or eligible student may waive any of the rights under these procedures. However, the waiver must be in writing and signed by the parent or eligible student.

To a translation or interpretation of the records and policies; if the primary language of your home is other than English.

To review the complete school system policy regarding the Collection, Maintenance and Disclosure of Student Data. A copy is available for review at the Mineral County Board of Education Office.

To file a complaint under Section 26 of the Policy concerning alleged failure by the educational agency or institution to comply with the requirements of this policy.

When a parent or eligible student desires to inspect and review the education records of the student, they shall make such a request to the principal.

Parent/Student Rights in Identification, Evaluation and Placement of Students With Disabilities.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
- Have the school district advise you of your rights under Federal law;
- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educating non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- have your child educated in facilities and receive services comparable to those provided non-handicapped students.
- Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
- Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
- Request mediation or an impartial Due Process Hearing related to decision or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in such Hearing and have an attorney represent you. Hearing requests must be made to:
Director of Psychological Services, One Baker Place, Keyser, WV 26726

- Ask for payment of reasonable attorney fees if you are successful on your claim;
- File a local grievance.

The person who is responsible for assuring compliance with Section 504 is:

Director of Psychological Services

Mineral County Schools

One Baker Place

Keyser, WV 26726

Telephone: (304) 788-4200

ASBESTOS NOTICE

Each facility in Mineral County is required to have an Asbestos Management Plan.

You may review the plans of the Mineral County Technical Center by contacting the Director of the Center or the Superintendent of Mineral County Schools.

Most facilities in Mineral County and in the United States contain asbestos.

Asbestos does not present a health risk if it is maintained in a manner required by the Environment Protection Agency (EPA).

CHEMICAL MATERIAL SAFETY DATA SHEETS

Each facility in Mineral County is required to have an MSDS Plan.

You may review the plans of the Mineral County Technical Center by contacting the Director of the Center or the Superintendent of Mineral County Schools.

INTEGRATED PEST MANAGEMENT

The Mineral County Integrated Pest Management Program (IPM) complies with West Virginia Department of Agriculture Emergency Rules Title 61 series 12J.

SCHOOL SAFETY

The Mineral County Technical Center has instituted a video surveillance system covering the grounds and buildings for student and staff safety.

The Mineral County Board of Education holds a zero tolerance when dealing with Drug Free Schools.

SAFE SCHOOL HELP LINE:

1-800-418-6423 EXT. 359