



Allied Health 

Pre Engineering 

Culinary 

Aviation 

Auto Collision 

Auto Repair 

Electrical Line 

Welding 

Construction 

Agriculture 

Software 

Film & TV 

Networking 

Accounting 

Business Management 

Drafting Design 

Construction 

Fire Science 

STUDENT HANDBOOK 2021-2022

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Dear Mountain Institute Students and Parents,

I want to personally welcome you to the Mountain Institute Career and Technical Education District! I congratulate you on making the choice to pursue your future career through one of our outstanding Career Preparation Programs. I want to take a moment to mention the extraordinary accomplishments of our students and district staff as we dealt with the mandated closing of schools due to the COVID-19 Pandemic at the start of last year and the transition back to a modified face to face instructional model. Students, staff and Instructors alike, met the crisis and continued with completion of classes and programs. Staff provided resources and contact with students to ensure their success. The pandemic caused many frustrating and anxious moments for students, parents and staff as we tried to maneuver through difficult times. The future still has some uncertainties as we move into this school year, but I am certain, we have a staff that can meet any challenge and ensure the success of our students.

We are excited to have you as part of this year's class, whether you are attending one of our Satellite Campuses or traveling to one of our Central Campuses, our staff is committed to providing you a High Quality Career and Technical Education Experience!

MICTED is beginning its twelfth year of serving students in Western Yavapai County, and Mountain Institute CTED students continues to grow and perform at the highest levels! Over the past twelve years we have seen our students achieve and pursue their individual paths of success in each of our program areas. Mountain Institute CTED's moto is "Get Trained, Get Certified, and Get Hired!" Mountain Institute leads in student pass percentage and overall program performance for the Arizona CTE Technical Skills Assessment. Each of our programs provide Industry Certifications that can lead directly to employment in industry and college credits directly related to their chosen career path! In the 2020 school year, our Medical Assisting students scored 12% above the national average on their CCMA certification exam for all students, including adult learners. MICTED students return to share their success stories and highlight the positive impact of their CTED program and Industry certifications. CTED programming can further their education beyond high school and make them more competitive and employable in their chosen career path!

Mountain Institute's vision is to be "The Leader in Career and Technical Education!". It is our role to ensure that MICTED is continually providing programing that ensures career readiness for our students. We invite teachers, parents, and communities to join our business and industry partners in providing high quality educational opportunities that allow our students to "Get Trained, Get Certified, and Get Hired."

Thank you for being part of the Mountain Institute CTED family. We are pleased you have chosen to take an active role in shaping your future through industry training and post-secondary education, and as you successfully begin your future career!

Sincerely
William "Bill Stiteler
Superintendent



CONTENTS

<i>MOUNTAIN INSTITUTE CTED SUPERINTENDENT LETTER</i>	<i>INSIDE FRONT COVER</i>
<i>MOUNTAIN INSTITUTE CTED</i>	4
<i>Welcome to Mountain Institute -</i> _____	<i>-----4</i>
<i>Mission Statement</i>	4
<i>Vision Statement</i>	4
<i>Administration</i>	4
<i>Mountain Institute Governing Board</i>	4
<i>HISTORY OF JTED'S/CTED</i>	4
<i>Statutory Requirements for CTED Programs</i>	5
<i>REGISTRATION PROCEDURES</i>	5
<i>REGISTRATION SCHEDULE TIMELINE</i>	6
<i>WITHDRAWAL / DROP PROCEDURE</i>	6
<i>GRADING SYSTEM</i>	7
<i>Exams / Finals</i>	7
<i>ATTENDANCE POLICY</i>	7
<i>Early / Activity Release</i>	9
<i>CLASS SUPPLIES / EQUIPMENT</i>	9
<i>Equipment / Supply Checkout Procedures</i>	10
<i>Safety Equipment / Uniforms</i>	10
<i>Textbooks</i>	10
<i>PROFESSIONAL EXPECTATIONS / DISCIPLINE</i>	10
<i>Student Conduct</i>	11
<i>Transportation</i>	17
<i>Computer & Internet Usage</i>	17
<i>Electronic Devices</i>	18
<i>Disciplinary Action</i>	18
<i>NON-DISCRIMINATION POLICY</i>	21
<i>MI CTED CONTACT INFORMATION</i>	22
<i>MI CTED (Central Campus)</i>	24
<i>Member Districts (Satellite Offices)</i>	25
<i>CAREER TECHNICAL EDUCATION GLOSSARY</i>	26
<i>MI CTED Calendar Tear-out</i>	27
<i>COVID 19 PARENT SIGNATURE LETTER</i>	28

WELCOME TO MOUNTAIN INSTITUTE

Mountain Institute CTED offers opportunities in Career and Technical Education (CTE) programs to students while they concurrently attend their home high school for graduation. Over 1,400 students are enrolled in the CTED from Ash Fork, Bagdad, Chino Valley, Humboldt, Mayer, Prescott, and Seligman communities.

Students attend courses in Automotive Technologies (Automotive), Automotive Collision Repair, Aviation, Culinary Arts, Agriculture, Electrical Line Worker, Nursing Services, Multi-Media Technologies, Business Management, Information Technologies, Marketing, Architectural Drafting, Welding Technologies, Bio Science Technologies, Pre-Engineering, Sports Medicine, Certified Nursing Assistant and Medical Assisting, Digital Communications, Film, TV and Software Development, Construction and Fire Science .

MISSION STATEMENT

Engaging students through industry-current instruction and leadership development to “Get Trained, Get Certified, and Get Hired”

VISION STATEMENT

THE LEADER IN PREMIER CAREER AND TECHNICAL EDUCATION!

ADMINISTRATION

Bill Stiteler	Chief Executive Administrator
Shaun Rose	Student Services/Program Director
Becky Massey	Administrative Assistant II – Board Secretary/Human Resource

MOUNTAIN INSTITUTE STAFF

Maggie Wimbrough	Administrative Assistant I
Patricia Fleming	District Data Coordinator
Stephen Wimbrough	Medical Assisting Instructor
Kylie Lethbridge	Medical Assisting Teacher Assistant
Connie Moseley	CNA Teacher Assistant

MOUNTAIN INSTITUTE GOVERNING BOARD

The Mountain Institute Governing Board consists of members representing each of the seven school districts:

Ted Coleman	Ash Fork	Thomas Thurman	Mayer
Beth Cummins	Bagdad	David Kluver	Prescott
Michelle Gronek	Chino Valley	Andrew Smiley	Seligman
Marty Grossman	Humboldt		

In 1990, the Arizona Legislature approved the formation of Joint Technical Education District. Later that year the East Valley Institute of Technology was formed following a general election. In 2009 Mountain Institute JTED was formed to serve Western Yavapai County. Today there are 14 JTED's in Arizona, covering 99% of Arizona School Districts.

Mountain Institute JTED serves high school students who reside within the boundaries of the following school districts: Ash Fork, Bagdad, Chino Valley, Humboldt, Mayer, Prescott, and Seligman, as well as, all Charter Schools, homeschools and other non-public school students. Mountain Institute "Central" programs are occupationally specific and taught by qualified professionals, using state-of-the-art equipment. Our instructors are also caring individuals, who have the vision and skills to train students appropriately to compete in an ever-changing economy.

JTED Programs are comprehensive in nature, requiring two, or three years of study that leads to single or stackable industry credentials or post-secondary credit. Programs are open to students in grades 10-12. Central Campus JTED programs may require pre-requisites or special approval prior to admission. Students enrolled in JTED programs earn high school credit and graduate from their home high school. In addition, students will earn **industry certifications** and may earn community college credit from Yavapai Community College.

In 2018 the Arizona Legislature made a change from JTED to CTED. CTED now stands for Career Technical Education District.

STATUTORY REQUIREMENTS FOR CTED PROGRAMS

"Career Technical Education District Program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:

- ✓ Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
- ✓ Requires Business/Industry connection in an advisory, financial, internship or other relationship.
- ✓ Requires an assessment that demonstrates a level of skill or competency, with a passing rate of 60%, in a vocation or industry or that leads to certification in and acceptance by that vocation or industry.
- ✓ Requires specialized equipment or instructional materials that exceed the scope and cost of a standard educational course.
- ✓ Requires work-based learning components, career and technical student organization participation and laboratory experience as determined by the Career and Technical Education Division of the Department of Education.
- ✓ Requires a majority (over 50%) of instructional time to be conducted in a laboratory environment, field based environment or work based learning environment.
- ✓ Requires a single or stackable credential or a skill that will allow a student to obtain work on graduation before receiving an associate's degree or baccalaureate degree.
- ✓ Requires a Career and Technical Education Student Organization to be organized for the CTE secondary programmatic area
- ✓ Meets the standards of a career and technical education preparatory program as determined by the Career and Technical Education Division of the Department of Education.
- ✓ Has a defined pathway to career and postsecondary education.
- ✓ Is approved by the Career and Technical Education Division of the Department of Education based on the requirements prescribed in this paragraph within one hundred twenty days after the submission of all required documentation.

- ✓ Is certified by the Career Technical Education District Governing Board to have met all the requirements prescribed in this article.
- ✓ Is offered only to students in grades ten, eleven and twelve.

REGISTRATION PROCEDURES

Mountain Institute CTED programs are open to all students beginning in the 10th grade, who reside within the boundaries of the seven member school districts. Students who enroll and participate in CTED Central Campus programs are eligible to attend MI CTED programs until they earn a high school diploma or GED .

Students who plan to register for MI CTED Programs will need to complete the following steps:

1. Speak to your high school counselor about which Mountain Institute CTED program will work best for you to pursue your future career. Many Mountain Institute CTED programs may be located on your school campus. Mountain Institute CTED also offers programs at CTED Central Campus locations. Your high school counselor or a Mountain Institute CTED representative can help you choose which of these programs is best for you.
2. Complete the application survey by clicking on “Student Application” on the home page of our website at www.mijted.net.
3. Once you have signed up online; further enrollment instructions will be sent to prospective candidates. These include signing up with Yavapai College (when applicable) and how to submit further documentation listed below.

Students/Parents must provide:

- Completed MI JTED Program Application Packet
 - A copy of student’s birth certificate
 - Proof of Residency
 - Any additional application material for specific programs.
4. Remember that the majority of our programs have Yavapai College coursework embedded. **Students will also need to enroll and register with Yavapai College to complete the CTED registration process.** Program Orientation is required for all CTED programs. Families will be provided program overview, goals and outlines and sequence as well as Yavapai College tours and requirements during these orientations. It is critical families pay attention to program and college requirements as students will be held accountable for all criteria.
 5. **Remember; students apply for a program of study and must complete all courses and examinations or may be held financially responsible for tuition and/or other associated costs.**
 6. The application process is time sensitive, students will be placed in programs on a first come – first served basis based on the completion of the registration process. **ONLY STUDENTS WHO HAVE COMPLETED THESE STEPS WILL BE ADMITTED TO A MI CTED CENTRAL PROGRAM ROSTER!**

Any student who wishes to add or drop an MI CTED Central Program after the first day of scheduled classes must complete the Official Notice of Pupil Withdrawal Form and obtain signatures from the instructor; parents, home school administrator and CTED administration as indicated on the form. Students will only be allowed to add/drop a MI CTED Central Program during the specified time as published by MI CTED. **Students who drop MI CTED courses after the first scheduled day of classes may be held accountable for all or a portion of the Yavapai College tuition paid by MI CTED for that student.**

Students who plan to drop an MI CTED course and fail to complete the Official Notice of Pupil Withdrawal Form; including all signatures, will be automatically dropped from the course at the end of 10 consecutive absence days. Students who fail to complete the add/drop form may be held accountable for reimbursing MI CTED for all tuition/fees paid for Yavapai College Credit.

GRADING SYSTEM

Individual teachers may assign different grade values in order to emphasize the importance they attach to each area of the course. Students are awarded credits for participation in MI CTED programs by their home school. MI CTED credits are applied towards the student's home school graduation requirements. MI CTED awards certificates of completion to students who successfully complete Mountain Institute CTED programs.

Grading Requirements

The following grading system will be used in all Programs unless otherwise indicated in the YC course syllabus.

A: 90-100	Exceeds skill requirements
B: 80-89.99	Meets & often exceeds skill requirements
C: 70-79.99	Meets minimum skill requirements
D: 60-69.99	Below minimum skill requirements
F: 0-59.99	Failure

***** *Students receiving a failing grade (D or F) for the fall semester might not be enrolled in the spring semester class.*

***** ***75% meets the Arizona State Board of Nursing criteria for passing; therefore a grade of 74% or lower in Allied Health Courses is considered "failing".***

EXAMS / FINALS

All students must take semester final exams and ADE End of Program CTE Assessments to successfully complete their CTED program. Assessments will contain criterion-referenced and written performance items, based on the industry validated standards and measurements. Information about what items were missed, how well the student completed the assessment and other information will be available "real time" for the teachers and the students taking the assessment. Also, this information will be provided to the instructor in the same fashion.

Industry Certification Exams

All students must attempt to pass the industry certification at the completion of their CTED program. Students are required to furnish all paperwork prior to taking the industry assessment. **MI CTED will provide application fees for recommended students to take one industry assessment ONLY IF THE STUDENT HAS COMPLETED THE ENTIRE PROGRAM OF STUDY.**

****All students must score at least 60% on certification assessments, unless the pass rate for the industry assessment is higher.***

ATTENDANCE POLICY

As MICTED attempts to create an “on the job” environment with related performance expectations; our courses are designed to provide students with interactive laboratory experiences that are difficult to recreate in a written or online environment. Therefore, it is CRUCIAL that students attend classes in order to meet many of the course standards. School attendance is also required by law and is essential for success in MI CTED programs. Absences will be recorded by the MI CTED teachers. Absences shall be excused only for necessary and important reasons, such as illness, bereavement, other family emergencies, or field trip and school functions as required by a student’s home school.

Absences

Mountain Institute CTED students are expected to attend school every day the class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; thus, absences are very detrimental to success in any Mountain Institute CTED program.

Mountain Institute CTED instructors will request verification of absences from students.

Every student is required to be in class at the proper time and must stay for the entire class period.

Arriving late will be charged as a “tardy.” Excessive tardiness may result in loss of class points and could result in suspension and/or removal from the program.

If a student is unable to attend class (including clinical or skills labs), a parent/guardian is expected to call the MI CTED 24-hour Attendance Line at 928-771-0791, Ext 0000 and leave a voicemail. Parents/Guardians are expected to notify the MI CTED preferably prior to the start of class that day or within 24 hours. **Students enrolled in the Certified Nurse’s Assistant (CNA) program MUST contact the instructor of the course if he/she will be unable to attend a clinical assignment.**

Consequences of Absences:

Student will be placed on an attendance contract after his/her fifth (5th) absence, excused or unexcused, in regularly scheduled course or after their second (2nd) absence in a Friday-only course.

If a student misses more than seven (7) class periods in a Mon-Thurs. course, or two (2) class periods in a Friday only course (per semester), he/she could face the following consequence(s) :

- Student will be informed that he/she may lose high school credit.
- If student receives a passing semester grade, he/she may have to petition to receive credit.
- Student will not receive a certificate of program completion. (Students may address the Mountain Institute CTED Governing Board to appeal this decision.)
- If student chooses to test for the industry assessment; he/she may be held financially responsible for the cost of the assessment.
- Student could be permanently removed from the CTED program.
- Student will be held accountable for the reimbursement of tuition/fees paid to Yavapai College by MI CTED.

Parents and students should not expect deviations from the Mountain Institute CTED attendance policy. Parents expect the school and the teachers to follow all guidelines; and, likewise, the school would expect parents to cooperate with the attendance procedures. Continued absenteeism and tardiness from Mountain Institute JTED may lead to failure in the class and/or disciplinary actions.

NOTE: Parents and students are responsible for notifying JTED of address/telephone changes.

Mountain Institute CTED Central Campus students at our Yavapai College CTEC Campus, Yavapai College Chino Valley Campus, Yavapai College Main Campus, Yavapai PV Medical Campus, the Centennial Center Culinary Facility, or any other MI CTED Central Campus must follow and adhere to the attendance policies outlined in the program/course syllabus provided at that location. Mountain Institute CTED Satellite Campus students at Ash Fork, Bagdad, Bradshaw Mountain, Chino Valley, Mayer, Prescott and Seligman campuses follow and adhere to the attendance policies at said campuses. (Please refer to said site's/district policy.) Student attending Yavapai College also has to adhere to Yavapai College policies as provided with registration and course syllabus.

Late Work Due to Absences

A **student shall** be required to **initiate** contact with each of his/her teachers to obtain appropriate make-up work for any excused absences **PRIOR TO THE ABSENCE**. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. The student may have as many days to make up work missed as the number of days he/she was absent plus one (unless stated differently in program/course syllabus). Work missed by the student due to suspension may be made up for credit at the teacher's discretion. Extended projects (term papers, etc.) will be due on the assigned date unless prior arrangements have been made with the instructor. Student should receive a copy of teacher's syllabus outlining the makeup policy. **(Student Policy J-0500 © JE & J-1550 © JH)**

EARLY / ACTIVITY RELEASE

Parents/Guardians will need to follow the procedures outlined below for early release of Mountain Institute CTED students:

- **For pre-planned early releases, a student must** inform each of his/her teachers prior to the date of the occurrence. The student's Parents/Guardians must contact the MI CTED Office and inform the CTED of pre-planned early release. Parents/Guardians must be listed as such per the student's records on file with the Mountain Institute JTED.
- If the parent/guardian comes directly to the Mountain Institute JTED classrooms, the Mountain Institute JTED staff or teacher will verify the person's identity, via the student's records on file at Mountain Institute JTED. Student will be required to sign out to leave campus.
- The Mountain Institute CTED employee will ask for identification and obtain a signature from the parent/guardian before releasing the student.
- Students must have prior approval from MI CTED to leave campus during scheduled class periods.

Students who arrive late to Mountain Institute CTED due to appointments or personal business must have prior parental/guardian notification submitted to the Mountain Institute CTED Central Campus. Failure to observe these policies may result in disciplinary action under prevailing Mountain Institute CTED attendance policies. **(Student Policy J-0500)**

STUDENT WITHDRAWAL/DROP

An Official Notice of Pupil Withdrawal Form must be completed by the student and parent/guardian who wishes to withdraw from a MI CTED program either voluntarily or due to absenteeism. Upon withdrawal, the student will return all materials, (i.e. books, program uniforms and tools) as provided by MI CTED to the program instructor.

Students who drop a program voluntarily or are dropped due to excessive absenteeism will be responsible for refunding the MI CTED for all tuition and fees paid to Yavapai College, as well as any unreturned or damaged materials. (Student Policy J-1300 © JFC)

CLASS SUPPLIES / EQUIPMENT

Students are required to have the necessary materials to work with as prescribed by the teacher. Students should bring to class each day pencil, paper, pen and class textbooks. Students who attend class without the necessary supplies are subject to disciplinary action. Additional items may be required for specific CTED program areas and will be outlined in the program / course syllabus. **(Student Policy J-6950 JQ)**

EQUIPMENT / SUPPLY CHECKOUT PROCEDURES

Some MI CTED programs require a specific set of specialized equipment that each student must have to successfully complete the CTED program. **Prior to the first day of scheduled classes, each student must either furnish their own specialized equipment as outlined in the program/course syllabus, or may check out a complete “KIT” from the MI JTED Office.** Students who choose to check out a “KIT” provided by MI CTED must return the complete kit in good working condition at the end of the program. Students who are missing parts of their kit or return damaged items will be held accountable for the cost of replacing those items. Students will not be accountable for normal wear and tear. **(Student Policy J-6950 JQ)**

SAFETY EQUIPMENT / UNIFORMS

Where applicable, MI CTED will furnish students with all **required** safety equipment and uniforms. Students will be responsible for safe storage / care of all furnished safety equipment and uniforms. Students who lose or misplace their furnished equipment will be held accountable for replacement at their own expense. **Students will not be allowed to work in laboratory areas without approved safety apparel and uniforms.** Students who attend class unprepared may lose credit for work assigned on that day. **(Student Policy J-6950 JQ)**

TEXTBOOKS

The Mountain Institute CTED Governing Board furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be furnished additional materials or equipment necessary for the course. **Each student is expected to return all books, materials, and equipment at the end of his/her participation in the course or will be held accountable for any lost, destroyed, stolen or mutilated books/materials/equipment.** **(Student Policy J-6950 JQ)**

PROFESSIONAL EXPECTATIONS/ DISCIPLINE

Mountain Institute’s Professional Expectations/Discipline policies are based upon industry-generated employability skills. Employability skills are crucial for a student to become employed and stay employed. MICTED programs incorporate these skills in our course requirements and expectations. In the area of professional expectations and employability skills, it is the mission of Mountain Institute:

- To provide quality education and training programs.
- To provide each student with the opportunity to develop entry-level employment skills.
- To provide an atmosphere of professionalism conducive to learning through the use of highly motivated staff, up-to-date equipment and student support.
- To promote growth of the whole person

Conduct Code

- Mountain Institute CTED classes are organized to replicate the work environment. Students are required to conduct themselves in the same manner that is required by professional employees.
- Students are expected to arrive to class on time, prepared to engage in active learning with the appropriate homework assignments and materials, including textbooks, paper, pencil or pen, and project materials. Students are also expected to remain in class until the end of the class.
- Cheating will not be tolerated. Students are expected to do their own work.
- Students are expected to follow directions given by any CTED/YC staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

Respect Code

Every person has the right to learn in a comfortable and safe environment. At Mountain Institute CTED, we expect all staff members, students and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- Being cooperative, attentive and supportive in class, and in all school related activities.
- Being supportive of one another in the pursuit of academic, activities, and personal goals.
- Not disturbing others in the classroom or during school related activities.

STUDENT CONDUCT

Dress Code

As a member of a career and technical education program, each student is expected to meet the program standards to be career ready. Employability standards such as dress and behavior are equally important in acquiring and maintaining employment. Therefore, a student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene language, slogans graphics or symbols, or symbols of sex, drugs or alcohol shall not be worn or displayed. Immodest or indecent attire is not acceptable. Appropriate designated footwear for each program must be worn at all times.

Mountain Institute CTED is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. **Specific courses may have assigned uniforms and students are expected to wear said attire as per the teacher's instructions. (Student Policy J-2350)**

Prohibited Student Conduct-Disruptive Conduct

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity.

A student shall not violate any federal, state or local law.

A student shall not violate any Governing Board policy, administrative regulation or school rule.

Defiance of Authority – Truthfulness

A student shall obey the reasonable instructions of teachers, administrators, and other CTED district employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner. **(Student Policy J-2300 © JIC)**

Possession of Weapons/Dangerous Items in School

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the MI CTED. **(Student Policy J-3100 JICI)**

Vandalism, Littering and Destruction of Property

A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event. **(Student Policy J-2300 © JIC)**

Drugs / Alcohol / Tobacco / Medical Marijuana

A student shall not possess, sell, offer to sell, use and transfer or be under the influence of alcohol, drugs, or medication (the use of medication is allowed if it is prescribed by a physician and used in accordance with the Governing Board policies). Drugs include any narcotic or dangerous drug, vapor releasing toxic substance, as well as any imitation controlled substance. The term medication means patent or proprietary medicines available legally by prescription only. A student shall not possess, sell, offer to sell, transfer or use drug paraphernalia. To insure the safety of our students and staff MICTED reserves the right to regularly have local law enforcement utilize canines trained to detect illegal drugs at the discretion of the school administration.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on MI CTED property, in a CTED vehicle, or at a CTED sponsored event.

An MI CTED student is not permitted to possess or use tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products while participating in class or at any function sponsored or otherwise authorized by MI CTED regardless of age. This includes all Central Campus students, whether at Yavapai College, a business, agency or a local high school, regardless of age. **(Student Policy J-3050 JICH and J-3000 JICH)**

Hazing

Exhibit J-2982 © JICFA-EB

There shall be no **hazing**, solicitation to engage in **hazing**, or aiding and abetting another who is engaged in **hazing** of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the school.

Definitions

“**Hazing**” means any intentional, knowing or reckless act committed by a student whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

“**Organization**” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Calendar Template © calendarlabs.com

It is no defense to a violation of the policy if the victim consented or acquiesced to **hazing**.

In accord with statute, violations of the policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report **hazing** to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of **hazing** may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains, or reports **hazing**, may report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall obtain sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others. **(Student Policy J-2950 JICFA)**

Student Violence/Harassment/Intimidation/Bullying

Exhibit J-3232 © JICK-EB

The Governing Board of Mountain Institute CTED believes it is the right of every student to be educated in a positive, safe, caring and respectful environment that maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation of citizens in society.

To assist in achieving a Program environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, oral, physical, or emotional means and may occur in a variety of forms including, but not limited to

- oral, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome oral or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member. Program personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of the case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable Program policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from the program.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant program policies shall be followed.

Law Enforcement Authorities shall be notified any time Program officials have a reasonable belief that an incidence of bullying is a violation of the law. **(Student Policy J-3200 © JICK)**

Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons. **(Student Policy J-2300 © JIC)**

Threats, Assaults and Fighting

A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person. **(Student Policy J-2300 © JIC)**

Defamation

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business or office. **(Student Policy J-2300 © JIC)**

Obscenity and Vulgarity

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact the students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner. **(Student Policy J-2300 © JIC)**

Forgery, Cheating and Plagiarism

A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Emergency Alarms and Fire Control Devices

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying use of the device.

Arson

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a science class.

Unauthorized Entry

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds. (Student Policy J-2300 © JIC)

Misrepresentation, Extortion and Theft

A student shall not take, use or borrow any property by misrepresentation, deception or by expressed or implied threat. A student shall not take, use or borrow property belonging to another person without that person's permission to use or take the property.

Gang Activity and Association

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community. (Student Policy J-2900 © JICF)

For this purpose, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following : intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel. (Student Policy J-3400 © JIH)

To insure the safety of our students and staff MICTED reserves the right to regularly have local law enforcement utilize canines trained to detect illegal drugs at the discretion of the school administration.

Contests for Students

Student participation in contests sanctioned or promoted by the CTED shall be limited to activities that relate to the educational needs and interests of students and do not promote private or commercial interests. (Student Policy J-4150 © JJG)

Employment of Students

The CTED is aware that many students, for various reasons, seek employment during the school year. These students are reminded that school work and activities must not be neglected, nor shall such employment conflict with the school schedule. **(Student Policy J-6800 © JO)**

Student Activities Funds

Mountain Institute will adhere to Student Policy J-4100 © JJF regarding “Student Activity Fund” as defined in A.R.S 15-1121 through A.R.S. 15-1124.

Governing Board Policies

Student policies, approved by the Governing Board, are available for viewing at <http://lp.ctspublish.com/asba>. All Mountain Institute JTED students and parents are encouraged to familiarize themselves with the content therein.

Telephone Calls and Messages to Students

Students will not be excused from class to make or accept telephone calls except in the case of an emergency. Telephones in classrooms are not to be used by students for personal calls.

Release of Student Photos

During the year, Mountain Institute CTED often has the opportunity to photograph students in a variety of learning experiences. Student recognition, contests, and work experiences are a few examples of these activities. Upon registration students and parents/guardians will be given a “Permission for Photo Release” which must be completed.

These personally identifiable photographs may be used in the district newsletter, local newspaper, district website, social media and awards banquet presentations. Highlighting school achievement is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students.

Open/Closed Campus/Leaving Campus

Because MICTED courses are part of intensive industry-based programs; timely arrival and departure and attendance are essential. Therefore, students do not have permission to arrive late or leave early from CTED programs except for pre-approved or emergency situations. Students are expected to remain on campus as long as class is in session. A student with a medical or dental appointment may leave in time to meet such an appointment but must sign-out and sign in upon return. A class or group of students may leave campus when they are scheduled to participate in a school-sponsored and chaperoned activity. An early release request must be signed by the parent and submitted to MI CTED or the teacher before the student leaves class. Early Release Request can be found on page 26 or on www.mijted.net website. **(Student Policy J-1850 JHCA)**

Make-Up Work

Assignments missed due to absences are the responsibility of the student. It is the **student’s responsibility** to ask his or her teacher for make-up work prior to leaving unless otherwise allowed by instructor upon returning from an absence. The student will adhere to the rules and expectations of the individual teacher concerning time frame for due dates concerning make-up work.

Apprenticeships/Clinical

CTED Skills Labs are carefully monitored work/service experiences in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. This is an opportunity for student’s to gain valuable industry hands-on training within the local business community in support of their classroom instruction/standards. Students are required to wear MICTED uniforms at all times. Student shall wear CTED provided ID and behave in a professional manner while participating in any Skills Lab/Clinical experience.

TRANSPORTATION

Though we do our best to *facilitate* transportation, MI CTED does not provide transportation to and from classes. TRANSPORTATION IS THE RESPONSIBILITY OF THE STUDENT'S HOME SCHOOL DISTRICT.

The use of personal transportation is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Students driving must possess a valid Arizona driver's license along with current vehicle registration and insurance coverage. When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regulating the student's conduct while on a school bus or other vehicle, and shall obey the directives of school bus drivers.

MI CTED students need to pick up a parking pass at the campus where their CTED program is located and follow the parking guidelines for that campus. Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area. Vehicle speed on campus is restricted to 5 miles per hour (5 mph) regardless of location. **(Student Policy J-6650)**

COMPUTER & INTERNET USAGE

The use of the computer and internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Any use of the computer or Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. As users of technology for MICTED courses, students agree to:

1. Use school facilities and equipment only for school-related education activities.
2. Be responsible for the monitoring and if necessary rejection of inappropriate or unlawful materials.
3. Only use the internet for activities related to curriculum expectations. District resources will not be used for commercial purposes or sending unauthorized or personal electronic messages; this includes visits to social media sites.
4. Adhere to all copyright laws. School facilities and equipment will not be used to download games, music, graphics, videos, or test materials.
5. Not use school technology to plagiarize material. Plagiarism of another's work is a serious academic violation and students may lose credit in a course, or be expelled from college coursework as a result.
6. Not transmit material that is in violation of local or federal laws.
7. Report all security problems to system administrators and not demonstrate the problem to others.
8. Access only personal files or those files to which access has been granted by an authorized staff member.
9. Not purchase any online goods or services without authorized staff's permission. Student is financially responsible for all such purchases.
10. Use only school-approved software in school facilities on school equipment.
11. Avoid monopolizing systems, overloading networks, or printing excessively.
12. Not harm, modify, or destroy hardware on any school equipment.

ELECTRONIC DEVICES

Portable electronic devices shall not be turned on or used in any way during normal school hours or **when their use is otherwise prohibited by school personnel**. Electronic devices used when prohibited may be confiscated. Cameras or other camera features on a cell phone or other portable electronic device in restrooms or locker rooms or for any use constituting an invasion of privacy is strictly prohibited. **In certain circumstances, portable electronic devices may extend, enhance, and/or reinforce a student's learning process but must be approved at the discretion of the classroom teacher unless a device is mandated in the student's individualized education program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.**

Portable electronic devices are allowed to be taken and used on school trips but may not be used during any instruction activity or at other times when school personnel prohibit their use. **(Student Policy J-3150 JICJ)**

DISCIPLINARY ACTION

Discipline for Mountain Institute CTED students shall be in accordance with the Mountain Institute CTED policies when the student is present in a CTED Central Campus Course/Activity. **Discipline issues will be reported to the Mountain Institute CTED Superintendent or Superintendent designee, who will also notify the student’s home school of said disciplinary action/infraction.** Concurrently, when a student is present at his/her home school campus, student discipline is then in accordance with the home school’s established policies.

All disciplinary actions taken at either Mountain Institute CTED or the home schools may be enforced by the home school and the CTED for the same infraction.

Classroom Discipline Plans/Course Expectancy

At the beginning of each new term and with each new student, teachers will take time to explain their individual classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to each student (course syllabus), and he/she will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher’s consequences for violations will be subject to immediate referral to the Superintendent or designee.

District Student Discipline Rules and Due Process Procedures

Purpose of Policy

The purpose of this policy is to: (1) define conduct that may result in discipline of a student and (2) set forth due process procedures for various types of discipline.

Application of Policy

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent conferences, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, **student being placed on a discipline contract**, suspension or expulsion.

This policy is intended to regulate conduct of a student when the student is: (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; or (3) is under a suspension or expulsion from another school district/member school district or has engaged in misconduct while attending another school district/member school district; or has (4) engaged in misconduct that is in any other manner school related or affects the operation of any school. For the purpose of this paragraph, the term “school grounds” includes all property owned or controlled by the school district and all property reasonably adjacent thereto where students congregate during or immediately before or after school.

(J-4890 © JKDA, J -4600 © JK, J-6500 © JLIB, and J-4850 © JKD)

MI CTED DISCIPLINARY ACTIONS – ALL CAMPUSES

VIOLATION	Range of Consequences
Aggression Verbal Provocation Minor Aggressive Act Disorderly Conduct Recklessness Endangerment Fighting Assault Aggravated Assault	Detention, ISS, Work Detail, OSS, Discipline Hearing, Police Referral Calendar Template © calendarlabs.com

<p>Alcohol, Tobacco and Other Drugs (sale/distribution or intent to sell/distribute; use; possession; or share)</p> <ul style="list-style-type: none"> Alcohol Violation Tobacco Violation E-Cigarettes Drug Violation Medical Marijuana 	OSS, Discipline Hearing, Police Referral
<p>Arson</p>	OSS, Discipline Hearing, Police Referral
<p>Attendance Policy Violation</p> <ul style="list-style-type: none"> Tardy Leaving School Grounds without Permission Unexcused Absence Truancy 	Classroom Intervention, Warning, Detention, Attendance Contract, ISS, OSS, Discipline Hearing, Loss of Credit Truancy Citation, Work detail
<p>Harassment, Threat and Intimidation</p> <ul style="list-style-type: none"> Harassment, Nonsexual Bullying Threat or Intimidation Hazing 	ISS, OSS, Discipline Hearing, Police Referral
<p>Lying or Forgery</p> <ul style="list-style-type: none"> Cheating, Plagiarism – See Ethics Policy 	Detention, ISS, OSS, Discipline Hearing, Police Referral
<p>School Policies, Other Violations of</p> <ul style="list-style-type: none"> Combustible Contraband Defiance, Disrespect towards Authority, and Non- Compliance Disruption Dress Code Violation Gambling Language, Inappropriate Negative Group Affiliation Parking Lot Violation Profanity Public Display of Affection No Student ID Card 	Warning, Classroom Intervention, Detention, Work Detail, Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS, Discipline Hearing, Police Referral

<p>School Threat</p> <ul style="list-style-type: none"> Bomb Threat Chemical or Biological Threat Fire Alarm Misuse 	OSS, Discipline Hearing, Police Referral
<p>SEXUAL OFFENSES</p> <ul style="list-style-type: none"> Pornography Indecent Exposure or Public Sexual Indecency Harassment, Sexual Harassment, Sexual with Contact 	ISS, OSS, Discipline Hearing, Police Referral

[Calendar Template](http://calendarlabs.com) © calendarlabs.com

Technology, Improper Use/Possession Computer Network infraction Electronics	Confiscate, Parent Pick-up, Detention, Loss of Computer Privilege, Work Detail, ISS, OSS, Police Referral
Theft	OSS, Work Detail Discipline Hearing, Police Referral
Trespassing	Police Referral
Vandalism or Criminal Damage Graffiti or Tagging Vandalism of Personal Property Vandalism of School Property	Detention, Work Detail, ISS, OSS, Discipline Hearing, Restitution, Police Referral
Weapons and Dangerous Items Firearms Other Destructive Device Other Weapons Dangerous Weapons Simulated Weapons	OSS, Discipline Hearing, Police Referral

- ❖ OSS= Out of School Suspension
- ❖ ISS= In-School Suspension (student removed from lab to MI CTED office)

Offenses may be reported to AZ Department of Education and/or law enforcement.

Be aware of the following:

1. The administration reserves the right to circumvent the discipline matrix when deemed necessary.
2. Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
3. Any continuing offense may be considered incorrigible behavior and will be taken to a discipline hearing.
4. Life Coaching can be used as an intervention.
5. Referrals will be sent home with the student and placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of an offense that merits Suspension.
6. Discipline hearings could result in Long-Term Suspension, Expulsion, Alternative to Suspension, or an Alternative Placement.
7. Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
8. Any violation of local, state, or federal law could result in a discipline hearing with a recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.

NON-DISCRIMINATION POLICY

Prohibited Discrimination - The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Compliance Officer — any person who believes he or she has been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the

Superintendent designee (the Compliance Officer). If the Compliance Officer is the one alleged to have unlawfully discriminated, a complaint against the Compliance Officer should be filed with the Superintendent who, for all other purposes of this policy, shall act as the Compliance Officer.

Complaint Investigation Procedure—The District is committed to investigating each complaint thoroughly and to taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

If the initial investigation discloses reasonable cause to believe that a violation of this policy has occurred, the Compliance Officer shall so advise the Superintendent, who shall determine whether to hold an administrative hearing and/or whether to bring the matter before the Governing Board. The determination of “reasonable cause” is not a determination that discrimination actually has occurred. It means only that there is a reasonable basis to the allegations such that the matter should proceed to a hearing on the allegations. If the person alleged to have violated this policy is a teacher or administrator, the due process provisions of the District’s rules for Disciplinary Action against a Teacher, or rules for Disciplinary Action against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings in accordance with A.R.S. 15-531, et seq., may be initiated. If the person alleged to have violated this policy is a classified employee, the Compliance Officer, Superintendent or the Superintendent’s designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board impose a suspension without pay, dismissal, or other appropriate discipline. If the Compliance Officer’s investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall so inform the complaining party in writing.

Parent/Student Signature Sheet

Student Handbook

Parents/guardians and students are required to sign this sheet after having read the student handbook and students must return it to MICTED with in the first week of class.

We have read and understood the contents of the 2021-2022 Mountain Institute CTED Student Handbook. We acknowledge that it is our responsibility to understand the contents of this book and to adhere to its rules and regulations. It is also understood that the policies, guidelines and expectations contained in the Student Handbook are subject to change at any time, in the best interest of students and the school community. We sign below with the understanding that we are bound by the policies, guidelines and expectations contained in this handbook.

Student Name (Print Clearly)

Home School

Signatures:

Student _____

Date _____

Parent _____

Date _____

MICTED CONTACT INFORMATION

Mountain Institute JTED District Office

Address

220 Ruger Road
Prescott, AZ 86301

Phone

(928) 771-0791 (Office)

Website:

www.mijted.net

Email

miinfo@mijted.net

Facebook

www.facebook.com/MIJTED

Office Hours

Monday-Friday 7:00 a.m. – 4:30 p.m.

MI CTED (CENTRAL CAMPUSES)

MI Central – Culinary Facility**Address**

2970 North Park Avenue
Prescott Valley, AZ 86314

Phone

928-771-0791

Website

www.mijted.net

MI Central – Yavapai College CTEC**Address**

220 Ruger Road
Prescott, AZ 86301

Phone

928-771-0791 (JTED Office)
928-776-2002 (On Site)

Website

www.yc.edu/v4content/campuses-and-sites/ctec

MI Central – Yavapai College Main Campus**Address**

1100 East Sheldon Street
Prescott, AZ 86301

Phone

928-771-0791 (JTED Office)
928-445-7300 (On Site)

Website

www.yc.edu/v4content/campuses-and-sites/prescott

MI Central – Yavapai College Chino Ag Campus**Address**

2275 Old Home Manor Drive
Chino Valley, AZ 86323

Phone

928-771-0791 (JTED Office)
928-717-7720 (On Site)

Website

www.yc.edu/y4content/campuses-and-sites/chino-valley

MEMBER DISTRICTS (SATELLITE OFFICES)

Ash Fork

Address

46999 5th Street
Ash Fork, AZ 86320

Phone

928) 637-2561

Website

www.afjUSD.org

Chino Valley

Address

760 East Center Street
Chino Valley, AZ 86323

Phone

(928) 636-2298

Website

www.chinovalleyschools.com

Bagdad

Address

515 Breezy Court
Bagdad, AZ 86321

Phone

928-633-2201

Website

www.bagdadshools.com

Mayer

Address

12606 E. Main Street
Mayer, AZ 86333

Phone

928-642-1000

Website

www.mayerschools.org

Bradshaw Mountain

Address

6000 East Long Look Drive
Prescott Valley, AZ 86314

Phone

928-759-4100

Website

www.humboldtunified.com

Prescott

Address

1050 N. Ruth Street
Prescott, AZ 86301

Phone

928-445-2322

Website

www.prescottschools.com/phs

Seligman

Address

325 Main Street
Seligman, AZ 86337

Phone

928-422-3233

Website

www.seligmanschools.org

CAREER TECHNICAL EDUCATION GLOSSARY

CTE Programs

An organized set of specialized courses which directly relates to the preparation of persons for occupations that normally do not require a baccalaureate or advanced degree for paid or unpaid employment, or advancement, and which is designed in total to provide a student with sufficient skills for entry into an occupation.

CTSO

Career and Technical Education Student Organizations are formed for students to gain leadership skills, professional development, and hands-on, or competition experience, that allow students to excel in their career area.

Centralized Program

A CTED program that is held “off home school campus” during or after regular school hours, and students travel to the program from other high schools.

Dual Credit

Student may receive both high school and college credit for a particular course or program.

CTED

Joint Technical Education District

Satellite Program

A CTED program held during regular school hours on a home high school campus.

Mountain Institute CTED | 2021-2022 CALENDAR

JULY '21						
S	M	T	W	T	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

5 Independence Day
16-21 Summer Conf
29-30 MIC Teachers Workdays

3 MIC M-TH Classes Start
7 MIC F Classes Start
13 - Medical 100th Day
17 ML King Day
18 MIJ M-TH Classes Start
21 MIJ F Classes Start

JANUARY '22						
S	M	T	W	T	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					

AUGUST '21						
S	M	T	W	T	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				

2-3 MI Teacher Workdays
4 MIC M-TH Classes Start
6 MIC F Classes Start
16 MIJ M-TH Classes Start
20 MIJ F Classes Start

14 – Yavapai 100th Day

FEBRUARY '22						
S	M	T	W	T	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					

SEPTEMBER '21						
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		

6 Labor Day
29 – Medical 40th Day

4 MIC Mid Term
11 MIJ Mid Term
14 – 18 Spring Break

MARCH '22						
S	M	T	W	T	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		

OCTOBER '21						
S	M	T	W	T	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						

8 MIC/MIJ Mid Term
11 – Yavapai 40th Day
31 Halloween

APRIL '22						
S	M	T	W	T	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

NOVEMBER '21						
S	M	T	W	T	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				

11 Veterans Day
24-26 Thanksgiving Break

12-13 MIJ Classes End
13 MIC F Classes End
17 MIC M-TH Classes End
30 Memorial Day

MAY '22						
S	M	T	W	T	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				

DECEMBER '21						
S	M	T	W	T	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	

9-10 MIJ Classes End
10 MIC F Classes End
15 MIC M-TH Classes End
20-31 Winter Break
25 Christmas Day

JUNE '22						
S	M	T	W	T	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		



In response to the COVID-19 pandemic, the District will be implementing reasonably necessary precautions to minimize the risks to students and staff of exposure to COVID-19, including enhanced cleaning procedures with 60% alcohol based solutions and increased cleaning of high-touch areas, increased access to hand sanitizer and disinfectant wipes, requiring staff and students to self-monitor for symptoms, limiting and reducing large group gatherings and modeling social distancing where possible, requiring the use of masks by both students and staff, making gloves available for optional use, and training staff on health and safety protocols.

These precautions, however, may not be adequate to prevent the spread of COVID-19 given, among other things, the relatively long incubation period of the virus, the fact the virus may be transmitted by persons not showing any symptoms, and that it is not possible to maintain social distancing guidelines in all areas of the school environment.

By signing this Handbook, you understand that despite the District’s precautions, your child may nevertheless acquire or be exposed to COVID-19, and other viruses and diseases. Potential symptoms of the COVID-19 virus may include but are not limited to the following: fever, cough, shortness of breath, difficulty breathing, and/or other flu-like symptoms. COVID-19 may be deadly, particularly for immune compromised individuals and the elderly, and may also lead to a rare, but serious inflammatory condition called multisystem inflammatory syndrome in children (“MIS-C”) or pediatric multisystem inflammatory syndrome (“PIMS”). **YOU UNDERSTAND AND SPECIFICALLY ASSUME ALL RISKS AND HAZARDS ASSOCIATED WITH YOUR CHILD’S ATTENDANCE AT SCHOOL DURING THE COVID-19 PANDEMIC INCLUDING THAT YOUR CHILD MAY ACQUIRE COVID-19, MIS-C, OR PIMS, AND/OR THAT COVID-19 MAY SUBSEQUENTLY BE TRANSMITTED FROM YOUR CHILD TO YOU, YOUR FAMILY, MEMBERS OF YOUR HOUSEHOLD AND/OR OTHER MEMBERS OF THE COMMUNITY, KNOWN OR UNKNOWN.**

By sending my child to school, you affirm that your child does not have any of the following symptoms: fever of 100.4 degrees or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, headache, sore throat, nausea or vomiting, or diarrhea. In the event that your child develops any of these or other symptoms associated with COVID-19 or other contagious illness or disease, your child will be separated from other students, you will be contacted for pickup of your student, and your child will not be allowed to return to school until he or she has been symptom free for at least 48-hours.

Parent Signature

Date

MOUNTAIN

INSTITUTE

— CTED —

GET TRAINED. GET CERTIFIED. GET HIRED.