



## Fort Hayes Metropolitan Education Center

### Fort Hayes Career Center

546 Jack Gibbs Boulevard

Columbus, Ohio 43215

Phone 614-365-6681

Fax 614-365-4037

[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 7, 2023

Dear Parents/Guardians:

Welcome to the 2023-2024 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 23<sup>rd</sup>, 2023**. Morning programs at the Fort Hayes Career Center begin promptly at **7:30 a.m.**, and our afternoon programs begin promptly at **12:00 p.m.** Prior to 7:20 am, students will report to the Construction Arts Building for breakfast on the first day of school. After 7:20 am, students will have access to the building of their respective programs. 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.**

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   | TBA              |
| 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   | Andy Taylor      |
| NCCER                                   | CA / 103   | Robert Knecht    |

### Health Science

| Program                        | Bldg./Room   | Instructor     |
|--------------------------------|--------------|----------------|
| BioScience Technology          | Health / 213 | TBA            |
| Dental Assisting               | Health / 112 | TBA            |
| 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 Surgical Technology | Health / 201 | Cheryl O'Neil  |

### Performing Arts

| Program                            | Bldg./Room | Instructor      |
|------------------------------------|------------|-----------------|
| Audio Production                   | 110 / 105A | Ryan Van Bibber |
| Dance Performance                  | PA / 123   | China White     |
| 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

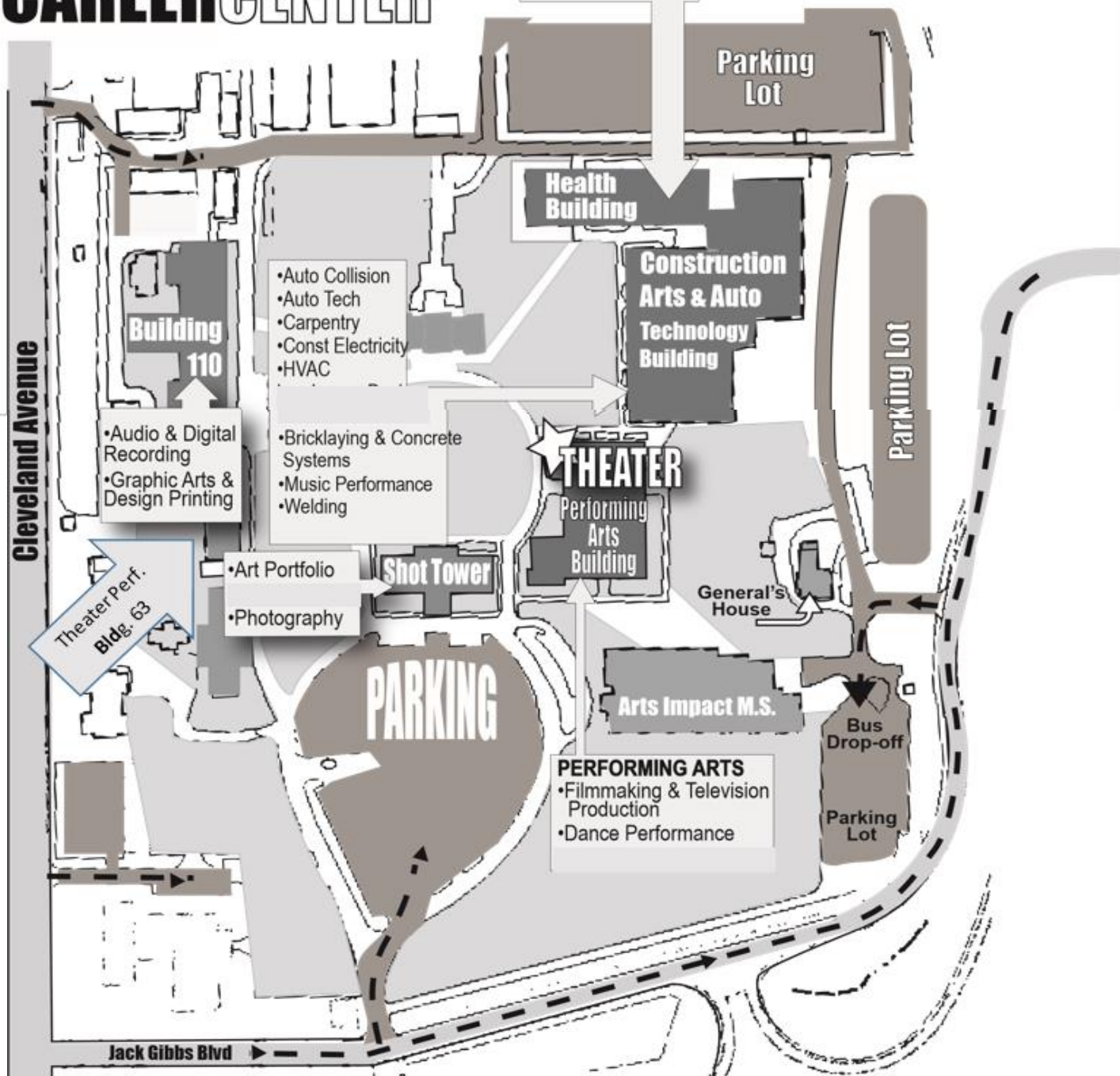
PA – Performing Arts Building  
H – Health Building

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.

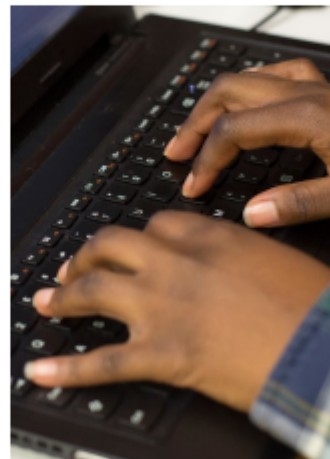
Student email addresses are in the format of  
**studentIDnumber@columbus.k12.oh.us**  
(for example, 12345678@columbus.k12.oh.us).

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**



**COLUMBUS  
CITY SCHOOLS**

**IMPORTANT INFORMATION FOR  
PARENTS/GUARDIANS  
TO KEEP YOU INFORMED**

**Is Your Parent Portal Account Activated?** Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information\*\*
- Pay Fees

\*\*The most updated contact information for your child is needed for the District and its schools to communicate with your family via phone, text, and email. It's very important to update your child's contact information every year, and now it's much easier through the Parent Portal.

**Need to update your contact information?** It can all be updated online through the Annual Update in the Portal. This includes emergency contacts, phone numbers, and email addresses. Columbus City Schools communicates information about School Choice Lottery, Career Tech, Summer School, and other pertinent announcements via auto-dialers and email contacts.

**Do you have an address change?** Parents and Guardians can now update their home address and make a request to change their students' school of enrollment through the Annual Update.

**Important Annual Forms** are also completed online through the Annual Update in the Portal. This includes acknowledgements such as Emergency Contact Information, Consent for Release of Student Information, Internet Acceptable Use, FERPA Rights, and the Compact Form.

Annual Updates will be processed promptly, and parents will receive a confirmation email when their update is completed.

**NEED HELP GETTING CONNECTED?** Each parent/guardian has their own personalized Activation Code.

**ACTIVATING THE PARENT PORTAL IS EASY.**

1. Go to our website at [www.ccsch.us](http://www.ccsch.us) and click on the Students & Families tab.
2. Click on the PARENT PORTAL box at the bottom of the page.
3. Click on the button that says NEW USER ACTIVATION.
4. Enter your ACTIVATION CODE (contact your school to obtain one if needed). *We know it's long - that helps keep the data secure - so type carefully.* Once the code has been activated, it can't be used again.
5. Follow the prompts to set up your username/password and to add a recovery email address.
6. If you've forgotten your username/password, click on EXISTING USER in the Portal, then click FORGOT USERNAME/PASSWORD, and the information will be sent to the email used to set up the account. If you no longer have access to the email you used when setting up the account, **please send a picture ID and your student's name and date of birth to [parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us).**

The Parent Portal login will also allow you to have personalized alerts sent directly to your smartphone through the **Columbus City Schools Mobile App**. You can download the free Columbus City Schools Mobile App now by searching "Columbus City Schools" in the app store on your mobile device.

**STILL HAVE QUESTIONS?**

Call the District FACTLine at 614-221-FACT (3228) or the Parent Portal Assistance Line at 380-997-7245.

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