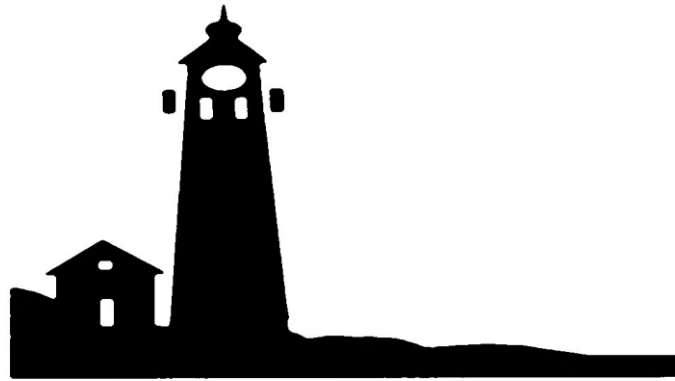


Iosco Regional Educational Service Agency



Career and Technical Education Center Student/Parent Handbook 2023 - 2024

**27 N. Rempert Road
Tawas City, MI 48763
(989) 362-3006**

Adopted by Iosco RESA Board of Education on June 14, 2023

The Iosco Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Title IX and 504 coordinator: Hannah Wanks, 27 N. Rempert Road, Tawas City, MI, 989-362-3006 x1129.

**Iosco Regional Educational Service Agency
Career & Technical Education Center
2023 - 2024 School Year Calendar**

| | |
|------------------|---|
| August 16, 17 | Staff Work Days |
| August 22 | IRESA Opening Day In-service |
| August 23, 24 | Staff Work Days |
| August 28 | First Day for Students |
| September 1 | No School |
| September 4 | Labor Day (No School) |
| October 4 | Count Day |
| October 11 | Tech Center Open House |
| October 27 | End of 1 st Marking Period |
| November 15 | Safety Day (No School) |
| November 22 – 24 | Thanksgiving Break (No School) |
| December 7 | 8 th Grade Visit |
| December 8 | 10 th Grade Visit |
| Dec 25 – Jan 5 | Winter Break (No School) |
| January 8 | First Day Back from Winter Break |
| January 19 | No Students / End of 2 nd Marking Period / 1 st Semester |
| February 7 | Count Day |
| March 22 | End of 3 rd Marking Period |
| March 25 – 29 | Spring Break (No School) |
| April 1 | First Day Back from Spring Break |
| May 27 | Memorial Day (No School) |
| June 5 | Student Last Day / End of 4 th Marking Period / 2 nd Semester |
| June 6 | Teacher Last Day |

Staff Directory:

Call 989-362-3006 + Extension Number

| Program | Extension | Staff | Email Address |
|--|----------------------|------------------|--------------------------|
| Automotive Technology Instructor | 1166 | Schaufele, John | jschaufele@ioscoreas.net |
| Building Trades Instructor | 1170 | Flory, Jack | jflory@ioscoresa.net |
| Business Management Instructor | 1174 | Dzuris, Jennifer | jdzuris@ioscoresa.net |
| Culinary Arts & Restaurant Management Instructor | 989-362-2575 1207 | Foskett, Kim | kfoskett@ioscoresa.net |
| Health Science Instructor | 1156 | Thoryk, Debbie | dthoryk@ioscoresa.net |
| Health Science Instructor | 1169 | Jordan, Sarah | sjordan@ioscoresa.net |
| Teacher Preparation Academy Instructor | 1139 | Frank, Kelly | kfrank@ioscoresa.net |
| Welding Instructor | 1144 | Billeter, Paul | pbilleter@ioscoresa.net |
| Student Services Secretary | 1142 | Grover, Susan | sgrover@ioscoresa.net |
| Career & Technical Education Director/Principal | 1122 | Young, Jay | jyoung@ioscoresa.net |
| Iosco RESA Superintendent | 1130 | Cain, Jamie | jcain@ioscoresa.net |

TABLE OF CONTENTS

| | |
|--|-----|
| Anti-Harassment | 6 |
| Attendance | 4 |
| Bullying & Other Aggressive Behavior toward Students | 6 |
| Control of Casual-Contact Communicable Diseases and Pests | 10 |
| Control of Non-Casual-Contact Communicable Disease | 10 |
| Credit..... | 1 |
| Dress and Grooming | 5 |
| Early Departure | 4 |
| Electronic Surveillance Camera System | 12 |
| Emancipation | 11 |
| Employability / Transitional Skills | 2 |
| Enrollment in the Tech Center | 10 |
| Expulsion/Program Termination..... | 7 |
| Equal Educational Opportunity..... | 11 |
| Fire, Lock Down and Tornado Drills..... | 10 |
| Homebound Instruction | 12 |
| Individuals with Disabilities..... | 11 |
| Integrated Pest Management..... | 12 |
| Internet/Computer Acceptable Use & Guidelines..... | 8 |
| Late Entry into Programs | 10 |
| Leaving the Building | 5 |
| Limited English Proficiency | 11 |
| Lockers..... | 9 |
| Methodology..... | 1 |
| Mission Statement..... | 1 |
| Notice of Unsatisfactory Conduct or Progress | 7 |
| Notification to Parents on Blood-Borne Pathogens..... | 12 |
| Notification to Parents Regarding Drug-Free Schools | 6 |
| Parental Involvement in the School Program..... | 11 |
| Parent & Student Notification for Excessive Student Absence..... | 4 |
| Personal Communication Devices | 8 |
| Post-Secondary Articulation..... | 2 |
| Preparedness for Toxic and Asbestos Hazards..... | 12 |
| Publication of Student Information | 9 |
| Review of Instructional Materials and Activities | 11 |
| Scheduling and Assignment..... | 10 |
| School Closing | 5 |
| School Related Absences | 5 |
| School Safety Information | 9 |
| School Telephones | 9 |
| Search and Seizure..... | 7 |
| Semester Changes | 10 |
| Sexual Harassment..... | 5-6 |
| Skill Certifications | 1 |
| Special Conditions | 2 |
| State and Federal Certifications..... | 1 |
| Student Activism | 8 |
| Student Code of Conduct..... | 6-7 |
| Students' Due Process..... | 7 |
| Student Evaluation/Grade (Academic & Work Ethics) | 3 |
| Student Hazing..... | 6 |
| Student Health and/or Accident | 9 |
| Student Records | 11 |
| Student Privacy and Parental Access to Information | 11 |
| Student Use of Motor Vehicles..... | 9 |
| Supplies and Equipment | 9 |
| Suspension/Expulsion of Students..... | 7 |
| Tardiness | 4 |
| Use of Breath-Test Instruments | 8 |
| Use of Medications..... | 9 |
| Visitors | 8 |
| Welcome | 1 |
| Withdrawal from School | 11 |
| Work Ethics - Impact on Student Grade..... | 4 |
| Work Site Instruction Options Available to Students..... | 2 |

WELCOME

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 14, 2023**. If any of the policies or administrative guidelines referenced herein is revised after **June 14, 2023**, the language in the most current policy or administrative guidelines prevails. Students who attend the Career and Technical Education Center should be aware that their high school handbooks may be referenced in addition to the handbook at the Career and Technical Education Center.

Mission Statement

It is our goal to enhance the career opportunities of our students by providing a safe and secure environment in which instruction and experience will challenge the heart and intrigue the mind of every individual that attends our Tech Center.

Methodology

Provide a learning environment that will make students want to be here and one that they will realize they can't afford to miss.

Provide a rigorous curriculum that will challenge all our students, one that integrates the four basic academic disciplines into the occupational specific skills.

Provide instruction that will reinforce the work ethics that our business partners have identified - especially attendance and promptness. (our work ethics evaluation)

Provide the privilege for placement at a business partner's location for specific instruction to enhance our curriculum.

Provide a program design that will assist all our students with a smooth transition from school-to-work &/or school-to-school. A design with the following components:

- Post-secondary credit
- State certification
- Federal certification
- Immediate employment
- Employability skills

Credit

Graduation credit for all course work at the Career and Technical Education Center will be at the discretion of the student's Local Educational Agency.

Skill Certifications

Students who master certain skills in their program of study will receive a certificate indicating their level of competence at the completion of the program.

State and Federal Certifications

The Career and Technical Education Center is working on programming that will train our students for specific state and federal certifications in all related fields.

Employability / Transitional Skills

The Career and Technical Education Center staff will assist all the students in gaining skills for transition from secondary to work and/or to post-secondary. The following services will be available to each student:

- How to seek employment
- Develop a working resume'
- Develop a working portfolio
- Document work site instruction
- Document specific occupational skills
- Document attendance incentives
- Develop an action plan with other agencies as appropriate
- Develop a career assessment of occupational interest, aptitude and personality
- Develop post-secondary articulation agreements

Post-Secondary Articulation

The Career and Technical Education Center staff is continuing to develop articulation agreements with various colleges, universities & agencies. Articulation agreements award students' college credit for the instructional content provided at the Career and Technical Education Center. If an instructor is confident that any of their students can be successful without repeating similar course work at a particular college, and then through a written agreement, the student can waive the first level classes. Each college, university and agency has its own guidelines for receiving the credit. Please **TALK** with your instructor for the various agreements that have been established.

Articulation credit is not an entitlement. This is an earned benefit for the students that have demonstrated high skills and high work ethics.

Work Site Instruction Options Available to Students:

- **Exploratory**
This is a short-term experience developed to help the students choose a specific occupation within our program cluster and/or to develop an understanding of a complete operational process of a given company/business.
- **Short Term**
This is an instructional component that will provide a student with a specific task list that the business has agreed to teach. This placement will be related to the program and is designed to enhance the instruction due to the lack of equipment &/or the necessary real world location to achieve the maximum knowledge/experience.
- **Long Term**
This work site placement has been designed typically for the second year students. This model is designed to lead to a specific certification &/or a paid experience. Maximum time the student will spend at the work site is 60% (3 of the 5 days). The balance of the time the student may be working on an independent instructional plan at the Career and Technical Education Center. This plan will be designed to enhance the work site experience, earn college credit &/or achieve the specific certification.

Please note: Work site instruction is a privilege, not an entitlement. **The standards to earn a work site instructional experience have been mutually developed by the business partners and the Career and Technical Education Center staff. Each program will be different due to the nature of the occupations within that program. Poor work ethics may cause a student to lose their work site privilege.**

All Tech Center & Local Educational Agency school rules and codes of conduct apply during the work site instructional experience. There may be additional rules of conduct at a specific work site that students may also need to follow.

SPECIAL CONDITIONS

Due to the nature of the training and the work site instruction we may need to request students to adhere to some or all of the following:

- Lab testing (TB/Rubella, etc.) (special work sites)
- Drug testing (special work sites)
- Medical history (special work sites)
- Current medical conditions (special tasks & work sites)

- Other testing that may be requested by training and/or business partner

The following information is to help students make a successful transition from school to work or from school to school to work. It reflects the issues of concern of employers throughout the nation, as well as our local businesses. The rules will also fully reflect and support local, state, and federal laws and policies.

Student Evaluation/Grade (IRESA Policy 5421)

Students will be evaluated and graded on the following performance standards:

60% Academic (performance from skills such as):

- Hands-on tasks
- Technical reading
- Quizzes and tests
- Journals

40% Work Ethics (performance based on the following daily skills):

- **Attendance/Punctuality**
 - Arrive and leave class/work site as scheduled
 - Adhere to class break as scheduled
 - Report absences to tech center/work site prior to scheduled time
 - Obtain permission to leave class/work site at any time
- **Personal Management**
 - Dress appropriately for program
 - Display appropriate behavior/manners
 - Display good grooming and cleanliness
 - Practice confidentiality
 - Demonstrate honesty and integrity
 - Set personal problems aside from tech center/work site
- **Positive Attitude**
 - Demonstrate a willingness to learn & accept constructive criticism
 - Set a good example for your fellow students
 - Come prepared to tech center/work site
- **Initiative/Effort**
 - Perform tasks without being told
 - Volunteer for extra responsibilities or assignments
 - Ask for help when needed
 - Take ownership in your learning
- **Cooperation**
 - Demonstrate willingness to help/encourage others
 - Participate actively and volunteer readily
 - Demonstrate respect for people and property
 - Participate in a team effort
- **Time Management**
 - Focus on training and stay on task at all times
 - Plan and organize your work
- **Safety Practices**
 - Wear appropriate safety apparel
 - Use and store equipment properly
 - Report unsafe conditions in lab/work site
 - Follow safety guidelines and maintain a safe and clean work area
 - Be aware of fellow students and surroundings
- **Following Directions**
 - Follow program/tech center/high school/work site rules
 - Follow verbal/written instructions

Please note: Business and industry have repeatedly made the point of informing educators that the most important characteristics needed in the work force are **good work ethics, with an emphasis on attendance**. Therefore, we are obligated to you and our business partners to put major emphasis on the above components.

Work Ethics - Impact on Student Grade (IRESA Policy 5421)

As is the current grading policy, students would continue to be graded as follows:

- Academic portion: 60% of marking period grade is based on academic performance.
- Work ethics portion: 40% of marking period grade is based on student work ethic performance as determined by the instructor (using the eight work ethic categories).

The change in grading would be based solely on a change in the way work ethics would be graded. For each marking period:

- Work ethics portion of grade would be reduced to a maximum score (grade) of 50% upon a student reaching 5 non-school related absences in a marking period. The 50% score (grade) would be reduced by 2% for each absence beyond 5 non-school related absences.
- *An Example:* If a student had an academic grade of 74% and had 7 non-school related absences in a marking period, the grade would be computed as follows:
 - Academic: $60\% \times 74\% = 44.4\%$
 - Work Ethics: $40\% \times 46\% = 18.4\%$
 - Total grade: $44.4\% + 18.4\% = 62.8\%$

Attendance (IRESA Policy 5200)

Due to the instructional design of extensive “hands on” training in all CTE programs and local employers telling us that the most important skill in the workplace is attendance and punctuality, the Career and Technical Education Center will put a major emphasis on attendance. Poor attendance and punctuality will be reflected in the work ethics grade. Attendance Waiver forms are available if a student’s absences are due to any of the following: three or more consecutive days due to illness or death in the family, chronic or ongoing medical condition (as evidenced by medical documentation), or for a prearranged family vacation. If at any time a student’s attendance causes him/her to be at risk of a failing grade a contact will be made to a parent/guardian by the instructor.

Attendance will be reported to each of the high schools we serve on a daily basis. Tardiness, early departures and absences will be noted. Students should refer to their high school’s handbook for additional attendance guidelines. The high school determines the possibility of loss of credit/dismissal for absenteeism.

It is the student’s responsibility to notify the Tech Center instructor if they are going to be absent **prior** to being absent and to bring in documentation for the absence. If a student is to report to a work site it is the student’s responsibility to contact **both** the Tech Center and the work site of the absence. Failure to do so will be reflected in the student’s work ethics grade.

Parent and Student Notification for Excessive Student Absence (IRESA Policy 5200)

The following parent/student notifications will be made each marking period:

- 5 non-school related absences (letter to parent)
- 8 non-school related absences (second letter to parent)
- 12 non-school related absences (conference with parent)

The letter will go in the student’s file with a copy of the letter sent to the Local Educational Agency building principal.

Tardiness

- A student arriving **up to** the first hour of class start time will be considered tardy. If a student is tardy 3 or more times, their driving/riding privileges may be suspended and/or revoked.
- A student arriving **after** the first hour of class start time will be considered absent for the day.
- Three tardies accumulated at any given time of the year will rollover to an absence.

Early Departure

- A student leaving **up to** the last hour of class end time will be considered an early departure.
- A student departing **before** the last hour of class end time will be considered absent for the day.
- Three early departures accumulated at any given time of the year will rollover to an absence.

The effect of excessive absence on the work ethics portion of the student’s grade could be appealed and waived due to

extenuating circumstances. Such circumstances would be considered on a case-by-case basis.

School Related Absences:

Students must have their high school administrator or counselor contact the Career and Technical Education Center Administrator for any school related absences or activities. (Examples: MEAP testing, pep assemblies, sports, etc.)

Leaving the Building

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent or a person whose signature is on file in the school office or the parent/guardian comes to the school office to request the release. The student and/or parent/guardian must sign out of building in the Student Services Offices. 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). The Local Educational Agency School of student (s) who leaves early will be notified of their departure.

School Closing

- Students follow their high school closing announcements.
- Students follow Career and Technical Education Center closing announcements if their high school is open. If the Tech Center must be closed or the opening delayed because of inclement weather or other conditions, the Tech Center will notify the WKJC radio station. Parents and students are responsible for knowing about emergency closings and delays.

Dress and Grooming (IRESA Policy 5511)

Appropriate shoes and clothing are to be worn at all times. Appearance and dress must meet the health, safety and industry standards as required by the teacher. Upon referral from the teacher, the Administration will meet with students whose appearance is not in good taste. Students are not to wear clothing or accessories that promote or advertise drugs, alcohol or cigarettes, are sexually explicit, are gang related, or contain inappropriate language and/or materials. The following guidelines should be adhered to:

- Tops must be long enough to tuck in at the waistline;
- Sleeveless shirts, blouses and dresses are permitted as long as the shoulders are covered and the shirt is closely tapered around the armpit;
- Skirts must be fingertip in length; and
- Pants must be worn above the hips.

The following attire is not permitted:

- Shorts;
- Half or three quarter length shirts;
- See-through blouses and shirts;
- Beach apparel which includes 'flip flops' or 'sandals';
- Tank tops and spaghetti straps;
- Mini-skirts above fingertip in length;
- Clothing with inappropriate logos, messages and/or symbols; and
- Jeans/pants with inappropriate holes.

Sexual Harassment (IRESA Policy 5517 – Anti-Harassment)

Sexual harassment of students by other students or by employees of the Iosco Regional Educational Service Agency is unlawful under both Michigan and Federal law, and is contrary to the commitment of the Iosco Regional Educational Service Agency to provide a stable learning environment. The Iosco Regional Educational Service Agency will not tolerate any sexual harassment of students/staff. All contact between students, or instructors and students should be in keeping with respect for the individual, be of a nature that does not make an individual feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all Iosco Regional Educational Service Agency employees are expected to conduct themselves with respect for the dignity of others.

If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the

Iosco Regional Educational Service Agency, by a fellow student, or by a member of the public, the individual should immediately report this concern to a Tech Center staff person. The student should discuss the concern with their parent or guardian who could report the concerns to the staff.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. The Career and Technical Education Center Staff will investigate all such reports immediately. A student found to have violated this policy would be subject to disciplinary action up to and including expulsion from school.

Anti-Harassment (IRESA Policy 5517)

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment.

Bullying and Other Aggressive Behavior toward Students (IRESA Policy 5517.01)

Bullying is defined as a range of behaviors, both verbal and physical, that intimidates others and often leads to antisocial and unlawful acts.

Student Hazing (IRESA Policy 5516)

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in an organization.

Bullying and hazing are strictly prohibited and will not be tolerated. Students are encouraged to report any incidence of bullying or hazing to a staff member immediately.

Notification to Parents Regarding Drug-Free Schools

Please refer to "Forms" at this website: <http://www.neola.com/iosco-mi/> and select 5000 form 5530f2 or feel free to request a copy from the student services office at the tech center.

Student Code of Conduct (IRESA Policy 5500)

It is our hope that severe disciplinary action against a student of the Tech Center will not be necessary. We believe that a student who has selected the Career and Technical Education Center is mature enough to have realized the need for career training and, therefore, will not have a discipline problem.

If a student's conduct becomes such that it cannot be controlled by the instructor or through the combined efforts of the parent(s), the instructor, principal and high school, it will become necessary to dismiss the student from the Tech Center program. **The following behavior is considered inappropriate and will result in disciplinary action:**

1. Possession of dangerous weapons (guns, knives, clubs, or any object which may be used to inflict bodily harm) or discharge of explosive substances. * (IRESA Policy 5601.01)
2. Possession, use, transfer, or being under the influence of drugs, alcohol, or drug related paraphernalia in the building or on the grounds. *
3. Theft &/or deliberate destruction of school property, equipment, materials, buildings, or grounds. **
4. Fighting, threatening, and intimidating others, bullying, hazing, and sexual harassment & bomb threats. (IRESA Policy 5610.01)
5. Possession, use, or transfer of tobacco products. (IRESA Policy 5512)
6. Use of a pager, cell phone or any electronic communication device. (IRESA Policy 5136)
7. Excessive tardiness or absences. (See Attendance)
8. False fire alarms or arson.
9. Extortion, gambling, or cheating.
10. Disobedience or insubordination.
11. Disruption or disrespect.
12. Disregard for classroom rules including hazardous safety practices.
13. Leaving or loitering near classroom areas, work sites, buildings, high school, or grounds without permission.

14. Violation of driving policy.
15. Stealing, lying, deceit, or forgery.
16. Generally inappropriate or unacceptable behaviors, language, or dress.
17. Inappropriate access or use of the Internet and/or computers.

***Please note** that numbers one (1) and two (2) may subject the student to disciplinary action including suspension or expulsion from school. All the behavior expectations will apply at the Tech Center, work site, and any related activities. The local law enforcement authorities will be contacted.

****Please note** that number 3, **may** result in dismissal from the Career and Technical Education Center. Students 18 years & older or parent of a minor student **will** be responsible for full restitution.

Because the Tech Center is an extension of the high school, the Career and Technical Education Center Administration will refer to the high school principal and handbook for appropriate action for the above violations. Violations contained in a student's high school handbook will be referenced when necessary.

Notice of Unsatisfactory Conduct or Progress (IRESA Policy 5420)

Instructors may find it necessary to send a report home to parents concerning unsatisfactory work or poor conduct exhibited by their son or daughter in school. These reports are often used as a warning that failure is likely unless improvement is made. Parents may call the Student Services office to request progress reports. The responsibility of delivering these reports is left to the student.

Expulsion/Program Termination (IRESA Policy 5605 and 5610)

If a student is expelled from their high school, the student will be expelled from the Career and Technical Education Center. If a student is dismissed from the Career and Technical Education Center, it will be the decision of the high school to determine the student's enrollment at that site.

Suspension/Expulsion of Students (IRESA Policy 5610)

If either the home district or the Career and Technical Education Center mandate an out of school suspension of a student, the student will be suspended from both. The student will be given the opportunity for make-up work under the following conditions.

- Make-up work request **must** be made in writing
- Make-up work request must be made before, during or the first day of return from suspension
- Make-up work must be completed and turned in within the same number of school days as was the suspension period
- Failure to: request in writing; request within the allowed time period; &/or complete work by the allowed deadline, may result in a "0" grade.

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

Students' Due Process (IRESA Policy 5611)

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline at the Tech Center.

In the event that an adverse action is taken against a student, the student has a right to due process as follows:

- The student will meet with the Tech Center Administrator who will review the problem and listen to the student's explanation. The Administrator will determine the appropriate action to be taken in accordance with the Student Code of Conduct.
- If satisfaction is not attained at step one, the student must request, in writing within two (2) school days, to have a conference with the superintendent of Iosco RESA who will review the problem and determine appropriate action.

Search & Seizure (IRESA Policy 5771)

School officials can search student's personal school lockers and personal property if they have reasonable cause to believe that the locker or personal property contains something illegal, harmful, or in violation of school rules. Students may be asked to empty pockets and open jackets should school officials have reasonable cause. School lockers will also be inspected to maintain cleanliness and sanitation. Whenever there is reasonable cause, the interiors of student vehicles may be inspected for illegal or unauthorized materials.

Use of Breath-Test Instruments

The Administrator may arrange for breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

Student Activism (IRESA Policy 5720)

It is the policy of the Board of Education to encourage students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Such expression should not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or District regulations and pursue their advocacy by due process means.

Students may not use obscenity, slanderous, or libelous statements, or disruptive tactics, or advocate violation of the law or District regulations.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the receptionist office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Administrator. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Administrator.

Internet/Computer Acceptable Use Agreement (IRESA Policy 7540.03)

Each student applying for an internet/computer account and parent/guardian of the student will be required to sign an Acceptable Use Agreement form.

Internet/Computer General Guidelines

1. Students will not connect to the Internet without express permission from the instructor.
2. Internet access shall be restricted to educational assignments only.
3. Students are not allowed to alter a computer's system settings or files in any way.
4. Students will not attempt to download any music, games executable files, instant messenger, zip file or any other files not required for an assignment.
5. Students will enter their name, time logged on, time logged off, and their purpose for using the Internet, and the computer ID number on a sign-in sheet available in the classroom.
6. Students will not submit any information, personal or otherwise, for transmission over the Internet (surveys, contests, email, etc.) without the express permission of the instructor.
7. Students will not visit or participate in any Chat Room sites.
8. Students will not access web sites containing pornography, violence, weapon, foul language, or any other questionable material.
9. No student is allowed to attempt to access another user's account or files by any means.
10. Students are not allowed to use the computer system for non-academic purposes or individual gain.
11. Any assignments stored on any type of storage media transferred to and from anywhere other than the Tech Center must be scanned for viruses by staff member before it may be accessed on the network.
12. Students are not allowed to make unauthorized copies of software.
13. Students are expected to keep the computer work area clean and cannot eat or drink while using the computer equipment.
14. Students are not allowed to bring unauthorized software applications, games, and/or CD-ROM disks without permission of Tech Center staff.
15. If a student is inadvertently connected to one of the above stated sites they shall inform the instructor immediately and explain the steps that resulted in this connection.

Personal Communication Devices (IRESA Policy 5136)

The use of a cell phone, pager or electronic device on school property is strictly prohibited. These devices are to be powered off completely and not to be seen or used during school hours. No personal stereos, walkmans, or headphones are to be used at any time. School staff will confiscate these devices if a student does not follow the policy and will be returned only to a parent or guardian.

School Telephones

Use of the school telephones are not permitted during school hours. Necessary messages will be taken and delivered as needed. Students will not be called from their class except in emergencies. In the event a student needs to use a school telephone, permission to use the phone must be granted by school personnel.

Student Use of Motor Vehicles (IRESA Policy 5514.01)

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers, and have been granted permission by the local district to drive a motor vehicle on school grounds. The student is responsible for having the completed form on file in the office. Parking tags are issued in the Student Services Office and are expected to be visible for any vehicle driven to school.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Superintendent shall develop administrative guidelines for the operation/parking of motor vehicles and shall disseminate those rules to all students so affected.

The Superintendent shall establish standards for the granting of permits which shall contain the warning that infraction of the rules may result in the revocation of the permit. If a student is tardy 3 or more times, their driving/riding privileges may be suspended and/or revoked.

Lockers (IRESA Policy 5513)

Lockers are the property of the Tech Center and are subject to search at any time by the administration. Students in certain programs will be assigned a locker. It is the responsibility of the student to maintain the locker and keep it clean. Lockers must be cleaned out prior to the end of the school year. Anything left in the lockers at the close of the school year will be disposed of. Since locks are provided for lockers, the Tech Center will not assume responsibility for lost or stolen items.

Supplies and Equipment

- Instructors will issue all textbooks, safety equipment and protective clothing.
- Students will be charged for any materials that are lost or destroyed through their own negligence.

School Safety Information (IRESA Policy 8400)

Students will be required to follow the Iosco RESA school safety plan and procedures. Students in designated programs will be required to adhere to that specific program's safety procedures. In programs where safety glasses are required students must adhere to this policy.

Publication of Student Information (IRESA Policy 5722)

It is the policy of the Career and Technical Education Center to not provide directory information of its students. Tech Center web pages for students may contain full names and pictures, but will not include student addresses, phone numbers or email addresses. If parents/guardians do not wish this information to be released, a request must be made in writing to the Tech Center administrator.

Student Health (IRESA Policy 5310) **and/or Accident** (IRESA Policy 5340)

- 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 School's emergency procedures.
- Report all medications that are prescribed for an illness
- Report all health conditions that may restrict training activities.

Use of Medications (IRESA Policy 5330)

- Over the counter and prescription medications must be kept in the Student Services Office. Before any medication or treatment may be administered to any student during school hours, including and without limitation, the school shall require the written authorization of a parent or guardian and by the physician for prescription medicine and written authorization of a parent or guardian for non-prescription, which will include the name of the medication and instructions, except for in provision of emergency first aid. This authorization will be kept on file in the Student Services Office. At no time will any student be allowed to give, sell, trade, or transfer any form of medication, including over the counter medications, to any other student or individual.

Control of Casual-Contact Communicable Diseases and Pests (IRESA Policy 8450)

- Because a school has a high concentration of people, it is necessary to take specific measures when the health and safety of the 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 non-casual-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 their 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 staff persons in school unless there is definitive evidence to warrant exclusion.
- Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDA 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.

Fire, Lock Down and Tornado Drills

- The Tech 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. The alarm signal for fire drills consists of siren and strobe lights.
- Tornado drills will be conducted during the tornado season using the procedures provided by the State.
- Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times a year. The building phone intercom system, using different alarm codes, will be used in such an emergency.

Enrollment in the Tech Center

Please see your high school counselor or administrator to enroll in IRESA Career & Technical Education Center programs.

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 your program instructor and the local high school counselor or administrator. 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 schedule change form.

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.

Late Entry into Programs

Late entry will be defined as any time after the 4th week of the new school year. Late entry (after 4 weeks) will be based on the following criteria:

- Current enrollment of desired program
- Previous knowledge of program content
- Interview with program instructor & Director of General and Technical Education
- Attendance record of your last full semester

Semester Changes

All Students transferring into a new program must go through their high school counselor or administrator for approval. This also applies to students attending the Tech Center full time. All requests to change programs must be approved no later than the third week of September.

Withdrawal from School

Any student who wishes to withdraw from the IRESA Career & Technical Education Center should contact their high school counselor or administrator.

Emancipation

Students who are deemed emancipated at their high school can be emancipated at the Career and Technical Education Center if a copy of the emancipation paper is obtained from the high school.

Student Records (IRESA Policy 8330)

Please refer to "Forms" at this website: <http://www.neola.com/iosco-mi/> and select 8000 Form 8330f9 or feel free to request a copy from the student services office at the tech center.

Review of Instructional Materials and Activities (IRESA Policy 9130)

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 principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Equal Educational Opportunity (IRESA Policy 2260)

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Tech Center District's Compliance Officer: Hannah Wanks, Iosco Regional Educational Service Agency Special Education Administrator, (989)362-3006 ext. 1129.

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Individuals with Disabilities

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

A student can access special education service through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Hannah Wanks at (989)362-3006 ext. 1129 to inquire about evaluation procedures and programs.

Limited English Proficiency

The Tech Center follows procedures set forth by IRESA Local Educational Service Agencies.

Parent Involvement in the School Program (IRESA Policy 2112)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. A full copy of the plan can be found on IRESA website (ioscoresa.net).

Student Privacy and Parental Access to Information

Please refer to "Bylaws and Policies" at this website: <http://www.neola.com/iosco-mi/> and select 2000 Policy 2416 or feel free to request a copy from the student services office at the tech center.

Homebound Instruction

The District 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 school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) 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.

Preparedness for Toxic and Asbestos Hazards (IRESA Policy 8431)

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of the school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board Offices upon request.

Parent Notification Regarding Blood-Borne Pathogens

Please refer to "Forms" at this website: <http://www.neola.com/iosco-mi/> and select 8000 Form 8453.01f5 or feel free to request a copy from the student services office at the tech center.

Integrated Pest Management (Administrative Guideline 8431A)

Notification to parents of the right to be informed before any pesticide application is made on school property within 30 days of the beginning of each school year.

Electronic Surveillance Camera System (IRESA Policy 7440.01)

For the safety and well-being of our students and staff members, electronic surveillance is provided on a 24-hour basis. Students who have safety concerns should contact IRESA administration or other personnel.

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| NOTE: | This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: ioscoresa.net by clicking on Departments, School Board, Board Policies and Bylaws and finding the specific policy or administrative guideline in the Table of Contents for that section. |
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