



## Fort Hayes Metropolitan Education Center

### Fort Hayes Career Center

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Columbus, Ohio 43215

Phone 614-365-6681

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[www.columbus.k12.oh.us](http://www.columbus.k12.oh.us)

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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August 5, 2022

Dear Parents/Guardians:

Welcome to the 2022-2023 school year. My name is Dr. Milton Ruffin, and I am the Director of the Fort Hayes Metropolitan Education Center; a campus which includes the Fort Hayes Career Center and is supervised by Mrs. Crystal Sanders. We are excited your student has chosen to take a step toward building his/her career path by enrolling in one of our excellent career technical programs.

Students are to report for the new school year on **Wednesday, August 24<sup>th</sup>, 2022**. Morning programs at the Fort Hayes Career Center begin promptly at **7:30 a.m.** and afternoon programs begin promptly at **12:00 p.m.** Students will report directly to their program on the first day of school. A list of programs and classrooms has been included with this letter for your convenience. If your student is unsure where to report, please remind him/her to go directly to the Construction Arts Commons and a representative will be there to assist. If you were unable to attend our new student orientation last spring, your student will receive specific program information on the first day of school. If you have scheduling questions, please contact counselors Mrs. Dana Matunas (380) 997-6052 ext. 76052 or Mrs. Cecilia Kanowsky at (380) 997-6054 ext. 76054.

Our focus at Fort Hayes Career Center is on success. In addition to the *hands-on* training, our expectation is that all students acquire **workplace-readiness skillsets**, **industry specific knowledge**, and **competitive industry certifications** in their career technical field. We stress the importance of **regular attendance and professionalism** as it is critical to your student's success in both school and the workplace. Additionally, we strive to promote the ethics and decorum of a professional workplace environment; therefore, we ask that students comply with the Fort Hayes Metropolitan Education Center dress code at *all times*. Enclosed with this letter is a copy of specific Fort Hayes dress-code requirements. Additional requirements may vary by program.

At Fort Hayes, we hold all of our students to the highest industry standards of professionalism and conduct. We look forward to building a relationship with your student that will allow him/her to achieve our expectations and his/her Career and Technical goals; **Be Fort Hayes. Be Excellent. Be the Exception.**

Once again, we look forward to working with you and your student in making this a positive and successful year!

Sincerely,

Milton Ruffin, Ph.D.

Principal/Director

Fort Hayes Metropolitan Education Center



# Fort Hayes Career Center



## Construction Arts & Transportation Systems

Program	Bldg./Room	Instructor
Automotive Collision Repair	CA / 101	Robert Parker
Automotive Technology	CA / 105	Sean Kelley
Automotive Technology	CA / 107	Terry Smeck
Bricklaying & Concrete Systems	CA / 111	Adam Viney
Carpentry	CA / 113	Matthew Blake
Construction Electricity	CA / 117	Ceron Williamson
Heating, Ventilation & Air Conditioning	CA / 119	Horn In
Welding	CA / 102	Andrew Taylor
NCCER	CA / 103	Robert Knecht

## Health Science

Program	Bldg./Room	Instructor
BioScience Technology	Health / 213	Bailey Wagner
Dental Assisting	Health / 112	Ebony Hale
Fitness & Wellness	Health / 111	Vicky Pate
Medical Assisting	Health / 206	Kelly Tabor
Medical Laboratory Technician	Health / 202	Gerald Collins
Pathway to Nursing	Health / 101	Julie Clark
Pathway to Nursing	Health / 102	Carla Toles-Anthony
Pathway to Surgical Technology	Health / 201	Cheryl O'Neil

## Performing Arts

Program	Bldg./Room	Instructor
Audio Production	110 / 105A	Ryan Van Bibber
Dance Performance	PA / 123	Cortney Crenshaw
Filmmaking & Television Production	PA / 124	Julie Kindinger
Music Performance	CA / 124	Jeff McCargish
Theatre Performance (room change)	63/205	David Bahgat

## Visual Arts

Program	Bldg./Room	Instructor
Art Portfolio	ST / 202	Megan Evans
Graphic Arts & Design	110 / A005	Zachary Traxler
Photography	ST / 206	Corrie Witt

CA – Construction Arts Building  
110 – Building 110

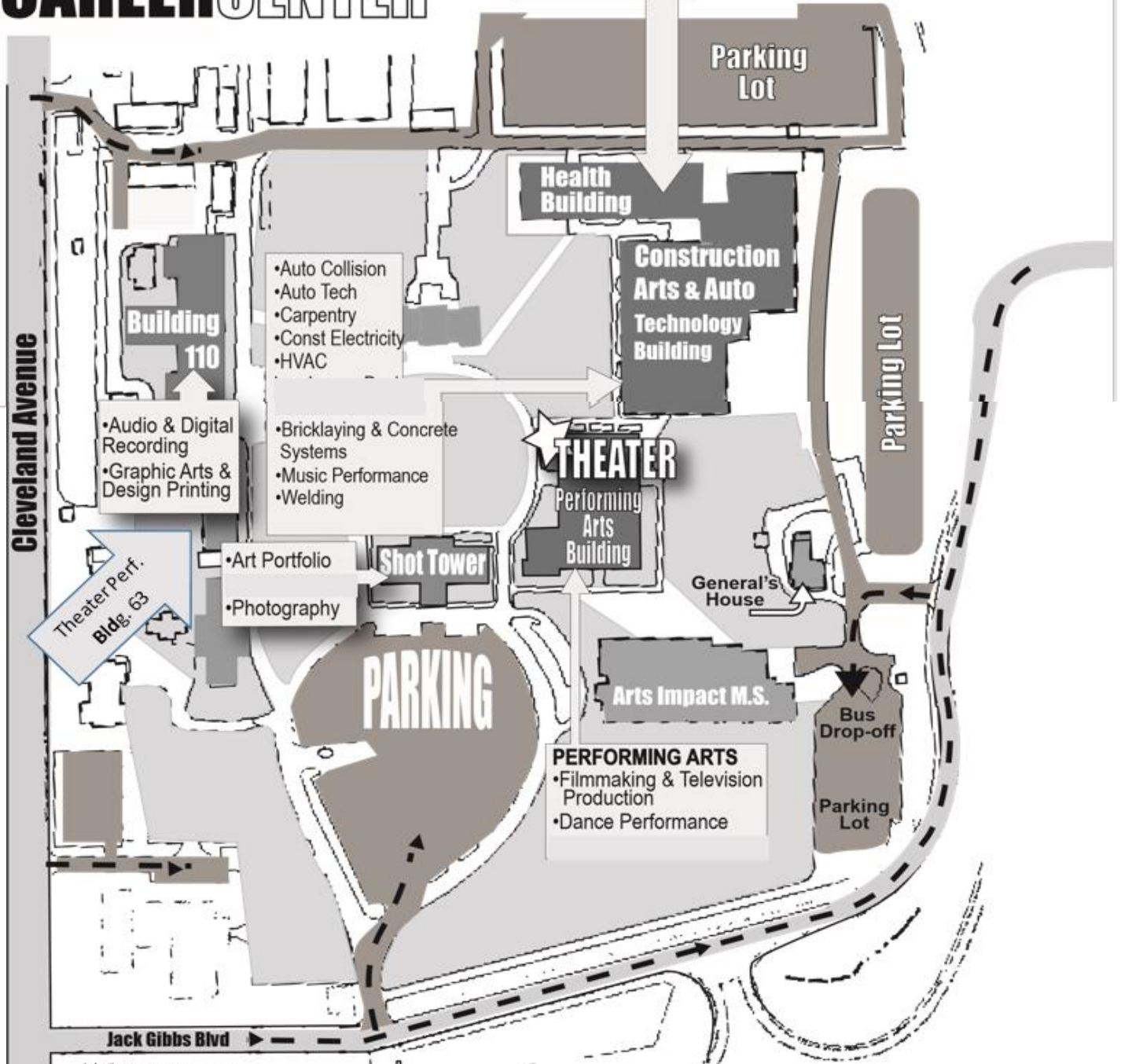
PA – Performing Arts Building  
H – Health Building

ST – Shot Tower  
63 – Building 63



# FORT HAYES CAREER CENTER

- BioScience Tech
- Dental Assisting
- Fitness & Wellness
- Med Assisting
- Med Lab Tech
- Nursing
- Surgical Tech



The Columbus City School District does not discriminate based on race, color, religion, sex, national origin, disability or age with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.



## Fort Hayes Metropolitan Education Center Dress Code

As a member of the Fort Hayes Career Center, our students are expected to maintain professional expectations **at all times**. For this reason, clothing that reflects a professional mindset is required for all Fort Hayes Career Center students **while on our campus**. Students who do not dress appropriately will be required to contact a parent and change clothing. Repeat offenders will receive consequences for insubordination.

The following are **not permitted**:

- Halter tops, bare midriffs, see-through blouses, tank tops, tube tops, sleeveless muscle-type shirts
- Shorts [long slacks, skirts, pants, and Capri pants\* below calf/above ankle are acceptable; skirt hems are to be at the extended fingertips when standing; culottes/skorts are classified as shorts and are not acceptable; Bermuda's and long baggy shorts are not classified as Capri pants and are not permitted]
- Bare feet, slides, nor flip-flops (shoes must have a back strap around the ankle)
- "Head rags," handkerchiefs as a head cover, bandannas, sweat bands
- Wearing outdoor clothing in the classrooms, etc. (examples: coats, hats, scarves, gloves, inappropriate head coverings)
- Pajamas (or any bedroom attire including to blankets, slippers, or snuggies)
- Clothing/accessories that may suggest "street" or "gang"-related activities
- Clothing/accessories that advertise alcohol, drugs, tobacco, profanity, or negative social statements
- "The baggy pants look" that exposes underwear/buttocks
- Jeans must be clean, neat, and free of excessive tears. Jeans with tears (shredded jeans) should not be excessive and tears with skin exposure should not fall above the knee
- Jewelry\*\*, metal, pins with protruding attachments or spikes (will be considered unsafe for the person wearing or for others)
- Articles of attire or manner of dress that may be deemed disruptive or inappropriate or unsafe (e.g., micro mini-skirts with tights worn under, leggings worn as pants, adornments attached to clothing)
- Sunglasses, goggles, and hats are not to be worn in school buildings

**\*Note:** Capri pants will be defined by retail store photos specifically noting Capri pants. Capri's must fit the contour of the leg. Long baggy shorts (whether pulled down or not) are not Capri pants. **\*\*Two, three, four finger ring jewelry types ("brass knuckles") are classified as a weapon in the Columbus City Schools.**

**Please see your program instructor for specific program/uniform requirements.**

Thank you!



# STUDENT EMAIL ACCESS

Beginning Monday, April 6, 2020,  
**COLUMBUS CITY SCHOOLS**  
will be providing each student with  
their **own** school email address.

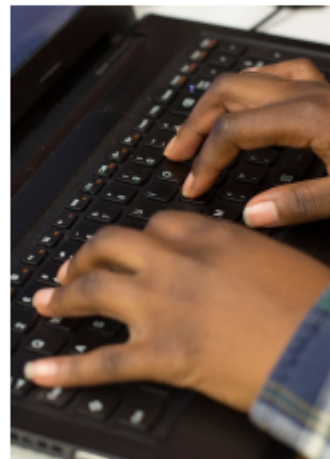
Student email addresses are in the format of  
**studentIDnumber@columbus.k12.oh.us**  
(for example, 12345678@columbus.k12.oh.us).

Students will use the same password that they use to log in to district computers at school. Students can access their email account from any device by visiting [ccsoffice.org](http://ccsoffice.org).

Students will be able to use their new email address to connect with their teachers, principals, and school support staff about online assignments, coursework, and school-related activities.

Students are only permitted to send or receive internal email messages. This means that they are only allowed to send and receive messages from other email addresses that end with "@columbus.k12.oh.us". There are a number of exceptions including Google Classroom, Webex video chats, and other educational resources and institutions.

The new student email addresses are governed by Board Policy 7540.03 - Student Education Technology Acceptable Use and Safety.



## HOW TO ACCESS STUDENT EMAIL

1. From any device, visit **ccsoffice.org**.
2. For the username, enter your student email address  
(example: 12345678@columbus.k12.oh.us).
3. For the password, enter the same password that you use to log in to a computer at school.
4. Contact your school principal or the IT Help Desk (614-365-8425) with any questions or login problems.
5. Note: If you are using a shared or public computer, always remember to log out of your email account before closing your browser or leaving the computer.

[ccsoh.us](http://ccsoh.us)