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CAREER & TECHNICAL EDUCATION
CLARE-GLADWIN RESD

2017-18
Information Guide

- ★ Students ★
- ★ Parents ★
- ★ Guardians ★

CAREER CENTER

4041 East Mannsiding Rd, Clare MI 48617

Office: (989) 386-9334 Fax: (989) 386-5640

Web Site: www.cgresd.net/cte

www.cteitsworking.com

The CTE main office is located in room 268 on the Harrison
Campus of Mid Michigan Community College

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CAREER & TECHNICAL EDUCATION
CLARE-GLADWIN RESD

Local High School Counselors

Beaverton	Hillary Phillips	246-3323
Clare	Misti Fedewa	386-1223
Farwell	Amy Rohdy	588-9913
Gladwin	Erika Freds	426-8112
Harrison	Deb Fleming-Dittenber	539-7417

Clare-Gladwin RESD Mission Statement

Clare-Gladwin Regional Education Service District's mission is to provide *cooperative assistance, creative leadership and specialized expertise* to local school districts to enhance and expand educational opportunities for all.

WELCOME TO CAREER AND TECHNICAL EDUCATION!

On behalf of the Clare-Gladwin Regional Education Service District and the Career and Technical Education Staff, I would like to welcome you to our programs. By choosing to attend a CTE program, you have made an amazing first step toward a productive and successful future.

The Clare-Gladwin Career Center programs are housed both on the Mid Michigan Community College Campus and The Magnus Center in Clare, MI. We recognize you and applaud your efforts in making this very important decision. You are about to begin on an important journey toward becoming career and college ready. This training will provide you with an opportunity to be successful in a career area of your personal interest and skills. Our instructors are highly trained experts in their fields who will assist you in learning the industry standards in which ever field you choose. Both local and state wide employers are looking for young people who have experience in their fields and the employability skills to become highly effective employees. You will not only learn the technical information needed on the job, but other very important skills such as problem solving, team work, communication, positive attendance habits, and the math , writing and reading skills necessary to become a highly effective employee. Your CTE experience will give you the edge needed to pursue your career dreams after high school.

Your education at the Clare-Gladwin CTE Center is a partnership between you and your instructor. They will guide you through the learning process and provide you with many wonderful opportunities to learn in a very hands-on way. The CTE staff will assist you in any way possible and will expect your commitment and diligence to this unique learning experience.

Again, welcome to the world of career and technical education and have an amazing school year!

Sandra Russell

Director of Career and Technical Education
Clare-Gladwin RESD and Career Center

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Please cut out this page only and return the completed page to your CTE INSTRUCTOR by:

SEPTEMBER 15TH, 2017

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Clare-Gladwin CAREER CENTER Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

Please sign and return the bottom portion of this page to acknowledge that you and your CTE student have received a copy of the 2017-2018 Clare-Gladwin RESD Career Center Student and Parent/Guardian Information Guide.

Student Name: _____

Home High School: _____

Parent Signature: _____

Today's Date: _____

Please keep this handbook for your reference.

Clare-Gladwin RESD Board of Education

Barbara Richards	President	Harrison
Susan M. Murawski	Vice President	Clare
Sarah Kile	Secretary	Gladwin
Clay Maxwell	Treasurer	Beaverton
Lynn F. Grim	Trustee	Farwell

Superintendent – Sheryl Presler

Administrative Staff

Career Center Director	Sandra Russell	386-9334
Career Center Admin. Asst.	Amanda Cooper	386-9334

CTE Student Services Staff

Career Center Counselor	Margie Dill	386-9334
CTE Student Mentor/WBL Coord.	Eric Johnson	386-9334
Special Education Transition Coord.	Katie Knapp-Wyman	386-9334

Instructional Staff

Advanced Integrated Manufacturing/Engineering Steven Fosgard
Both Sessions at MMCC Richard Greenleaf

Automotive Don Maurer
Automotive Para-Educator, Suzanne Ledford
AM Session at MMCC / PM Session at Gladwin HS

Business Management/WBL Coordinator Candace Opalewski
PM Session at MMCC

Construction Trades Josh Myers
Construction Trades Para-Educator TBD
AM Session at Magnus Center / PM Session in Gladwin County

Criminal Justice Jeff Erickson
Both Sessions at MMCC

Culinary Arts/Hospitality Heidi Rocha
Culinary Arts Para-Educator Tara Dutcher
Both Sessions at MMCC

Digital Media Jim Langley
Both Sessions at MMCC

Education In Training Margaret Bailey
AM Session at Clare HS / PM Session at Beaverton HS

Health Occupations Stacy Nold
Health Occ Para-Educator Lynn Proctor
Both Sessions at Magnus Center

Welding Nicholas Blackmer
David Sanderson
Welding Para-Educator Phil Schafer
Both Sessions at MMCC

Math Consultant Larry Curtis

HANDBOOK PURPOSE

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Clare-Gladwin CAREER CENTER Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

Parents/Guardians, students and school personnel are welcome to visit the CAREER CENTER programs. We ask that arrangements for visitations be made with the Director's office prior to your visit.

INSTRUCTIONAL GOALS

The goal of Clare-Gladwin RESD's CAREER CENTER is to prepare all learners for success in careers and lifelong learning.

To this end, it is our intent to provide educational experiences and guidance for students to plan and prepare for a future:

In the labor market as employable individuals immediately after graduation with productive, saleable skills;

In education beyond high school with the opportunity to gain marketable job skills that will assist them in achieving career goals;

In the world of work to continue their education in order to help offset higher education expenses.

CAREER & TECHNICAL EDUCATION OPPORTUNITIES

All career and technical education programs follow the district's policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For general information about these programs, contact: CTE Director, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-9334

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals. To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

Section I:

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Superintendent, Clare-Gladwin RESD, 4041 E Mannsiding Rd, Clare, MI 48617 (989) 386-3851.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Ave, Room 750, Cleveland, OH 44114-2611.

Section II:

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1:

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2:

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting

Step 3:

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Ave, Room 750, Cleveland, OH 44114-2611. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

- B. Providing a school and home environment which encourages learning;
- C. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- D. Providing for the proper health, safety, and well-being for their child.

STUDENT SERVICES

COUNSELING

The Student Services Program offers students a wide array of services to assist them in gaining the full benefits of attending Clare-Gladwin RESD CAREER CENTER. The primary focus of these services is to assist students with career planning and decision making, provide academic and personal support necessary for success in the classroom, and assist them in finding related employment or further training/education.

JOB PLACEMENT/WORK-BASED LEARNING (WBL)

The CTE programs offer career placement opportunities for eligible students. This can be a paid or unpaid work experience where students can use skills learned in the CTE program and apply them in a supervised work setting to prepare them for the work force or further education in that career area. Students must have 6 completed segments in the CTE course in which they are enrolled before being considered for work-based learning placements.

The length of the placement varies by program. Students will be required to have a criminal background check to participate in the placement. Students may need to provide their own transportation to the placement depending on location and times. For more information regarding work-based learning opportunities contact Sandra Russell at (989) 386-9334.

ARTICULATION

Based on mutual concern for the needs of students pursuing occupational programs, and in an effort to help students successfully completing vocational training, students who earn a grade of "B" or better may be eligible to receive college credit at Baker, Davenport, Delta, Ferris, Kirtland and MMCC through articulation. Articulation provides an opportunity for continued education that builds on past learning experiences and eliminates unnecessary education delays or duplication of previous learning. The tuition for credit(s) articulated is waived and the student's information will be transferred to the colleges for formal record keeping. When a student enrolls in one of these colleges their articulated HS Credit will transfer over to their college academic record as an articulated credit. Questions regarding Articulation can be directed to the Career Center Counselor or Director.

Confidentiality

Confidentiality means that the privacy of information that you share with your counselor belongs to you. You may share information with others as you wish, but we understand that you have a right to privacy. We will guard that privacy as much as is permitted by the law, ethics, and school rules. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If you ask that information be shared with others, you and your parents will be asked to sign a release form. We will send only information you request unless mandated by law or ethics. You should know that there are exceptions where we are obligated to break confidentiality, including potential harm to you or someone else, state laws that mandate reporting of child abuse, or a court of law that requires testimony or student records. Counselors occasionally consult with other school professionals, but in such cases only information necessary to achieving the goals of the conference will be shared. In addition, counselors keep informal notes regarding conferences, notes that are stored in a secure, locked drawer and treated confidentially.

Providing students with the best services possible

The Clare-Gladwin RESD CAREER CENTER is an extension of your local high school. Our students “share” their time between the two. In order to provide the best service for each of our students it is necessary to exchange information with your local district from time to time. Only the necessary information is exchanged and is kept confidential. Examples of this exchange of information may include but are not limited to: attendance and/or behavior issues, IEP documents that affect the students Career Center Program, medical history or medication issues.

As part of your enrollment process you and your parent/guardian will be asked for a signature allowing this exchange of information to take place, and verifying that you understand the limits of confidentiality and the counselor client relationship as stated above.

Appointments

It is best to sign up for a counseling appointment in advance. There are times when counseling is available on a walk-in basis. Check in the CAREER CENTER main office for appointment information and the counselor’s calendar. Parents are encouraged to call for an appointment.

Additional Points

Our professional school counselor will adhere to standards of practice that support your:

- ❖ right to respect and dignity as a unique human being

student represents to be a controlled substance by appearance of effect.

USE OF TOBACCO

Use or possession of tobacco products is prohibited. “Tobacco product” means a preparation of tobacco to be inhaled, chewed, or placed in a person’s mouth. This includes electronic and other substitute forms of cigarettes.

LEAVING THE BUILDING

Students may not leave the building during scheduled class times. If an emergency occurs, the student must receive permission from the home school Director or designee before leaving.

PLAGIARISM (CHEATING & COPYING)

Plagiarized papers, reports or exams will receive a grade of 0 (zero), whether copied in whole or in part.

CRIMINAL RECORDS CHECK

Students enrolled in the Health Occupations, Education Occupations, Criminal Justice and Culinary Arts programs will have a criminal records check done before being allowed to participate in outside sites.

PHYSICALS

Students enrolled in the Education Occupations program are required to have a physical before they are allowed to participate in outside sites. Sports physicals are accepted.

STUDENT ID’s

Pictured Student ID’s will be issued to each student at the beginning of the school year. Students are expected to wear those ID’s while they are attending the programs either at MMCC or outside sites. If a student loses his/her ID he/she will have to pay \$5 to be issued the second one. Any additional replacement ID after the 2nd one will cost the student \$10.

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

D. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

E. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

F. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

G. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

SUBSTANCE ABUSE

No student will possess, be under the influence of, use, attempt to deliver, sell or advertise any controlled substance including alcohol, drugs, marijuana, and any other intoxicants. This includes any non-controlled substances, which the

- ❖ access to a guidance and counseling program without prejudice or discrimination as to person, character, belief, or practice
- ❖ right to self-direction
- ❖ right to choice and responsibility for your decisions

As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all district students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

CHANGE OF ADDRESS/TELEPHONE

Students are required to inform the CAREER CENTER office of any change of address and/or telephone number. This is necessary for a number of reasons such as follow-up and emergency situations.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights of freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, postal mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from Sandra Russell, the Career Center Director.

- Adult students (age eighteen or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

SCHOOL DAY

Operational hours for the Career Center are 6:30 a.m. until 4:00 p.m. Morning class hours for CTE range from 8:15 a.m.-10:45 a.m. while instructional time is typically 8:30 a.m.-10:30 a.m. Afternoon class hours range from 12:00 p.m.-2:45 p.m. and instructional time is typically 12:30 p.m.-2:30 p.m.

2017-2018 CLARE-GLADWIN RESD CAREER CENTER STUDENT CALENDAR

First Day for Students	August 29
Labor Day Weekend (no school)	September 1 & 4
Deer Day (no school)	November 15
Thanksgiving (no school)	November 23 & 24
Christmas Break (no school)	December 22 – Jan 2
Teacher In-Service (no school)	February 16
Teacher In-Service (no school)	April 10
Spring Break (no school)	March 26 —March 30
Good Friday (no school)	March 30
Last day for students (tentative)	May 25
Memorial Day (no school)	May 28

STUDENT WELL BEING

Students safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from School until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the School.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the CAREER CENTER'S emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure for Reporting Bullying/Aggressive Behavior

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported

HOMEBOUND INSTRUCTION

The local school districts shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the local school administration regarding procedures for such instruction. Applications must be approved by the local high school principal. The District will provide homebound instruction only for those confinements expected to last at least five days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

ENROLLING IN CAREER CENTER CLASSES

Enrollment in a CTE class must be done by the local district school's counselor during the open enrollment period or upon new enrollment at a local district.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Career Center Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

The CAREER CENTER will utilize School Messenger, our parent notification system; You will be asked to designate a specific phone number for school messenger to contact you with recorded information regarding closures, early/late dismissals and any other emergency situations.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian(s).

CANCELLATION OF SCHOOL

In the event of inclement weather, the CAREER CENTER Program will be in session unless 4 of the 5 participating home schools have closed. If your home school is closed due to weather conditions, you are not expected to attend your CTE Program. If MMCC is closed, all CTE programs are canceled.

WITHDRAWAL FROM SCHOOL

Any student withdrawing or transferring from the Career Center Programs **must secure** a student withdraw/transfer form from the CAREER CENTER Director.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and/or staff persons in school unless there is definite evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex condition, HIV (Human-immunodeficiency); HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Incidents of harassment should be reported to: Sandra Russell, Director of Clare-Gladwin Career Center.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

STUDENT RIGHTS OF EXPRESSION

The Clare-Gladwin RESD recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
1. Is obscene to minors, libelous, indecent, or vulgar,
 2. Advertises any product or service not permitted to minors by law,
 3. Intends to be insulting or harassing,
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

DRIVING

Bus transportation to and from the CAREER CENTER Programs is provided for students. Students may NOT drive to the CAREER CENTER Program unless written permission has been received from home school administration, parent and CTE Director. This includes students 18 years of age. Students with written permission will be required to register the vehicle(s) they will be driving with the CAREER CENTER office.

Any inappropriate use of the automobile will result in loss of the special permission to drive, as well as possible further disciplinary action by the home school, up to and including suspension and/or removal from CAREER CENTER Programs. Authorized vehicles and/or projects brought to the instructional facilities may be subject to search upon arrival and/or departure.

FIREARMS, KNIVES, AND WEAPONS

Carrying firearms, knives or other dangerous or deadly weapons in school or on school grounds is prohibited. Any student found violating this law may be referred to the appropriate police authorities. After a due process hearing, a student may also face suspension or expulsion from the CAREER CENTER Programs.

Any object that is used to threaten, harm or harass another person may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so forth. Intentional injury to another person can be a felony and or/a cause for civil action. A student may be expelled for violations of this policy.

HARASSMENT/BULLYING/HAZING

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors,

HEPATITIS B VACCINE

Due to the nature of their curriculum, students enrolled in the Health Occupations program are offered the opportunity to be vaccinated against Hepatitis B. The Career Center will provide all information relative to the inoculation to students and their parent/guardian.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Any student needing to take prescription medications during their Career Center session must provide written documentation to the Career Center office, signed by the prescribing physician with explicit dosage and administration information.
- C. All medication must be registered with the Career Center Office.
- D. All prescription medications must be taken in the presence of Career Center office staff.
- E. Medication that is brought to the office will be properly secured.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the Career Center Office and updated annually.

NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the Career Center Office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the Career Center's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Career Center Counselor at (989) 386-9334 to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

Student name, address, phone number and photo

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the Superintendent's office.

Consistent with the Protection of Pupil Rights Amendment (PPRA) and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building Director receives the request.

used in conjunction with the CAREER CENTER'S computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the CAREER CENTER with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the CAREER CENTER retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

APPROPRIATE DRESS

The technical training programs are designed to provide a safe environment, which is conducive to learning while being as much like the work-place as possible. Each individual program has specific requirements, which will be provided by your instructor. The CAREER CENTER director or instructor will determine whether certain types of clothing are hazardous to the student in the operation of the machinery in the particular area. Students who are in violation of the minimum standard will be marked absent or tardy until such time as they are appropriately dressed.

In addition to program specific dress-codes, clothing that *is not allowed* would include bare midriff, visible undergarments, spaghetti straps, short shorts, short skirts or dresses and tank tops with the sides cut out. No T-shirts with inappropriate language or advertising.

SAFETY EQUIPMENT AND CTE PROGRAM DRESS CODE

1. The CAREER CENTER Program will provide specific safety equipment in the program where it is required for participation. Any student not wearing required safety equipment will not be allowed to participate in classroom/laboratory activities and will be considered absent.
2. All footwear must fasten securely to the foot and provide appropriate protection. No open toed shoes or sandals.
3. The upper portion of the body must be covered from the shoulders to the top of the lower garment. Bare midriffs and backs are not allowed.
4. Shorts or mini-skirts are not allowed at any time in any CTE classroom.
5. Sunglasses, unless prescribed by medical personnel for inside use, are not allowed. Prescription glasses, which change to meet differing light conditions, are acceptable if either are safety approved lenses and frames.
6. Students will not be allowed to wear any items, which express messages containing profanity, have offensive slogans or pictures, are drug related, or contain advertising for alcoholic beverages or tobacco. No excessive chains or jewelry will be allowed.

All dress code requirements will be enforced to provide a safe and orderly learning environment for all students and staff. Students who violate this policy will be asked to contact a parent/guardian to obtain appropriate clothing for the classroom.

- ❖ Vandalism.
- ❖ Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations.
- ❖ Violation of Internet Use Statement, accessing sites not applicable to program.
- ❖ Willful damage to District property.
- ❖ Willful disobedience of a directive or any school personnel, open or persistent defiance of authority to any school personnel, whether in or away from school.

DUE PROCESS

Parents, legal guardians or the student, if he or she is 18 years of age, have the right to appeal a decision involving or affecting the student. A request for appeal must be made to the home school Director.

Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certificates or special recognition and administrative actions.

Appeal should be dealt with at the classroom instructor levels initially, then proceed to the home school Director. If resolution is not achieved at that level, a conference with the home school principal, Career Center Director and Career & Technical instructor will be arranged.

The Clare-Gladwin Regional Education Service District gives notice that it does not discriminate on the basis of race, color, national origin, sex, age or disability in the education programs and activities operated by the District, including employment. Any questions or concerns may be directed to; Sandra Russell, CGRES, 4041 E. Mannsiding Rd., Clare, MI 48617 (989) 386-9334.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The CAREER CENTER reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the CAREER CENTER are the property of the CAREER CENTER and are to be used by students, where appropriate, solely for educational purposes. The CAREER CENTER retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B the administration of any survey by a third party.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using Career Center or College property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly.

If materials or borrowed items are not returned at the end of the class, or when a student withdraws from the program, a bill will be sent to parent(s)/guardian(s) requesting payment for the unreturned item(s).

All instructional resources are the property of the CAREER CENTER Program and are loaned to you to assist your education process. As a result, they become your responsibility once you have checked them out. Please use them respectfully and carefully. Any student who loses or abusively damages these materials will be billed for repair or replacement. This also applies to fundraising that students choose to participate in. Students are responsible for any fundraiser merchandise and funds collected. No grades or credit will be recommended until such charges are paid.

STUDENT FUND-RAISING

Students participating in specific programs will be allowed to solicit funds from other students, staff members, and members of the community in accordance with the Career Center's guidelines. The following general rules will apply to all fund-raisers:

- * Students involved in the fund-raiser must not interfere with students participating in other classes when soliciting funds.
- * Students must not participate in a fund-raising activity for a class in which they are not members without the approval of the Career Center Director.
- * Students may not participate in fund-raising activities off school property unless authorized by the Career Center Director.

STUDENT VALUABLES

Students are encouraged NOT to bring items of value to school. Any student who brings his/her own equipment (motor vehicles, trailers, electronic devices etc.) is responsible for care and safe keeping of that item. Any loss or destruction of the student's equipment will be the responsibility of that student. The college or home school has no liability for items brought to class.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Career Center Director prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the instructor before using any equipment or materials in the classroom, and the permission of the Director to use any other School equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

The principal of the home school will administer the disciplinary action up to and including expulsion. A suspension is an administrative act, which prohibits students from attending CAREER CENTER classes for a set period of time. The Board of Education, the Superintendent, school Director, or their administrative designee may suspend students. Unless an emergency situation exists, the student shall receive prior notice of the suspension, specification of charges, and an opportunity to present his/her view of the misconduct.

An expulsion is an administrative act, which removes a student from CAREER CENTER classes for the remainder of the school year.

Students may be disciplined, including suspension, from the program for any of the following acts while on the school campus, school-sponsored field trips or activities, school buses, or attending school activities.

- ❖ Arson, extortion, forgery, gambling.
- ❖ Cheating, plagiarism.
- ❖ Conduct that threatens or jeopardizes the safety of others, assault upon a student or school personnel, either in or away from school.
- ❖ Skipping class, sleeping, or refusing to work in class.
- ❖ Disruption of the educational process or operation of the school, creating or attempting to create a disturbance or repeated classroom disturbance.
- ❖ Driving a privately owned vehicle without proper authorization or in a reckless or unsafe manner.
- ❖ False reports or false calls.
- ❖ Fighting.
- ❖ Hazing (initiations) in connection with any school activity.
- ❖ Immorality, indecent exposure
- ❖ Inappropriate attire.
- ❖ Inappropriate behavior or gestures, obscene language, physical or verbal abuse, profanity, vulgarity.
- ❖ Possession of caustic substances.
- ❖ Possession of obscene materials.
- ❖ Possession, threat or use of a dangerous weapon, etc. (i.e., bullets, shells, gunpowder, pellets).
- ❖ Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, and/or controlled substances.
- ❖ Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
- ❖ Theft
- ❖ Threatening behavior (whether involving written, verbal or physical actions).
- ❖ Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the District.
- ❖ Using racial, ethnic or sexual epithets.
- ❖ Unauthorized absence from classes or excessive tardies, truancy.

MAKE-UP WORK

Make-up work will be arranged between student and instructor. Specific program guidelines will be provided in each program. It is the student's responsibility to request make-up work immediately following the absences. In most instances, make-up work must be completed within an equal number of days to the number of days of the absence. Failure to make-up work will result in an "E" grade for those assignments.

CODE OF CONDUCT

A major component of the educational program at the Career Center is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the Career Center;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to and in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in CTE.

All students who enroll in the CAREER CENTER Program are assured the right to pursue technical training in a safe environment, which is free of interference caused by other students. Students have a right to express themselves freely providing it does not interfere with the learning process.

DISCIPLINARY ACTION

Any disciplinary action initiated by the CAREER CENTER Program resulting in the removal of a student cannot be accomplished without a hearing involving the student, parents and home school representative, (at the option of the home school), instructor/coordinator and CGRESD representative. Additionally, students may be removed from classes through the normal procedure of their home school.

Until a hearing is held, a student can be placed on an administrative suspension, which will prohibit him/her from attending class until a hearing has been held. The local Board of Education has sole authority to expel a student for the balance of the school year.

The instructor will deal with the first violation. Depending on the circumstances, the student may be referred to the home school Director. Written documentation of the warning will be placed in the student's vocational file. This statement will describe the incident and future action to be taken if the incident is repeated. A copy will be sent to the home school.

FIRE, LOCK DOWN & TORNADO DRILLS

1. The instructor will escort the class to the designated area where students will remain until the danger passes.
2. Students will be directed to assume a crouched position on the floor, facing the wall, with hands and arms held over the face and head for added protection.
3. No one will be dismissed from school during a tornado emergency even if the normal school day is over. Staff and students will remain in the protected areas until an "all clear" is given. If a parent appears at the school and insists upon taking a student with them, that will be permitted, however, the school will not be held responsible for the student's safety after he/she leaves the property.
4. The instructor will take attendance after the class has reached its designated safety areas.
5. Any students who are out-of-doors during a tornado warning are to return immediately to their classroom or lab to get emergency drill instructions.

The CAREER CENTER complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Programs located in off campus sites will follow the Fire, Lock Down and Tornado Drill procedures of the local school where the program is located.

VISITORS

Visitors are welcome at the CAREER CENTER Programs. To protect the safety of students and staff, all visitors must register with the Career Center Office before visiting a classroom. Student visitors may visit during class time for the express purpose of learning more about a specific CTE program. All visiting students must make prior arrangements through their home school counselor or principal, who will in turn notify the CAREER CENTER Director and Instructor at least two (2) days in advance.

LOST AND FOUND

Any items that are turned in will be located in the Career Center Office. Students should check with the Office and retrieve their items if they provide proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Career Center Director. Violation of this may lead to disciplinary action.

USE OF ELECTRONIC/PERSONAL COMMUNICATION DEVICES

The operation of personal communication devices (PCD) during class time is at the discretion of each individual instructor. Such items include cell phones, portable music players, portable computers, tablets etc. Any such item used improperly may be confiscated by the CTE Director or CTE instructional staff and returned to either the student or a parent/guardian via the student's home school.

Cell phones are to be powered completely off during school hours, unless the student is using the phone for instructional purposes with the teacher's permission. Examples of **appropriate** instructional purposes include but are not limited to:

- Conducting research for a class project
- Calling a job placement supervisor to report an absence
- Use of the calculator function while completing a project/assessment (unless expressly forbidden by the teacher for that project/assessment)

Examples of **prohibited** use of personal communication devices in the classroom include but are not limited to:

- Placing non-school related personal calls
- Personal texting
- Posting personal images or text on the internet via any form of social media

Reasonable suspicion that a communication device has been used to violate District policies, administrative guidelines or state/federal laws shall be subject to disciplinary action and may result in the communication device being confiscated and/or turned over to local law enforcement.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Director. The Director will try to respond to requests for approval within 24 hours of their receipt.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Field trip permission slips will be provided in advance for parents to sign when his/her child has an upcoming field trip. Slips need to be turned in at least one day in advance of the trip.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

Such guidelines shall provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance policy or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

In courses in which student participation in experiments, "hands-on" training in techniques, and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of "W" shall be given with the notation that the "W" grade is a result of excessive absence.

Students with a health condition that causes repeated absence are to provide the Career Center with an explanation of the condition from a registered physician.

Parent(s)/guardian(s) must provide an explanation for their child's absence by no later than the following day of the absence. They are to call the Career Center Administrative Assistant at (989) 386-9334 and explain the reason for the absence. Parents can also send a note with the student to be turned into the Career Center Office. If the absence can be foreseen, the "good cause" must be approved by the Director. The parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a semester, regardless of the reason, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

During the next grading period, a "frequently absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues and if it does, may result in removal from their program.

SUSPENSION

Absence from the Career Center due to a suspension at a student's local district or from the Career Center shall be considered an authorized absence, neither excused or unexcused.

ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Good attendance instills the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Career Center want to help students develop as early as possible in their school careers.

STUDENTS WILL BE EXPECTED TO ATTEND CTE CLASSES ON DAYS WHEN THEIR LOCAL SCHOOL IS NOT IN SESSION UNLESS OTHERWISE DETERMINED BY THE LOCAL DISTRICT AND CTE DIRECTOR (excluding inclement weather days). Transportation to and from CTE will be provided by the local district. Please see your local school calendar for these dates.

PERFECT ATTENDANCE

Students who achieve perfect attendance will be recognized each semester. Perfect attendance is defined as no days missed during the entire semester. School related absences and funerals will be the only exception to the rule and will be deemed as a no count for attendance.

TRUANCY AND TARDINESS

Unexcused absence from school (truancy) is not acceptable. Each local district determines the number of unexcused absences that will result in a student being considered a "habitual truant". Truancy can result in removal from their program at the Career Center and loss of credit toward high school graduation. Students are expected to be in his/her assigned class and ready for instruction at the scheduled starting time. Disciplinary action could result if a student is tardy for class more than three times during a semester.

EXCUSED ABSENCES

The Board considers the following factors to be reasonable excuses for time missed at a District program:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments (pre-arranged)
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent or his/her designee

GRADES

Grades are issued at the end of the local districts' marking periods. The grades are provided to the home school for inclusion on student grade report cards.

When a student appears to be at risk of failure, notification will be provided to their local school as well as his/her parent(s) or guardian(s). With school and parental involvement, the instructor can discuss what actions can be taken to improve poor grades.

Grades are issued on the following 4-point scale:

- A (4) Highly proficient: Can complete tasks quickly and accurately, can direct others in how to do tasks. Needs only normal supervision.
- B (3) Competent: Can do all parts of the task. Needs only spot check of completed work. Meets minimum entry-level requirements. Needs job-entry supervision.
- C (2) Partially proficient: Can do most parts of the task. Needs help only on hardest parts. May not meet all job-entry level requirements for speed and accuracy. Needs close supervision.
- D (1) Limited: Can do simple parts of task. Needs to be told or shown how to do most of task. Needs extremely close supervision.
- E (0) Cannot perform any part of task at level sufficient for participation in a work environment.

I=Incomplete

P=Acceptable achievement

NOTE: Student grades are subject to their home school's attendance policy.

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

RECOGNITION OF STUDENT ACHIEVEMENT

An Achievement Certificate will be issued to all students who successfully complete the technical training program with a grade of "C" or better. The certificate will identify the skills which you have mastered. Please save your certificate to show future employers.

All high school credit is issued by your home school and is based on the recommendation from the CAREER CENTER Program.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary actions as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement have been distributed, along with emergency forms.

FAMILY ACCESS/SKYWARD GRADE BOOK/REPORT CARD

Parents and guardians of all students in the Clare-Gladwin RESD Career Center are strongly encouraged to sign up for the Skyward Family Access. This access will allow parents and guardians to check on attendance and grades for students in Career Center Programs through the internet. Please contact the Career Center office at 989-386-9334 to receive a username and password.

STUDENT ASSESSMENT

Beginning in 2014, Michigan adopted statewide assessments by program and/or program cluster as stipulated in the federally approved Michigan State Plan for the Carl D. Perkins Career and Technical Education Act of 2006. Assessments will be aligned with the statewide standards for all state-approved CTE programs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by instructors to assess how well the students have achieved specific objectives. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

STUDENT EVALUATIONS

The Clare-Gladwin CAREER CENTER is committed to providing well designed, professionally delivered, and relevant course material. In turn, we expect interested and hard working students. The grade is a tool used to communicate to students, employers, and parents how well the student is progressing toward their employment goal.

A parent contact will be made to communicate any problems or concerns regarding student progress. The recommendation you receive from your instructor will be very valuable when entering the job market.

Employers and post-secondary institutions are looking for individuals with:

1. Demonstrated skill and knowledge
2. Good attitudes
3. Proven records of attendance and dependability

Therefore, the student evaluation will attempt to present a fair and consistent approach to evaluating all of these areas through the Career Center's WORK ETHICS evaluation component. Students will be evaluated regularly on three (3) areas:

- ❖ DEPENDABILITY
- ❖ ATTITUDE
- ❖ INITIATIVE

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional programs of the Career Center. It is therefore the policy of this School that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational program offered by the Career Center. Parents should contact the Career Center Counselor to inquire about evaluation procedures and programs offered by the Career Center.

STUDENT ORGANIZATIONS AND COMPETITIONS

LEADERSHIP ORGANIZATIONS

HOSA—Health Occupations Students

COMPETITIONS

MITES—Welding Students

ProStart—Culinary Arts Students

Delta Days-Criminal Justice

CTSO Building Trades State Competition-Building Trades

Joining one of our skill and leadership clubs will give you many leadership opportunities and allow you to enter local, regional, state and national skill competitions related to your technical program.

If you choose to join a student club or organization sponsored by the Career Center, you are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriate by club sponsors. Students participating in an organization may be responsible for paying organization dues before participating in any events outside of the Career Center. Additionally, students may be responsible for dues, registrations and other fees should they withdraw from membership prematurely.