

2026-2027

Student Handbook



Ryan Haught, Director

Chas Bunch, Assistant Director

VISION

“MOVTI...permission to dream, prepared to achieve.”

MISSION

“MOVTI’s mission is to encourage students to transform their dreams into achievements by equipping them with vital skills, adaptability and attitudes for a challenging career and life-long learning.”

STUDENT FORMS

During the first week of school students will be given a handout with a QR code that will link parents to the required online forms. Once a parent inputs and submits the information requested on the link, the parent will need to log in to his or her email account and complete the remainder of the forms. The following student forms will require a parent/guardian to complete:

- *Emergency Card
- *Drug Testing Policy & Permission
- *Technology Acceptable Use
- *Photo Release
- *Pesticide Notification

VISITORS

We invite our parents to visit our facility. The MOVTI invites and encourages groups and individuals from community organizations, business, education, government and the general public to visit and tour our programs and facilities. When visiting the MOVTI, state law requires all guests and visitors to register in the office. Students wishing to bring a guest to school must obtain PRIOR authorization from the office and secure a pass for the guest.

TRANSITION SERVICES

The MOVTI faculty focuses on assisting students to be career ready. This focus may include assisting students to identify what career path he or she wants to pursue following high school; assisting students in gaining employment once the student is a CTE completer; and assisting students in the pursuance of post-secondary education and training following high school.

Assisting students in making the transition beyond high school graduation and having career goals and a solid post-secondary plan are essential components of the transition services offered at MOVTI. MOVTI faculty will assist students in developing the soft skills needed to pursue employment and apply for acceptance into post-secondary educational opportunities. These soft skills may include developing a resume and employment portfolio, practice in completing applications, and practice associated with the skills needed to interview successfully for the workforce or a competitive educational opportunity.

NON-DISCRIMINATION NOTICE

The Mid-Ohio Valley Technical Institute does not discriminate on the basis of sex, race, color, religion, disability, age, national origin, or any other basis in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Mrs. Chastity Bunch, Title IX Coordinator and 504 Coordinator, Mid-Ohio Valley Technical Institute, 2134 North Pleasants Highway, St. Marys, WV 26170. Phone: 304-684-2464.

STUDENT ORGANIZATIONS

The objectives of student organizations are to promote student participation in leadership and career activities. Organizations available to students include the following:

1. SkillsUSA is available to students enrolled in technical and industrial programs.
2. Health Occupations Students of America (HOSA) is available to students enrolled in Medical Professions, Emergency and Diagnostic Services.
3. Educators Rising is available to students enrolled in Grow Your Own Teachers Pathway/Future Educators.

HONOR SOCIETIES

The National Technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Earning membership into the NTHS is an important career investment, respected by business, industry, and education that will add value and

prestige to a student's professional portfolio. Student candidates must meet membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

NTHS members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct.

Membership standards and selection criteria for first year inductees are as follows:

1. Overall GPA of 3.0 or higher on a 4.0 scale;
2. Willingness to attend the NTHS Induction Ceremony;
3. A in technical program – "A" average
4. Instructor(s) and administrator recommendations (MOVTI faculty will consider the personal qualities listed above, as well as attendance, disciplinary records, and participation in other MOVTI student organizations.)
5. Attendance – The student must have good attendance. Good attendance is defined as 93% present for the number of days of school up to the induction ceremony.
6. Good daily work ethic and attitude
7. The student must be working towards being a CTE Program Completer.

***Application Fee Required**

If initial induction occurs during the student's junior year - the student will be recognized as a second year NTHS member during his or her senior year if the student meets the following criteria:

The student must be enrolled in a MOVTI program and meet Standards 1, 3, 4, 5 and 6 from the First-Year criteria.

Students will be eligible to purchase a NTHS graduation stole during the spring of his/her senior year if the student is in good standing and meets the criteria listed above.

The student is responsible for the cost of the stole

PROGRAM COMPLETION GUIDELINES

Students must:

- Successfully complete the four required core courses in the program of study by maintaining a passing grade in each course;
- Successfully complete all requirements associated with the CTE Technical Assessment consisting of the Portfolio & NOCTI

CRITERIA TO EARN A MOVTI GRADUATION CORD

Graduating seniors must successfully meet the following criteria:

Fulfill CTE Completion requirements

CRITERIA TO EARN THE MOVTI GRADUATION COMPLETION CORD WITH HONORS

Graduating seniors must successfully meet the following criteria:

1. Fulfill CTE Completion requirements;
2. Maintain at or above an 80% average in all MOVTI courses;
3. Maintain at or above a 93% attendance rate;
4. Score at or above the "cut score" on the NOCTI assessment;
5. Score at or above a 90% on the CTE Portfolio.

CRITERIA TO EARN THE GOVERNOR'S WORKFORCE CREDENTIAL

Graduating seniors must successfully meet the following criteria:

1. **ACADEMICS:** Maintain a 3.0 or better in all high school course work;
2. **ATTENDANCE:** Attain a verified school attendance rate of 95% or higher in all senior course work;
3. **CERTIFICATIONS:** Secure state-approved industry certifications;
4. **DRUG SCREENINGS:** Pass a minimum of two documented drug screenings during the senior year, not less than 30 days apart;

5. **TECHNICAL SKILLS:** Meet the Governor's Workforce Credential cut-score on the respective state-approved CTE program of study technical assessment; and,
6. Accomplish a minimum score of 95% on the CTE portfolio.

ADMINISTRATION OF MEDICATION

1. Whenever possible, all medications should be administered at home prior to the beginning and / or after the completion of the school day.
2. When it becomes necessary for the MOVTI to administer medication the following procedures are to be followed:
 - A. All prescription and non-prescription medication must be dropped off at the MOVTI office immediately upon student arrival for proper storage and monitoring of administration. No medications are permitted to be carried on the student's person or their belongings. Exceptions will be handled on an individual basis per doctor's order and the approval of the MOVTI Administration. Examples of exceptions would include specific prescription medications which require immediate administration such as inhalers or epi-pens.
 - B. Prescription medications/ non-prescription medication (aspirin, antihistamines, antacid, ear, eye and nose drops, etc.) must be accompanied by a written note from the physician stating:
 1. The name of the medication,
 2. The dosage and time it is to be given,
 3. Duration of time it is to be taken,
 4. The signature of the physician. If securing a note from the physician is not feasible or possible, a note signed by the parent providing the information required shall be provided.
 - C. Parents may send the amount of medication needed up to a one-week supply. Medication must be in the original package or pharmacy bottle.
3. The parent / guardian must provide written consent authorizing the school to dispense / administer both prescription and non- prescription medications.

TELEPHONE

The telephone in the office/classroom is for official business. Students may use the office/classroom phone in cases of emergency or by permission only.

PERSONAL CELL PHONES

WV House Bill 2003 – 2025 (RS) & West Virginia State Code §18-2-46 states personal electronic devices contribute to a negative classroom environment with increased concerns relating to distractions, academic misconduct, bullying/harassment and other inappropriate behaviors. Concerns regarding the mental health of students with unfettered access to personal electronic devices are well-documented and believed to prohibit the age-appropriate development of relationships, study skills, and other necessary skills to be successful.

The Mid-Ohio Valley Technical Institute prohibits the use of electronic communication devices, which include but are not limited to cell phones, smart watches, listening devices, personal tablets, personal laptops, and gaming devices, during the instructional day. Usage may be permitted prior to the beginning of the a.m. or p.m. instructional period and after the conclusion of the a.m. and p.m. instructional period. Parents are encouraged to contact the MOVTI office (304-684-2464) if messages need to be relayed to students. The MOVTI requires students to secure Personal Electronic Devices (PEDs) per his/her individual program of study policy in his/her personal locker, program lockable cell phone cabinet, or program non-lockable wall-hanging cell phone organizer. Students are not allowed to have PEDs on their person at any time during the instructional period.

Participating in West Virginia's Simulated Workplace Initiative, MOVTI is preparing students to the expectations of post-secondary education/training and industry. PED possession and use poses a documented safety risk in most Career & Technical Education programs. Students participating in clinical or internships must follow the cell phone expectations of the clinical/internship site.

A violation of the Communication/Electronic Devices Policy will result in the following consequences:

1st Offense

The device(s) will be confiscated and maintained in the office. Student may pick up his/her PED at the end of the a.m. or p.m. instructional period. The offense will be documented in WVEIS.

2nd Offense

The device(s) will be confiscated and maintained in the office. A parent/guardian will be required to pick up the device. The offense will be documented in WVEIS.

3rd Offense

The offending student will be considered insubordinate and documented as such in WVEIS. The PED will be confiscated and maintained in the office. The parent / guardian will be required to pick up the device. MOVTI administration has the authority to issue disciplinary action.

Subsequent Offense(s)

The offending student will be considered insubordinate and documented as such in WVEIS. The PED will be confiscated and maintained in the office. The parent / guardian will be required to pick up the device. MOVTI administration has the authority to issue disciplinary action. The offending student will lose the privilege of PED possession, while at the MOVTI, for up to eighteen weeks (the equivalent of one semester).

SAFETY

Students must be safety conscious at all times. Students will receive instruction on safety. Safety rules will be observed when operating various machines in the classrooms and shops. ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY. ALL PERSONAL SAFETY DEVICES MUST BE WORN IN APPROPRIATE AREAS. REMEMBER, IF THE JOB CAN'T BE DONE SAFELY, IT MUST NOT BE DONE.

***APPROVED EYEWARE OR SAFETY GLASSES MUST BE PROPERLY WORN WHILE IN THE LAB AREAS.**

Ear protection must be worn when appropriate. Students without approved eyewear will be issued one pair of safety glasses at no cost to the student. It is the student's responsibility to properly care for their

safety glasses. Replacement cost of lost or broken safety glasses is \$2.00 (Gateway-Starlite) or \$5.00 (Pyramex).

MORNING AND AFTERNOON BREAKS

Students are given the privilege of a ten-minute break during the morning and afternoon sessions. Breaks may be adjusted during special events, like student tours. The Instructor and the Director will determine the exact time of the break. During the break, students are not to be in classrooms or labs other than the program in which they are enrolled. *Whether food or drink is permitted in the classroom or shop area is at the discretion of the instructor. During scheduled breaks students should remain in the inside (or outside, if weather permits) break areas. Students are not permitted to walk around outside or visit other class areas during breaks. During break, students are not to loiter in the hallway leading to Computer Technology and Health programs. MOVTI offers no formal food services.*

Break areas are to be left clean and organized. Trash is to be placed in trash cans and chairs and benches are to be returned to their original spaces.

<u>Program Area</u>	<u>a.m.</u>	<u>p.m.</u>
Automotive / Power Equip.	10:00 – 10:10	1:30 – 1:40
Carpentry/BM & O	9:50 – 10:00	1:20 – 1:30
Comp/G. Des/MMP/ Future Ed.	9:40 – 9:50	1:10 – 1:20
Law/Pub. Safety	9:50 – 10:00	1:20 – 1:30
IEM / MPD	10:20 – 10:30	1:00 – 1:10
Health/EMP	9:40 – 9:50	1:10 – 1:20
Diesel	10:00-10:10	1:30 – 1:40
Welding	10:10 – 10:20	1:00 – 1:10
Drafting/PLTW		1:10- 1:20
Options	9:30-9:40	

VENDING

MOVTI works with an outside vending company to offer vending services at the school. MOVTI does not determine the available items and available items are to meet school nutritional requirements. MOVTI does not have the capability to open and enter the vending machines in the event of an issue. To ensure vending machines are in good operational order, please adhere to the following:

1. Do not shake or move the machines.

2. Do not place pennies or any non-U.S. currency metallic item in the machines. The machines should vend with the use of any silver U.S. currency coin.
3. Do not place any U.S. currency paper bill in the machines greater than \$1.00. The machines do not have the capability of giving back change in paper bills, meaning all change will be given in coins. Once the coin mechanism is empty, the machine then becomes non-operational. Larger currency bills can be exchanged for \$1.00 bills in the office.
4. Report any issues with machines to the office.

OTHER VENDING EXPECTATIONS:

5. Purchasing items from the vending machines should occur during the student's break.
6. Machines are equipped with a card reader for electronic payment. During break, students are permitted to purchase vending items with a credit or debit card. Students are not permitted to use cell phones or other electronic devices to make payment during the instructional time of the school day, which includes break time.
7. If your bus does not permit food or drink on the bus, do not purchase vending items to take on the bus.
8. If food or drinks is not permitted at SMHS, do not purchase vending items to take to SMHS.

BOOKS, EQUIPMENT, BUILDING

Students are provided books and shop equipment at no cost. **Students are not to carry pocket knives or utility knives from home. All tools and equipment needed will be provided at the MOVTI.* Students are responsible for this material and will be required to pay for anything lost or damaged due to neglect or irresponsibility. Students are required to keep their tools, equipment, and working areas clean, neat, and orderly.

Every student appreciates a clean restroom. Do your part to maintain clean and tidy restroom facilities.

RECYCLE

The MOVTI participates with the recycling efforts of the Pleasants County Solid Waste Authority.

OUTSIDE FOOD DELIVERY

Outside food CANNOT be brought in to be delivered to MOVTI students.

SAFETY DRILLS

Various safety drills will be held throughout the year. Students, visitors, and personnel should proceed as instructed/directed by staff.

Fire safety drills are held a minimum of ten times per year. The route to follow from each room is posted in that room. Each instructor will give instructions on proper procedures. Rules to follow during a fire safety drill include:

1. Close windows.
2. Turn off lights.
3. Turn off overhead and power equipment
4. Close shop and room doors.
5. Walk in single file. DO NOT RUN. Wait quietly at your station until signaled to return. Instructor will take roll.
6. Return directly to your room.

LOCK DOWN PROCEDURES

Lock down is a procedure intended to help ensure student and faculty safety due to the threat of a potentially dangerous situation. When lock down is announced, teachers will lock their classroom door(s) and cover inside and outside windows. Students are to remain calm and quiet, follow directives and instructions, and remain in their classroom. If lockdown is announced and you are not in your classroom or lab area; you are to immediately report to the nearest classroom. If you are in your lab area when lock down is announced; you are to immediately report to your classroom.

ALICE

The MOVTI is utilizing the ALICE Program for potential crisis situations. Instructors will provide information and guidance to students concerning protocol associated with the ALICE Program.

In the event of an evacuation, the reunification sites will be as follows:

- To the south – St. Marys Physical Therapy
1851 North Pleasants Highway

- To the north – St. Marys Golf Course
2840 North Pleasants Highway

For more information about the ALICE Program please visit <http://www.alicetraining.com>.

BUILDING EVACUATIONS

In the event of a building evacuation, students will be directed to do one of the following procedures:

1. Walk to an identified safe zone as directed by MOVTI faculty
2. Load onto your county school bus. (If your county bus is not available, load onto one of the school buses available or walk to SMHS.

SHELTER IN PLACE

Shelter in place is a procedure intended to help ensure student and faculty safety due to the threat of a potentially dangerous situation. When shelter in place is announced, students will be escorted to the computer technology room and connected graphic design room. Students in the automotive/diesel building will take shelter in the automotive or diesel classrooms. Prior to leaving your classroom or lab area, make sure all exterior doors and windows are shut or closed. Students are to remain calm and quiet, follow directives and instructions, and remain in the designated shelter in place area.

TORNADO / EARTHQUAKE

Move to the interior of the building, away from doors, windows, and the exterior wall. Avoid hallways. The best location will be small storage rooms located at the interior of the building. Drop down to a protective position and cover your head with your arms. If sturdy furniture is nearby, position your body as close to the furniture as possible.

COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school related concerns and grievances to the administration.

For the discussion and consideration of a grievance, a student should request a meeting with the MOVTI administration. It is the purpose of discussion and appeal procedures to provide access to the MOVTI

administration within a reasonable time. It is not the purpose to provide a forum through which trivialities, irresponsible actions, and non-related school issues are conveyed. In this context it is recommended:

- As many student problems and concerns as possible should be handled through direct communication with the student's instructor.
- Only unresolved issues of major importance should be appealed to the MOVTI administration for consideration and action.

GENERAL SCHOLASTIC REQUIREMENTS

1. Programs earn four units of high school credit per year for (1/2) day a.m. or p.m. sessions.

Those participating in one or two periods (i.e. drafting, graphic design, computer systems and law & public safety) earn one or two unit(s), respectively.

1. The grading system of A (90 - 100%), B (80-89%), C (70- 79%), D (60 -69%), and F (0 - 59%) applies.
2. All MOVTI Dual Credit courses will be weighted for GPA purposes.
3. A "C" average must be maintained to receive a school/job recommendation, but a "D" will provide high school credit.
4. IN A TWO-YEAR PROGRAM OR WHEN COMPLETING MULTIPLE ONE YEAR PROGRAMS, ANY STUDENT RECEIVING LESS THAN A "C" AVERAGE MAY ENTER A SECOND YEAR ONLY WITH A RECOMENDATION FROM AN INSTRUCTOR AND APPROVAL BY THE MOVTI ADMINISTRATION.
5. Students will complete Safety Exams when new tools/equipment are introduced. Students will pass with 100% in order to use equipment in shop setting.
6. Students may not be accepted for a second year if they do not show evidence of substantial progress within the curriculum.

A deficiency notice will be sent electronically or as a paper copy to parent /guardians at mid-term of each grading period if a student is not working at the

expected level. Parent / guardians are encouraged to communicate with their child's instructor.

7. All participating boards of education rules applicable to high schools also apply at the MOVTI that are appropriate for the CTE setting.
8. Disciplinary action is the responsibility of the MOVTI Administration and the Instructor. All students are expected to exhibit academic honesty at all times.

ATTENDANCE POLICIES

**** Students MUST turn in absence excuses to their home high school AND the MOVTI – when only one absent excuse is available, the student is permitted to take a photo of that absence excuse with his or her cell phone and present that photo to the MOVTI office at arrival ****

1. A major goal of the Mid-Ohio Valley Technical Institute is to help each student develop positive work habits and attitudes. It is vitally important for the student to become dependable, punctual, and to complete all assigned work accurately and on schedule. Attendance records often weigh as heavily on educational success, job recommendations, and employability as academic achievement records.
2. A student who completes the highest number of hours and meets the required job skill development expectation will receive the first recommendation for employment in applicable situations.
3. The following may be considered excused absences:
 - A. Personal illness / injury or illness / injury in the immediate family verified by the parent / guardian. Extended illness consisting of three or more consecutive days MUST be verified by a health care professional.
 - B. Medical or dental appointments which cannot be scheduled outside the school day. (with verification from health care provider)

- C. Death in the family (3 days).
- D. Legal obligation with verification.
- E. Pediculosis or scabies (1 day)
4. A special activity or occurrence will be handled as such, allowing the student to be absent without being penalized for excessive absences. These may include:
 - F. School approved curricular or extracurricular activities (See #6)
 - G. Observance of religious holidays.
 - H. Failure of a student's bus to run his or her route on a bad weather day will be counted as an excused absence IF verified by the home school or home county.

**Missing the bus does not fall under this category. **

4. Individual activity permission slips must be secured by each student, and must be signed by the Home School Principal, the Instructor, and MOVTI Administration. THESE PERMITS ARE TO BE SUBMITTED PRIOR TO THE DAY OF THE ACTIVITY. (An unexcused absence may occur if these guidelines are not followed. If the home school is requesting the activity, the Home School Principal signs FIRST.) Permission slips are to be picked up in the MOVTI office or obtained from the MOVTI web site at <http://www.movti.org>
5. Due to excessive absences during a nine-week grading period, or semester; an attendance conference may be held between the instructor, student, and MOVTI administration. The home school and parents will be notified of such conference.
6. Unexcused absences may result in a conference with the MOVTI administration, with parents/guardians being informed. Truancy or excessive absences will necessitate a conference with the parent or guardian.
7. If unnecessary absences continue following the previously described steps and required student/guardian conferences / contact, the home high school may be contacted for student removal from the program concerned. The MOVTI will communicate with the person in charge of attendance

from the student's home county in regards to all attendance related issues.

8. Any student leaving the school premises without permission will be considered unexcused.

Students will be informed of the attendance policy during the opening days of school.

9. Excessive unexcused absences beyond fifteen days may result in the student losing the privilege to attend MOVTI during the spring semester or the following year.

10. Students will receive a daily grade related to their work ethic, in which attendance is a part.

SIGNOUT

Students will be dismissed from class early only when a PARENT or GUARDIAN personally comes to the center and requests their dismissal OR by a proper excuse signed by a PARENT or GUARDIAN, SUBMITTED TO THE OFFICE UPON ARRIVAL TO THE MOVTI AND SIGN OUT IN THE OFFICE BEFORE LEAVING*.

The note must provide a telephone number for verification by parent or guardian. Contacts listed on the emergency card CANNOT pick a student up without the WRITTEN permission from the parent or guardian.

*Persons signing a student out by written request by the parent/guardian must be listed on the students' Emergency Card at the MOVTI. Students will not be permitted to leave with anyone who is not listed on the emergency contact card on record in the office.

SCHOOL CLOSINGS AND DELAYS

- When Pleasants County Schools are closed due to snow/cold weather, MOVTI is closed.
- When Pleasants County Schools are closed due to high water, MOVTI has the option to remain open if Rt. 2 and Rt. 16 are passable, as long as Ritchie, Tyler or Wetzel County schools are in session.
- When Pleasants County Schools are on a two-hour delay, MOVTI will operate as normal for counties not on a two-hour delay.

- When Pleasants County Schools are on an emergency unscheduled early release, MOVTI will operate as normal for counties not on an early release.
- If Ritchie, Tyler, or Wetzel County Schools are on a two-hour delay they generally do not send their morning (a.m.) students.

TRANSPORTATION

Student bus transportation is provided to the center. Any student desiring to drive to the center must secure a driving permission slip from the MOVTI office (also available at <http://www.movti.org>), fill it out completely with all the appropriate signatures, and return it to the Center a minimum of one day prior to driving. Any student driving without following the above procedure may be sent back to his/her home school and be given an unexcused absence. If he/she does not return to his/her home school, he/she will be counted as truant. Students who have obtained permission to drive MUST NOT transport other students with them TO or FROM the MOVTI.

Ritchie County students will follow driving procedures set by Ritchie County Schools.

INSURANCE

MOVTI provides school-time accident insurance on students attending a minimum of one-half the school day. This policy is a secondary plan for those with primary insurance. For those with no insurance, this policy will serve as a primary accident insurance. The maximum limit is \$10,000. Details, limitations, and specific benefits on the policy is available at MOVTI and can be found at <http://www.movti.org>.

EMERGENCY CARE CARD

An EMERGENCY CARE CARD MUST be on file in the MOVTI office before the student may engage in hands-on activities. A phone number of a parent or guardian MUST be on record in the office in case of an emergency.

USE OF TOBACCO/NICOTINE:

USE or POSSESSION of tobacco IN ANY FORM is not permitted on school property. Tobacco products will

be removed if found in a student's possession. This includes Electronic or Vaping Cigarettes.

Possible consequences for use or possession of tobacco at the MOVTI or on the busses carrying students to and from the MOVTI may include the following: warning, parent notification, restitution, referral to the home high school for involvement in tobacco cessation programs, suspension or temporary removal from the CTE program, and / or referral to law enforcement leading to a citation.

VAPING / ELECTRONIC CIGARETTES

USE or POSSESSION of a Vape or Electronic Cigarette is not permitted on school property or on the busses carrying students to and from the MOVTI. These products will be confiscated if found in a student's possession.

First Offense, USE or POSSESSION: 3 days Out of School Suspension and possibility of tobacco/nicotine cessation.

Second Offense, USE or POSSESSION: 5 days Out of School Suspension.

Third Offense, USE or POSSESSION: 5 days Out of School Suspension, additional consequence at discretion of the Administration.

HALL TRAFFIC

No student will be allowed outside his/her work area without permission from the instructor. The Computer Technology / Health Hallways are to remain clear during student breaks.

DISMISSAL

In the minutes prior to morning and afternoon dismissal, students are to remain in their assigned classroom / work area and are dismissed by the bell and their instructor to board the bus to their home high school.

**In the cases of an excessive downpour of rain SMHS students will be held at the MOVTI until the downpour subsides. At which time SMHS Administration will be notified of the delay and the time of release.*

EXPECTATIONS DURING CO- CURRICULAR ACTIVITIES

The MOVTI has a career and technical focus where the majority of time will be spent in the program area classroom and / or lab areas participating in hands-on activities. Please be advised that students are occasionally expected to participate in co-curricular activities outside their designated areas. Proper behavior, attitude, and cooperation is expected during these events. Examples may consist of guest speakers, field trips, clinical placements, special programs, and individual counseling.

All potential program completers will participate in the following activities to officially "complete" a specific program: Portfolio Process and NOCTI Assessment

Students as specific to their individual program will participate in the following activities:

1. Oral interview skills
2. Resume writing skills
3. Transition Activities
4. Career / college exploration
5. Embedded Academic Credit
6. Certifications
7. Surveys

DRESS AND APPEARANCE

All students are expected to dress and groom themselves appropriately in clothes that are suitable for school activities and that allow for safe and comfortable participation in the school's curriculum. Clothing that may cause a safety concern or that may interfere with students' attention to or participation in the instructional process at MOVTI is not suitable.

Dress and Appearance Guidelines

Clothing items that contains offensive pictures or writing directly relating or inferring to items such as alcohol, drugs, or sexually suggestive materials are prohibited.

- Symbols or slogans promoting or inferring the discrimination or prejudice on the basis of sex, race, color, relation, disability, age, national origin or any other basis cannot be worn or displayed on any garment.

- The midriff must be covered in front and back, including when seated.
- Undergarments must be covered at all times.
- Shorts and skirts must cover to mid-thigh.
- Low-cut shirts or blouses, spaghetti straps, and halter-tops are not permitted.
- Pants / shorts need to fit above the waist and not be excessively baggy. Clothes should not fit excessively tight.
- Shoes must be worn. Close toed shoes must be worn in the technical and industrial areas with some areas requiring shoes with steel toes.
- Students involved in CTSO competitions must adhere to the dress guidelines associated with the specific organization.
- Students participating in health clinical placements must adhere to the dress code specified in the clinical contract.
- No wallets with chains are permitted in the technical and industrial program areas.

SIMULATED WORKPLACE

MOVTI participates in the Simulated Workplace initiative in all programs.

The Simulated Workplace initiative has been designed in partnership with various West Virginia businesses and industries. To ensure students are receiving the most current workplace instruction, the WVDE has developed the program standards, safety measures, protocols and certifications to align with those of related business and industry expectations. Throughout the year students will be required to comply with random drug testing, attend classes regularly, wear uniforms, and conduct themselves in a professional manner, as well as comply with all program developed policies and procedures.

Any student or parent / guardian who refuses to sign a "Student Drug Testing Consent Form" will disqualify the student from participating in the program associated with the Simulated Workplace. Due to the fact that 100% of MOVTI programs are participating in the Simulated Workplace initiative, refusal to sign a "Student Drug Testing Consent Form" will require the student to reschedule in courses at his or her home high school.

Six (6) Protocols are involved in Simulated Workplace. The protocols are as follows:

1. Protocol 1: Team and Committee Structures
2. Protocol 2: Hiring and Recruitment Process
3. Protocol 3: Time and Attendance Management
4. Protocol 4: Workplace Culture and Safety
5. Protocol 5: Design Thinking and Problem Solving
6. Protocol 6: Performance Management

More information about Simulated Workplace can be viewed by accessing the website: www.simulatedworkplace.com or by contacting the MOVTI. The [MOVTI random drug testing policy](#) can be viewed at www.movti.org.

UNIFORMS

The MOVTI will purchase uniforms for students and students will be expected to wear uniforms per the schedule developed by the program instructor. The process of returning/keeping uniforms after the school year is based upon MOVTI Simulated Workplace Policy.

CLINICAL / WORKBASE EXPERIENCES / STUDENT OBSERVATIONS

Students participating in health programs with a clinical component may be required to have a negative drug screen prior to placement and participation in the clinical setting. Due to credentialing regulations, requirements, and access to drugs; many health facilities are requiring drug screens and background checks of students (both secondary and post-secondary) participating in clinical activities at their facility.

Students in other MOVTI programs who have an opportunity to participate in internships, work-base experiences, job-shadowing opportunities, and student observations may be required to have a negative drug screen prior to placement and participation.

STUDENT INTERNSHIPS

The MOVTI encourages opportunities to participate in internship, job-shadowing, or an industry tour.

The MOVTI will assist in setting up approved internships, job-shadowing, and tours for students when the opportunity arises.

Any student interested in participating in an internship must meet the following qualifications:

1. Instructor referral
2. Second year MOVTI student
3. Attendance percentage of 90% or above
4. CTE Grade Point Average of 85% or above
5. Negative Drug Tests (if applicable)
6. Internship relates to MOVTI Program of Study.

See MOVTI administration to complete an Internship Application.

Certification/Credentials/Dual Credit

A recent focus has been to increase the number of students who qualify and earn industry recognized certifications and credentials. Each program will have industry certifications that are identified by the West Virginia Department of Education, MOVTI administration, and MOVTI instructors as being specifically relevant to the student's chosen program of study. Students will be encouraged to work towards meeting the minimum requirements and towards the attainment of the specifically identified certifications for his or her chosen program of study. Certifications and credentials are increasingly being valued by industry as these certifications demonstrate mastery of specific technical skills. Certifications and credentials add value to the individual student's resume and are critical for those students working to earn the Governors' Workforce Credential.

The MOVTI, when possible, will utilize grant funding to assist in off-setting the cost associated with certifications and credentials.

Students will need to meet minimum requirements to qualify for financial assistance to off-set the cost associated with certifications and credentials:

- At or above a 90% attendance average;
- At or above an 80% average per course;
- no guarantee that every cost will be covered 100%.

A student becomes ineligible for future financial assistance if he or she has previously been a "no show"

for a certification exam that school funding was used to pay for or off set.

Certification tests must be completed by June 30th of the school year students complete the eligible program, in order to receive financial assistance from the MOVTI.

The MOVTI will be working to make cost associated with certifications and credentials affordable to students. Applications will be available for financial assistance in the MOVTI office.

Barnard Memorial Scholarship

This scholarship has been made available to current rising seniors and graduating seniors from Ritchie County High School who are pursuing a certification. More information about recipients and requirements can be found in the MOVTI office.

MOVTI CTSO Guidelines

Step #1 - Local Competitive Process

- The student must currently be attending the MOVTI.
- The student must have good attendance. Good attendance is defined as 93% present for the number of days of school up to the local competition. Students falling below 93% may qualify if he or she has no unexcused absences. Any appeal regarding absences will be heard by the MOVTI CTSO Committee.
- The student must be maintaining a grade of 85% or above.
- The student must have a clean discipline record at the MOVTI for the current school year. A record of classroom exclusion, in- school suspension, or out-of-school suspension excludes the student from local competition eligibility.
- The local competitive process must occur 30 calendar days prior to the scheduled state competition for each CTSO.
- The student must participate in fund raising and/or community service events for their local CTSO. "Participate" is defined as selling at least

the minimum quota established for students or be actively involved in a minimum of one community service activity.

- Competition dress code will be determined by the instructor / CTSO advisor.
- Dues must be paid prior to the local competition.
- A rubric/test may be used to score the local competitive process.

Step #2 – State Competition

- The student must currently be attending the MOVTI.
- The student must have good attendance. Good attendance is defined as 93% present for the number of days of school up to the date of registration for the state competition and maintain 93% until the date of the state competition. Students falling below 93% may qualify if he or she has no unexcused absences. Any appeal regarding absences will be heard by the MOVTI CTSO Committee.
- The student must be maintaining a grade of 85% or above.
- The student must have a clean discipline record at the MOVTI for the current school year, up through the state competition. A record of classroom exclusion, in-school suspension, or out- of-school suspension excludes the student from CTSOs. The student must participate in fund raising events and/or community service events for their local CTSO. “Participate” is defined as selling at least the minimum quota established for students and/or be actively involved in a minimum of one community service activity.
- The student must achieve a minimum score during the local competitive process as reflected on the local competition rubric/test.
- The student must display evidence of effort to improve the quality of their project or to increase their knowledge specific to their competition category between the local competition and the state competition.

- Students must abide by the competition dress code established by the MOVTI and state to compete at the state level.
- Club dues must be paid prior to competition in the state competition.
- If the state competition consists of attending classes during the competition – attendance by competition participants is mandatory.

Step #3 – National Competition

Placing first or second during the state competition does not guarantee the right to compete at the national competition. The MOVTI supports more than one Career and Technical Student Organizations. Each year the MOVTI administration and MOVTI CTSO advisors must consider the number of students who have qualified for both national competitions and the amount of available funding. The MOVTI will only be able to send the number of competitors to the national competitions as is afforded by the current year CTSO budget. MOVTI administration and CTSO advisors will use the following guidelines to determine the MOVTI student competitors at the national competition:

- The student must currently be attending the MOVTI or has successfully completed the school year in good standing.
- The student must have good attendance. Good attendance is defined as 93% present for the school year. Students falling below 93% may qualify if he or she has no unexcused absences. Any appeal regarding absences will be heard by the MOVTI CTSO Committee.
- The student must complete the school year with a grade of 85% or above.

The student must have a clean discipline record at the MOVTI for the current school year. A record of classroom exclusions, in- school suspensions, or out-of-school suspensions excludes the student from national competition eligibility.

- The student must be willing to fund raise following the state competition based upon identified financial needs.

- The student must have scored a minimum of 70% or above or the state required minimum if that minimum score is above 70%, on any exam associated with participation in the state competition.
- The student must display evidence of effort to improve the quality of their project or to increase their knowledge specific to their competition category between the state competition and the national competition.
- Students must abide by the competition dress code established by the MOVTI and national to compete at the national level.
- If the national competition consists of attending classes during the competition –attendance by competition participants is mandatory.
- Students may be responsible for a \$200.00 deposit prior to national competition registration in order to represent MOVTI at the national competition (especially when involving airfare). Based upon the available CTSO budget, the deposit may be refunded during or following the national competition. There is no refund in the event the student does not show up to attend the national competition.
- The student must place first place at the state competition to be eligible to compete at the national competition. Second place will be considered if all other guidelines are met and the MOVTI advisor, the state coordinator and the MOVTI administration recommend the student for the national competition. First place finishers must be given first consideration.
- The specific event the student(s) competed in at the state competition must have had a minimum of three total competitors or teams involved in the competition in order for the event to be considered an event eligible to compete in at the national competition, regardless of place.
- Each individual competitor at the national competition must view the national competition as a serious competition and not a vacation.

STUDENT SELECTION PROCESS FOR MOVTI PROGRAMS

CTE programs have a maximum number of students who can be safely enrolled based upon the available space, equipment, supplies and supervision. With four participating counties, in theory each county is afforded five slots, as a total of twenty students is typically the limit in most CTE programs. In the event a particular MOVTI program area receives more student enrollment or request than student slots available, then a process will be implemented to rank student applicants and determine selection priority.

If one high school has more students than they have slots, then the high school, with the assistance of the MOVTI, will prioritize. In the event a county does not utilize all their available slots, those slots can be utilized by the other counties. Unused slots will be released during the opening weeks of school. When selecting programs, students are encouraged to choose their first choice and a second choice. Programs from year to year that are typically full, the instructor may choose in the spring to implement an application and selection process.

When assisting an individual high school in the selection process, the MOVTI may utilize a combination of any of the following criteria:

1. Attendance while in high school;
2. Discipline while in high school;
3. Credits earned or grades while in high school;
4. Performance in particular courses with a close association to the program of study, while in high school;
5. Recommendation(s) from high school teachers, counselors and / or administrators;
6. Skill test associated with the program of study; and / or
7. Application and interview.

If competing students for the available slots are from different high schools, then the MOVTI will utilize a combination of any of the above criteria, to make selections.

ADULTS IN SECONDARY PROGRAMS

Graduated students who were unable to complete the second year of a program while in high school may return the year following high school free-of- charge as

long as they are a resident or a past graduate of a high school in one of the four participating counties. These students must follow the admission requirements listed under “Adult Admission”. The instructor and MOVTI administration will make admission decisions regarding Adults in Secondary Programs reflecting upon prior experiences with the applicant’s:

1. Attendance
2. Behavior / Discipline
3. Attitude, Cooperation, & Work Ethic

An application for adult enrollment is required and can be picked up in the MOVTI office or downloaded from www.movti.org.

ADULT ADMISSION

Secondary classes are designed to meet the needs of the high school students from Pleasants, Ritchie, Tyler, and Wetzel Counties. High school students are given first priority in secondary programs. In the event a program does not reach its maximum enrollment, post-graduate students are accepted in the class on a first-come, first-served basis. Most secondary programs will be free-of-charge, as long as the adult is a resident of one of the four participating counties. Adults participating in secondary programs will be notified of their start date.

Admission Requirements for Adults

1. Submit an [application](#) and complete all required enrollment forms.
2. Demonstrate a genuine interest in the learning of the content and skills of the program.
3. Demonstrate the ability and aptitude to master the program content and skills. Minimum scores on pre- assessment may be required in certain programs to gain admission to the program.
4. It is recommended that applicants be a high school graduate or equivalent. If the applicant does not have a high school diploma or equivalent, he / she must enroll in an ABE program and work towards obtaining their HSEA.
5. Adult students must agree to follow all MOVTI rules and policies. Adult students attending

secondary programs must be a positive influence on secondary students, have a positive attitude, be cooperative, and demonstrate good work ethic. Adult students attending the secondary programs may be required to complete a background check through the West Virginia State Police before full admission status will be granted. Cost of the background check is the responsibility of the student. Post-secondary programs may also have this requirement.

6. Adult students participating in secondary programs must be willing to participate in the drug testing process associated with Simulated Workplace. Refusal to participate will lead to immediate dismissal from MOVTI programs.

Adult students must have proof of accident insurance.

7. Adult students attending secondary programs must participate in the CTE Technical Assessment consisting of the Portfolio and NOCTI.
8. Adult students in the day programs will be issued a grade at the conclusion of the first and second semester only.
9. Attendance of adult students will be monitored in secondary programs. A conference will be held with the student following five accumulated absences and the student will be dismissed from the MOVTI program following ten accumulated absences. In the event the student knows of upcoming justifiable absences, he or she must have those absences approved by their Instructor and the MOVTI Administration prior to the absence(s). Attendance in post-secondary programs will follow the requirements listed in the syllabus.
10. Under no circumstances should an adult student attending programs with secondary students transport a high school student to or from the MOVTI.

ADULT PROGRAMS

Post-secondary classes offered at MOVTI generally include tuition charges. Most of these classes are designed to meet the needs of adults who are given the first priority. In the event a post-secondary class does not reach its maximum enrollment, high school students may be accepted in the class on a first-come, first-served basis.

**This policy applies to all students during any school sponsored event.*

DISCIPLINE

Good discipline, as evidenced by the appropriate conduct and action by students, must be maintained. School authorities have power to establish rules governing student behavior. It is not necessary that rules be written in cases of generally acceptable conduct.

Every action that interferes with orderly operation of school cannot be anticipated and specifically forbidden. Believing that human control of student behavior through reasonable exercise of authority is essential to good discipline, the West Virginia State Codes, the local board of education and/or the school shall make and support rules and regulations. Students shall be held responsible for their conduct and their behavior.

In discipline matters, the MOVTI will utilize WV State Board Policy 4373 as guidance in determining the level of violation and the appropriate consequence.

WV STUDENT CODE OF CONDUCT

STUDENTS WILL...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 the feeling of others.

- 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 & rules, respecting authority, and cooperating with others.