



2011-12

Student Handbook

MISSION STATEMENT:

Empowering students to achieve career goals and become lifelong learners.

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STUDENT CODE OF CONDUCT

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Conduct of students in hallways, classrooms, and off campus sites give lasting impressions to visitors and the public, as to the quality of the school program and the character of our students. Therefore, the following general rules and guidelines pertaining to student behavior have been designated as important to the efficient operation of our school. It is impossible to state or create a policy, rule, or guideline for every situation; therefore others may be warranted and developed as the need arises. Given proper direction and guidance, the school expects students to exhibit self-discipline that will guide them through most situations. If a student is in doubt concerning any policy, rule or regulation we encourage him/her to ask someone in authority. This handbook provides guidelines to general principles of conduct. The administration of the Calhoun Area Career Center has the authority to interpret, apply principles, and amend where appropriate and necessary. If a student continues to exhibit inappropriate behaviors they may be removed from the CACC for a pattern of behavior that is not in line with CACC policy.

CORRECTING BEHAVIOR

It is assumed that students attending the Calhoun Area Career Center (CACC) are interested in gaining the benefits and results that are part of a quality education. Students demonstrating inappropriate or unacceptable behavior at school will be confronted and asked to change. In general, CACC will follow a progressive model with regard to discipline. Students not willing or not able to make the necessary changes will be considered to be persistent problems and parental conferences to discuss alternatives will become necessary.

RECIPROCAL AGREEMENT WITH SENDING SCHOOLS

Programming at the Calhoun Area Career Center is an extension of your school day. Therefore, discipline consequences received at your sending school or at the CACC will be enforced at the other agency.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, height, weight, familial status, marital status, or age in its services, activities, or programs. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policy:

Larry Yarger - Assistant Superintendent of Human Resources
17111 G Drive North, Marshall, Michigan 49068
269-781-2447

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SECTION I - GENERAL INFORMATION **CALHOUN AREA CAREER CENTER STAFF**

Administrative Office / Student Services

Kris Jenkins	CTE Director
Tim Staffen	Principal
Steve Yurisich	Assistant Principal
Stephanie Andrews	Administrative Assistant
Katrina Bowers	Data/Evaluation Specialist
Kathy Charles	Teacher Assistant
Maryjane Cipic	Outreach Specialist
Eileen Conor	Work-Based Specialist
Diana Coronel	Administrative Assistant
Stacy Deskins	Teacher Consultant
Bill Fisher	Mathematics Consultant
Kevin Hirakis	Liaison Officer
Steve Horn	Technology Coordinator
Dennis Hunt	ELA Consultant
Amy Maurer	Perkins & Special Populations
Robert Moore	Counselor
Carol Tallent	Administrative Assistant
Terri Tchorzynski	Counselor
Amy VandyBogurt	Administrative Assistant

Engineering Maintenance

Tom Crandall	Engineer
Jason Keeler	Custodian
Tom Lingbeek	Custodian
Steve Neitzka	Custodian

CTE Instructors

Warren Banaszewski	Welding Technology
Derrick Britt	Health Careers Prep
William Burgess	Law Enforcement
Duane Curtis	Collision Repair Technology
Steven Deal	Culinary Arts/Hospitality
Paul Fedele	Computer Networking
Sally Fisher	Education Academy
Jonathon Freye	Aviation Exploration
Mark Gothberg	CAD/CAM
David Gunnell	Construction Technology
Jason Kubasiak	Power Equipment Technology
Heidi LaGrow	Graphic Communications Technology
Michele Lloyd	Early Childhood Education
Tom Lowe	Auto Service Technology
Tammy Robinson	9 th Grade CTE Academy
Holly Schaeffer	21 st Century Health Careers
Sue Smith	Marketing Education
Howard Swabash	Criminal Behaviors
TBD	21st Century Health Careers
TBD	Health Occupations
Bill Wilson	Graphic Communications Technology

CTE Instructional Support Staff

Sue Ball	Health Occupations
Gary Edwards	Welding
TBD	Machining Technology
Karla Hisler	Collision Repair Technology
Ida McCray	Culinary Arts/Hospitality
Scott Raysin	Construction Technology
Matt Reincke	Auto Service Technology
Mike Sherrill	Power Equipment Technology
Pam Weinberg	Computer Lab
Ashley Zuehlke	Early Childhood Education

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ASBESTOS MANAGEMENT PLAN
(CISD 8431)

The Calhoun Intermediate School District has conducted an extensive asbestos survey on all of our buildings. Based on findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos-containing materials found in our building.

This plan is available for inspection at our offices, without cost or restriction during normal business hours. If you desire a personal copy, please notify the CISD Education Service Center and it will be supplied to you within five (5) working days at a cost of 30 cents (\$.30) per page.

The Calhoun Intermediate School Administrative Office is located at: 17111 G Drive North
Marshall, MI 49068
(269) 781-5141

Notice Regarding Application of Pesticides

This communication is to advise you that the CISD is in compliance with PA 24 Act 451 of 2004, which requires schools to notify parents/guardians of children that they have a right to be informed prior to applications of pesticides.

The CISD contracts with Terminex and Rose for pest control. The Terminex Company and Rose have been reputable firms serving commercial, industrial and institutional facilities for many years.

In our buildings, the Rose Company administers an Integrated Pest Management Program, which includes mechanical, biological, harborage reduction, and environmental controls with pesticide applications used only when necessary. Further, the Integrated Pest Management Program requires an aerosol or liquid pesticide not be applied in classrooms or other areas students occupy within four hours of students' presence.

Terminex Company provides yearly inspection for termites.

All regularly scheduled pesticide applications are done on Friday evenings (there can be exceptions for unforeseen situations).

You may review the pest management program by contacting the CACC office for this purpose.

Notice of application of pesticides will be posted at the school entrances and on the front office window at least forty-eight (48) hours before the application.

If you wish to receive a letter in advance of the application of pesticides in the building you can request in writing at the contact below to have a letter mailed to you for that purpose.

If you require further information or notification pertaining to pesticide prior to the application, please contact –

Tim Staffen, Building Principal
475 E. Roosevelt Ave.
Battle Creek, MI 49017
Phone (269) 968-2271
Email - StaffenT@calhounisd.org.

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SECTION II – AVAILABLE SERVICES

CALHOUN AREA CAREER CENTER PROGRAMS

Each year, the Calhoun Area Career Center offers career/technical education programs. These programs are designed to prepare youth for a broad range of employment and training services, and are offered under the guidance of certified teachers, counselors and work-based coordinators.

The following is a list of programs being offered this year.

- Aviation Exploration
- Auto Service Technology
- Collision Repair Technology
- Computer Aided Drafting/Computer Aided Machining (CAD/CAM)
- Culinary Arts/Hospitality
- Computer Networking
- Construction Technology
- Early Childhood Education
- Education Academy
- Graphic Communications Technology
- Health Careers Prep
- Health Occupations
- Law Enforcement/Criminal Behaviors
- Marketing Education
- Power Equipment Technology
- Welding Technology
- 21st Century Health Careers
- 9th Grade CTE Academy

STUDENT AND CAREER SERVICES

Our Mission...

...to promote success for all students through educational and career guidance, academic enrichment and support, personal counseling, and meaningful work-based learning experiences. We will assist and support the CACC Instructional staff in preparing each student for the next step of his/her career pathway.

<p style="text-align: center;">Guidance and Counseling Services</p> <ul style="list-style-type: none">• Assessment & Career Exploration• Post Secondary Options• Classroom Referrals• Crisis Intervention• Personal Issues/Peer Relationships• Planning, contracts/agreements• Referrals to local agencies	<p style="text-align: center;">Study Center</p> <ul style="list-style-type: none">• Reading of tests and quizzes• Daily assignments• Studying for test• Taking tests or quizzes• Catching up on late work• Extra help with some math and reading skills• Small group or partner projects
<p style="text-align: center;">Computer Lab</p> <ul style="list-style-type: none">• 24 student work stations• 1 teacher station with TV, speakers• Microsoft Office software• MOIS (Michigan Occupational Information System)• E20/20• Kuder Assessment software• Internet Access• High quality laser printer, color printer	<p style="text-align: center;">Academic Consultants: English Mathematics</p> <ul style="list-style-type: none">• Integration of academic subject matter into CACC programs• Academic resource connection• Individual academic support for teachers upon request• Academic credit may be available to students on an individual basis.

POLICE LIAISON OFFICER

The School Liaison Officer has many roles at the CACC. The first and foremost, is that the School Liaison Officer acts as a community resource and problem solver along with being a positive role model to the students at CACC. The School Liaison Officer is also a link to other community services and remains focused on prevention. The School Liaison Officer is the resident public safety specialist and serves as a law-related educator, for students who have questions about family situations and questions that may arise that involve court procedures, traffic tickets or other legal matters. In addition, the School Liaison Officer is a law enforcement officer who investigates crime at CACC; this may result in a traffic ticket, referrals to the Prosecuting Attorney's Office for prosecution, or being arrested, if the crime requires it. The School Liaison Officer is committed to providing the CACC with services in a fair, impartial, and courteous manner while maintaining the highest level of integrity and professionalism.

At the current time our School Liaison Officer is Deputy Kevin A. Hirakis, who is employed by the Calhoun County Sheriff's Department.

In accordance with Michigan Law, specifically Public Act 102 (Statewide School Safety Information Policy), our School Liaison Officer will be called in to investigate and take the proper action in the following matters:

- Armed Student/Hostage
- Suspected Armed Student
- Weapons on School Property
- Death or Homicide
- Drive-by Shooting
- Physical Assaults or Threats
- Explosion
- Arson Robbery or Extortion
- Larceny/Theft
- Intruders/Trespassers
- Threat of Suicide
- Suicide Attempt
- Illegal Drug Use or Overdose
- Drug Possession or Sale of Drugs
- Vandalism/Destruction of Property
- Minor in Possession of Alcohol or Tobacco Products
- Bus Incident or Accident
- Sexual Assault (CSC)

WORK-BASED LEARNING PROGRAMS

Work-based learning programs make use of business and industry sites as part of the CACC's curriculum. The goal of work-based learning programs is to provide a smooth transition from a school environment to a work environment. Work-based learning experiences are organized so that learners acquire attitudes, skills and knowledge for work, a career and other life roles.

Work-Based Opportunities at the CACC

Job Shadowing	An opportunity for students to visit and observe a person at the work site in a business or industry that is of interest to them. This usually involves one class period.
Work Experience	Students explore a career by working in business and industry where they practice skills learned in their CACC program. These experiences can be up to four weeks in length and are unpaid.
Cooperative Occupational	Students are placed at a work site related to the training they received in their CACC program. Students earn wages and credit. Students are required to receive one hour of instruction from a certified CTE instructor per week (See Co-Op criteria).

CACC HONOR ROLL CRITERIA

(All requirements must be met.)

1. CACC GPA of 4.0 consisting of the first three marking periods of the current school year.
2. Less than 5 chargeable (excused and unexcused) absences through the 3rd marking period.
3. No disciplinary referrals or suspensions.

CO-OP CRITERIA

Cooperative Occupational Training is designed to be a continuous learning experience, expanding the knowledge acquired in the classroom by applying these skills in a real work setting. The opportunity to be challenged and learn additional skills on a regular basis is a requirement of this program. This is not a job, it is an opportunity to refine and enhance the skills acquired in the occupational classroom at the CACC, while earning an income and transitioning into a successful competent and productive adult.

ATTENDANCE

Students will have good attendance at the time they begin their co-op experience and will maintain good attendance or be required to return to the program full-time for the remainder of the semester. If a student exceeds the six days at the CACC for attendance, or exceeds the sending school's allowable attendance, they may not be allowed on co-op for six to nine weeks during the semester following this occurrence.

GRADES

Students will have and continue to maintain a minimum of a "C" average in their efforts at their sending school and at the CACC. If a student does not maintain a "C" average at the CACC and their sending school during the semester preceding their co-op experience they must achieve a "C" or better for the nine weeks prior to beginning co-op.

BEHAVIOR

Students will not have any disciplinary problems prior to or during their co-op experience. Those that do may be removed from co-op and returned to their program. If a student has any disciplinary action against them that required administrative interaction, they may not be allowed on co-op for six to nine weeks during the semester following the occurrence. If a student is suspended for any reason, they may not be allowed on co-op for up to a full semester following the occurrence.

SKILL ACHEIVEMENT

Students will have completed a minimum of 50% of the instructional material in their program and where national standards or licensing is required, have earned a minimum of one license or certification. Students that are identified as special education may have special consideration and review regarding their grade average. If there are any areas of concern, the student will have to show improvement to the level of the requirement before being considered for co-op.

INSTRUCTOR REFERRAL

The Instructor Recommendation Form must be filled out completely and turned in to a Work-based Specialist in the Student and Career Services Office. This recommendation should be based on the instructor's declaration that the student has completed the required tasks, and has an attitude and behavior pattern that is acceptable for the workplace.

**** There may be additional program specific criteria as well.**

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SCHOLARSHIP OPPORTUNITIES

The following scholarships are available for eligible students at the CACC:

American Foundry Scholarship: This scholarship is available to student in the Machining and Welding Programs who show potential for success at the post-secondary level.

Automotive Service Technology Scholarship: This scholarship has been funded for the individuals entering the field of Automotive Service Technology at the CACC.

Bettie & Jim Cox Manufacturing Scholarship: This scholarship has been funded for the increasing number of individuals entering the field of manufacturing technology at the CACC; but is limited to: Computer Aided Design, Electronics, Machining and Welding Technology.

Non-Traditional Careers Scholarship: This scholarship will be awarded to a graduating student (senior or adult) showing superior academic promise and leadership potential in a non-traditional area. The scholarships are the results of individual contributions, local businesses' and industries' support of the Gender Equity Advisory Committee at the Calhoun Area Career Center.

CACC Student and Career Services Scholarship: Assistance for a graduating student with disabilities.

Clara Minor-Fuller Scholarships: Renewable scholarships will be awarded to CACC senior students who are going on to a college or trade school. Preference will be given to any student pursuing a career in agri-science.

CACC Individual Program Scholarships: Each program at the Calhoun Area Career Center offers individual program scholarships.

Russell Scott Hein Scholarship: Two (2) scholarships will be awarded to further education toward a career goal in a vocational or career/technical program at Kellogg Community College.

Superintendent's Scholarship: Scholarships are awarded to CACC senior students who are going on to college or a trade school for advanced training.

Roger & Kim Pitzer CACC Scholarship: This scholarship is awarded to a CACC graduating senior in the Business, Management, and Marketing Technology cluster.

Robert & Nadine Gifford Scholarship: Recipients of the scholarship must exhibit excellent study habits in both their home school and the CACC. It is expected that the individuals receiving this award will continue to exhibit the same workmanship and attitude as they have shown to this date.

Additional scholarships may be available through the Student & Career Services Office and programs.

CACC AED

AED (Automated External Defibrillator): The CACC has two AED units installed in the common areas of the building. The AED is rescue equipment that should be used in an emergency situation only. Students tampering with the AED and/or its housing unit will be subject to disciplinary action by the CACC administration.

- 1st offense Parent/Administration conference.
- 2nd offense 5 day suspension.
- 3rd possible removal from CACC

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SECTION III – POLICIES/PROCEDURES

Use of Surveillance Cameras *(CISD 7440)*

The Calhoun Intermediate School District approves the use of video cameras on school property for the primary purpose of reducing disciplinary problems and vandalism. The CACC has cameras throughout the building and are recording at all times. Disciplinary action and/or criminal charges may be initiated based on video documentation.

ATTENDANCE POLICY

PHILOSOPHY

The Calhoun Area Career Center believes that attendance is a cooperative effort among parents/guardians, students and staff. Students who maintain a good attendance record generally earn higher grades, enjoy school more, and are more employable after leaving high school. In an attempt to encourage students to maintain good attendance patterns and experience the indicated benefits, the Calhoun Area Career Center has included as a learning outcome for each of its courses, certain “workplace behaviors” including regularity and punctuality as they relate to attendance and following the appropriate procedures regarding absenteeism.

When a student misses school, they cannot make up the benefits of class discussion, individual participation, lectures and other class activities that enrich our curriculum taking away from their full educational experience.

All attendance policies will be applied with equality and consistency while bearing in mind that students are individuals with individual needs. Our policies attempt to mirror the expectations our students will meet in the workplace. These rules help all individuals understand and appreciate our expectations and standards for a quality learning environment. Should a student deviate from the rules, they will hamper their ability to achieve their goals and school success.

ATTENDANCE REQUIREMENT

- Students must maintain at least a 90% attendance rate each semester.
- Those students failing to meet the attendance requirement will be expected to make up time to bring their attendance into compliance.
- Only “EXCUSED” absences may be made up.
- Make up time must be completed at least three days before the end of the semester or three days prior to the last scheduled day for seniors.
- Failure to bring attendance into compliance will result in a recommendation of “0” credits earned for the program.
- Make up time:
 - It is the student’s responsibility to make arrangements with CACC and the home school for make-up time and to provide the necessary documentary evidence of the completion of the make-up time.
 - Make up time will be calculated on an hour-for-hour basis of time missed.
 - Final approval of make-up time rests with the CACC administration.
 - Any costs, associated with make- up time, are the responsibility of the student.

Examples of Make-up Time

Make up time can be accomplished by making arrangements by the student through detention sessions and attending Saturday School sessions at the sending school. Make up time may also be served through the completion of an appropriate activity or project as determined by the CACC program instructor and the office of

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Student and Career Services. Other examples may include community service in partnership with local business (in the student's related program), and on-line experience, or attendance to a leadership conference/activity.

ATTENDANCE DEFINITIONS

Non-chargeable Absences: There are circumstances that occur whereby an absence is unavoidable. These absences are considered non-chargeable and the student will be held harmless for these in the calculation of the 90% attendance requirement. These include:

- Snow days called by CACC or home school
- College visitations
- Home school sponsored activities/calendar conflicts
- Suspensions
- Professional written documented appointments (doctor, dental, funeral, court)
- Deployment of a parent, guardian or sibling for the Armed Services (appropriate documents must be provided).
- School related absences (if Student Services is contacted by the local high school).
- Suspensions from school imposed by school authorities.

Excused Absence: Absences that are documented by a phone call by a parent/guardian, or a written note turned in to Student Services within 24 hours of when the student returns to school. Excused absences could include the following:

- Personal illness of the student
- Attendance at funeral where the student will be attending with the family.
- Business and professional appointments that cannot be scheduled outside of school hours.

Administration will approve as excused absences and be responsible for:

Other reasons regarding extenuating circumstances if requested by the student's parent or guardian and approved by the CACC Administration.

Unexcused Absences: Absences that have no documentation to support them.

- Unexcused absences are those absences, which are unauthorized by parent/guardian or when documentation for the absence is not provided within 24 hours to Student Services. It is important to remember that absences are explained by the parent/guardian, but are approved by the administration as to whether an absence is excused or unexcused.
- Any excuse presented that is proven to be fraudulent will result in the absence or tardiness being considered unexcused, and may result in further disciplinary action.
- Any work assigned on the day of the unexcused absence cannot be made up for full credit.
- Students who leave school grounds during the school day without checking out in Student and Career Services will be considered unexcused for any time missed.

Tardy:

Students who arrive to the CACC after the tardy bell must report to Student Services for an entry slip. A student is considered tardy who arrives 15 minutes or less late for class. If the student arrives 16 or more minutes late, the student is considered absent and recorded as "Arrived Late" and will be responsible to make up the time.

- If attendance/tardiness becomes excessive, student driving privileges may be revoked. **It is our philosophy that driving to the CACC is a privilege.**
 - 5 tardies in a marking period will constitute excessive tardiness and may result in a suspension of the driving privileges of the student.
 - 1st occurrence may result in a 5 day suspension of driving privileges.
 - 2nd occurrence may result in a 10 day suspension of driving privileges.
 - 3rd occurrence may result in a permanent suspension of driving privileges.

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Students are required to enter the classroom at the warning bell for both sessions of the school day (7:40 a.m. for the morning session and 11:45 a.m. for the afternoon session) to prepare for the days activities. Loitering in the hall ways and common areas after the warning bell is not allowed.

ATTENDANCE NOTIFICATION

Excused absences are recorded on the attendance log in the teacher's grade book, provided the parent/guardian calls the attendance line **(269) 968-2271, ext. 5402**, within 24 hours of the absence. The message can be left 24 hours a day. If a call is not made, a written excuse signed by the parent/guardian must be presented to Student Services within 24 hours of the student's return to school. The note should include the student's name, date, and reason for the absence. In order for the absence to be "NON-CHARGEABLE" the note must be professionally written.

Students who must leave the school during the school day are required to check out in the Student and Career Services office.

The school reserves the right to investigate any excuse that, in the judgment of the school official is considered questionable. Any excuse presented that is established to be fraudulent will result in the absence or tardiness being unexcused, and will result in further disciplinary action.

APPEAL PROCESS

See Procedural Safeguards (Due Process). All appeals should be submitted in writing to the office of Student and Career Services.

MAKE UP WORK

For each excused absence, students will be allowed to complete missed assignments if they are able to be recreated. Any work assigned on the day of the unexcused absence cannot be made up for full credit. At the CACC many assignments are done in a lab setting and cannot be made-up. It is up to the student to request make-up work from the instructor. **The student has 48 hours upon their return to request make-up work unless otherwise determined by the instructor.** It is up to the instructor to determine when make-up work is to be completed.

STUDENT IDENTIFICATION BADGES

- The safety of our students is of the utmost concern to everyone at CACC. All students will have their photo taken and issued a student ID at the beginning of the semester.
- Students are required to have their ID on them at all times when in the building.
- Students are required to show identification to CACC staff upon request. Students failing to give correct identification information to CACC staff will be subject to disciplinary action.
- Students who do not have their ID available must report to Student Career Services (SCS) to verify their status as a student.
- Students who lose their ID must report to SCS to start the process to obtain a new ID. Students will be charged \$5.00 for the replacement.
- If the student ID is broken during normal use, a new one will be issued if the old card is brought to SCS—providing the name and picture are still identifiable as the owner.
- Students will not be allowed to receive certain school services without proper ID, such as, E20/20, Access to Computer Lab, CACC Transportation to offsite classes and/or work.

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GRADES

Students will receive grades once each nine weeks and progress reports as needed. Grades will be earned in these areas: Technical skills and Academics.

Technical Skills include worker skills and other activities related to the lab.

Academics will include such areas as academic skills demonstrated as part of the class, tests, quizzes, and other written assignments.

Your instructor will describe the grading system in greater detail. All grades at CACC will be based on the following percentage scale.

<u>Grade:</u>	<u>%</u>
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
E	0 – 59

SIGNING OUT OF THE BUILDING

You may not leave the school property while classes are in session. Once students are on the property whether by private transportation or school provided transportation it is expected they are to remain on schools grounds until the end of the session.

If you have an appointment or some other valid reason to leave, request permission from Student and Career Services on the day of your appointment. You will be given a “Permission to Leave” form after the secretary has verified your appointment with a parent/guardian. **This form should be given to your instructor before you leave the building.** You may be asked to show this form to a staff member when you leave the parking lot. If you leave without following the above procedure, you will not be credited for time in attendance and will be subject to disciplinary action.

Even though you may be of legal age, we must insist that you follow the above procedures and leave the building only for approved reasons such as illness, emergency at home, or an important appointment. Unless you are an emancipated student, we will need to verify your appointment with a parent/guardian.

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STUDENT FLEX-TIME

Any student flex-time must be approved in writing by CACC administration, sending school administration and a parent/guardian.

TRANSFER/DROP COURSE

To transfer or drop from a current program placement to another career area, students must contact Student and Career Services for information.

CHANGE OF ADDRESS

If your address or telephone number has changed since the time you registered at the CACC or if it changes anytime during the year, please notify the Student & Career Services Office and your Instructor.

DRIVING AND PARKING LOT

The student parking lot west of the school is provided for students who drive to school. **All student vehicles driven on campus must display a CACC Parking Permit.** Registration forms will be available in Student and Career Services. Replacement CACC Parking Permits will cost \$5.00. Parking permits are not transferable to other students. Cars not properly registered, improperly parked or parked on the premises without permission will be towed away at the owner's expense. Students who park in "No Parking" or "Assigned Parking" zones may not be permitted to continue their driving privileges on the CACC campus.

Due to the concern we have for student safety; it is the policy of the CACC that riding in the back of a pickup truck is prohibited. Students found in violation of this policy will have their driving privileges revoked for the remainder of the school year. Students will also be held responsible for a safety violation and open for additional disciplinary action.

Careless operation of vehicles on CACC property will not be tolerated. Speed limit in the parking lot and driveway is 10 m.p.h. **All vehicles are to yield to school buses.**

CACC utilizes an in-house ticket system for addressing violations on school property. Violation of driving rules may result in a suspension of driving privileges for a period of time. Driving violations falling into the Major category will also be turned over to the Liaison Officer and may result in the issuance of a civil infraction (along with applicable court fines and costs).

Violations are considered in two categories: major and minor.

- Major violations are defined as (but not limited to):
 - Reckless Driving.
 - Too Fast for Conditions.
 - Failure to yield to a bus.
 - Speeding.
 - Parked in a No Parking space.

- Minor violations are defined as (but not limited to):
 - No valid parking permit.
 - Parking in handicapped space.
 - Parked in two spaces.
 - Blocking a driveway or access.

CACC assumes no responsibility for damage to student vehicles. All parking areas are used at the vehicle owner's risk.

Students (driver and passengers) may not occupy automobiles in the school lot except to enter or exit the grounds. Therefore, immediately upon arrival, students are to proceed to their program areas.

There is to be no loitering in the cars or parking lots. Radios or CD players are to be turned down upon entering the parking lot. Loud blaring speakers are not permitted.

A student who operates a vehicle upon school property is considered to have given consent to a search of the vehicle with or without cause by school officials or security. Search may include the passenger compartment, trunk, and all containers, locked or unlocked in or on the vehicle. **A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search of the vehicle. Dogs may be used in the search.**

A student working on his or her car in the building must obtain permission and a temporary parking permit from the instructor. Students with a permit will park in the designated program location. Students will be expected to maintain CACC speed limit and demonstrate safe driving.

A student not following the rules faces temporary or permanent loss of driving privileges as well as possible further disciplinary action.

FOOD & BEVERAGES

No food or beverage will be allowed to be carried into the CACC from outside the building by students. Deviations from the policy shall be made by an Administrator based on:

- Special circumstances regarding medical issues
- Requests by parents/guardians for breakfast or lunch

POLICY ON BREAKS

Break time will be at the discretion of the instructor.

HALLS

You must be in your program areas at all times unless you have permission from your instructor, sign-out out of your program area and have a hall pass. **Visiting other program areas without permission is not permitted.**

HEADPHONES

Refer to specific program policies.

PARENT-TEACHER CONFERENCES

(CISD AG5420A)

Parent-teacher conferences are held in the fall of each year. In addition, your parents are encouraged to consult with teachers at any time during the school year. Parents wishing to conference with a teacher at a time other than the scheduled parent-teacher conferences should call the Center at (269) 968-2271 to schedule an appointment.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

(CISD 5136)

A student may possess a personal cell phone, electronic communication device, IPOD, MP3, or similar electronic storage device while in school facilities provided that the cell phone or other electronic communication devices (ECD)/ electronic storage devices (ESD) is not visible and remains off.

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A student may possess a personal cellular telephone or other ECD and ESD at after school activities and at school-related functions provided that during school events and on a school vehicle its use is not disruptive or distracting to the scheduled activity, or other participants.

The unauthorized use of personal cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under this policy, use of a personal cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school will be subject to disciplinary action.

The use of cell phones and other ECD/ESD in restrooms is prohibited.

Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

Only incoming telephone calls of an emergency nature will be relayed to students during class time. The program phones are to be used only for school business purposes. Student and Career Services phones are to be used by school personnel only, unless authorized by Student and Career Services staff.

Cell phones are to be turned off and not be visible at any time. If this is not followed, cell phones will be confiscated and returned at the end of the session. Repeated offenses will result in confiscation of phone and a parent/guardian must pick it up. **Refusal to comply with staff directions on cell phones will be considered insubordination.**

TEXTBOOKS

Textbooks and workbooks are the property of the Calhoun Area Career Center and are loaned to you and thereby become your personal responsibility. These books can be checked out for overnight use with your instructor's approval. Please be careful with the books so as not to lose or damage them. Students who lose or abuse the books which have been issued to them will be billed for their cost.

TRANSPORTATION TO ACTIVITIES

CACC will make every effort to ensure that students are safe while under our care and supervision. For student experiences off the CACC campus, such as KCC Classes and work-based learning activities, parental permission will be required.

Students will be required to use CACC transportation when provided. Failure to do so will constitute a safety violation and will result in disciplinary action. Exceptions to this must be coordinated between the parent and Student and Career Services staff.

STUDENT VISITORS

Visitors from area schools are allowed **only** if the visitor's high school counselor has made **prior** arrangements. Due to the nature of the programs and the safety requirements in each program, **Students WILL NOT be allowed to bring unauthorized visitors to the CACC.** All counselor arranged student visitors must report to Student & Career Services for authorization.

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AGE OF MAJORITY

The administration of the Center is fully aware of the Age of Majority Law which gives 18-year olds greater freedoms and responsibilities. We must, however, still be committed to the process of equal treatment and application of our rules and regulations to all students, regardless of their age.

DRESS CODE/ STUDENT APPEARANCE

In developing habits of dress and grooming that are acceptable to business and industry, it will be necessary that our dress policy reflect that of business and industry. Uniforms similar to those worn in industry and business will be required in some laboratories. It is the responsibility of all instructors at the CACC to determine whether certain types of clothing are inappropriate for industry or hazardous to the student in the operation of the machinery in their particular area.

Students will wear clothing that covers their body from shoulder to mid-thigh. Appropriate undergarments must be worn, and students should wear clothing that covers their undergarments (including wearing a belt if it is necessary to keep pants from sagging). No excessive cleavage, midriff, or back should show and both shoulders are to be covered with straps wide enough to cover undergarments. Examples of inappropriate clothing include but are not limited to:

- Short shorts or mini-skirts (must be at least mid- thigh in length)
- Unbuckled belts, sagging pants or low riding pants
- Backless shirts
- No Strapless dresses
- No spandex or other similar form fitting materials as outerwear
- No cleavage or midriff-baring shirts
- Shirts with only one strap or no straps (e.g. tube tops)
- Clothing with obscenities, advocating drugs, alcohol, violence or explicit sexual messages
- Clothing that identifies gang affiliation or clothing worn in a manner that identifies gang affiliation.
- Clothing that displays firearms or other weapons.

Students shall not wear clothing or accessories which interfere with the operation of the school, are disruptive to the educational process or which impinge on the general health, safety, and welfare of other students and school employees.

Students who come to school in inappropriate attire may either call their parents to bring appropriate attire or change into school-provided attire. Students who refuse to comply will be subject to a one-day suspension.

COMPUTER/NETWORK/INTERNET USE POLICY

(CISD AG 7530B – FORM 7540.03f1)

Responsibility When computers are used unethically and/or illegally, people are **always** the ones who are ultimately harmed. Although a computer, software, or a communication medium may exist between the student and those harmed, it is the student's responsibility to adhere to the following rules and Federal or State laws. The following standards must be adhered to:

Agreement Form A CACC student must have a signed Computer/Network/Internet Use Agreement Form on file in order to operate any CACC computer equipment (see back pages of the student handbook).

Password and Account Information Each student will be assigned a password. This password and any account information must not be given to anyone else. No student should use another's account or password.

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Privacy and Electronic Mail	Personal information such as address and phone number should not be given to other students. Electronic mail is not guaranteed to be private.
Inappropriate Use	The use of the CACC Network (LAN) and its internet connection is a privilege, not a right. Inappropriate use will result in cancellation of access privileges and/or disciplinary action.
Computer Vandalism	Vandalism is defined as any malicious attempt to harm or destroy a computer, a network (LAN), internet server or data belonging to another user. This includes, but is not limited to, the uploading or downloading of copyrighted materials or the creation of computer viruses. Vandalism will result in cancellation of privileges and/or disciplinary action.
Government Regulations	Violation of any Federal or State regulations is prohibited.

STUDENT LAPTOP USE

Overview

The Calhoun Area Career Center (CACC) strives to empower our students to achieve career goals and become lifelong learners. With that mission in mind the center has implemented a program to provide one-to-one notebook computer access to our students during their time at the center. The purpose of the notebooks is to provide students with access to online resources, network resources and online instruction.

The growth of investment by the Career Center in its students' education necessitates the establishment of rules, policies and regulations that will govern the use of these resources. These rules, policies and guidelines are for the protection of both the students and the Career Center's equipment.

Each student will be assigned a particular notebook computer for use each semester based on their program of study, with morning and afternoon sessions sharing notebooks. Two students (morning session and afternoon session) will share a unit. The notebook will be assigned to a student in the same manner as a textbook is issued. The serial number of the notebook will be recorded and students will sign for the unit.

Students will be expected to respect the Career Center's property. This means treating the notebooks in the same manner as they would their own property and reporting any issues to the instructor not later than the end of the current session. Students will be held responsible for following the rules, policies and guidelines pertaining to the notebook computers.

Expectations

The expectations provided here are those that apply to the students care and use of the Career Center's property (real and digital). For the most part these expectations are based on common sense and mutual respect.

Acceptable Use

Students will comply at all times with the Calhoun ISD Acceptable Use Policy. This policy is designed to protect the student and Career Center from inappropriate or harmful activities. Please see the Acceptable User Policy statement for details.

Guidelines for Proper Use

Assigned Center equipment may be utilized on-site and in accordance with the approved program curriculum. Treatment of Center equipment is outlined below in the following sections. In general, Center equipment shall be treated with respect and due consideration. Failure to treat Center equipment properly will result in disciplinary actions.

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Student Data

1. Students are responsible for safeguarding their own data. This is accomplished through the protection of their network password and the storing of data in prescribed locations.
2. Students should store their data on the assigned network share or jump drive.

Damaged Notebooks

1. The Career Center computer resources are to be treated with respect and consideration as to their proper treatment in regards to use and damage.
2. If the laptop should experience a problem or become damaged (intentional or not), the student needs to notify the program instructor immediately.
3. If deemed appropriate by the program instructor, a replacement laptop will be assigned until such time as the original is repaired.
4. Failure to report damage to the laptop can result in the student being held responsible.

Security

1. Any security problem identified or known about are expected to be conveyed to a staff member without being discussed with other students.
2. Students should only use their assigned network IDs when accessing computer or network resources.
3. Never share your password with other students.

Improper Behavior

1. The Career Center computer resources are to be used in an ethical manner for the attainment of educational pursuits.
2. Network etiquette is encouraged. Be polite; don't type in bold or capital letters. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited. Pretending to be someone else when sending/receiving messages is inappropriate. Transmitting obscene messages or pictures is prohibited. Revealing personal information about a person to others is inappropriate. Using the network in such a way as to disrupt normal operations is prohibited.
3. Computers and network resources are utilized for educational benefit only and not for illegal activities, commercial gain, advertising, political lobbying, obtaining pornographic material, vandalizing and/or tampering with equipment or software, playing games, downloading music, videos or software, playing music, videos or software (unless part of an approved curriculum), attacks on other computers or networks (hacking) or placing a virus/Trojan horse/malware on a computer or network.
4. Use of computers, network resources, other technology hardware and software is only allowed when properly supervised or granted permission by a staff member.
5. Copyright laws are expected to be observed.
6. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
7. Transmission of any material which is in violation of any federal or state law is prohibited.
8. Center computers come loaded with a standard configuration and set of software; it is not permissible to load software or alter the computer's standardized load.

Responsibilities

The responsibilities outlined here are so that students and parents are aware of the requirements for utilizing the Career Center's technology equipment and any consequences associated with inappropriate actions.

CACC

The Calhoun Area Career Center will provide the technology tools necessary for students to perform lessons associated to the curriculum they are enrolled in. The Career Center will provide a safe and respectful computing environment for its students and staff. To this end the Career Center will employ guidelines and technology to

safeguard the students and the Center’s resources. On a periodic basis the Career Center will evaluate each notebook to verify its condition and compliance with policy.

Student

The student will use the Career Center technology in agreement with the Acceptable Use Policy. A failure to properly utilize the Career Center technology resources that results in damage (not due to normal wear) or the loss of equipment will result in a student liability to replace the damaged or lost item at a reasonable cost.

Parent

The parent(s) are responsible for reviewing the Acceptable Use Policy with their children(s).

Table of Fees, Fines and Repair Costs

The notebooks are in good working order and are issued with software preconfigured on the units. Students are expected to keep the notebooks in good condition. Failure to do so will result in fines as specified below.

All fines must be paid in full before the final grade is recorded for the semester.

- The condition of the notebook will be checked twice a year. Students are responsible for any unreported damage.

1 – Student fee amount. Pricing below is for accidental damage. Deliberate damage will result in disciplinary action as well as a fine.

2 – Cost to CACC to replace item. Not the actual cost to student.

Item	Fine¹	Repair Cost²
Broken Latch	\$10	\$150
Damaged Keyboard	\$10	\$200
Cracked/Broken Screen	\$25	\$40
Cracked Case	\$25	\$200
Damage/Lost Battery Unit	\$60	\$150
Damage/Lost AC Adapter	\$60	\$90

RELEASE OF STUDENT INFORMATION

Occasionally, the Center receives requests to release general student information such as student's name, address, telephone number, parent's name, cluster training, honors and awards. This will only be done with parent permission.

SAFETY AND EMERGENCY PROCEDURES

USE OF MEDICATIONS

(CISD 5330)

Students requiring medication whether self administered or staff administered are expected to comply with all Board policies and directives prior to the use, transport, or possession of any medications (prescribed or over the counter). The forms and accompanying directions can be obtained from Student and Career Services. The following is a brief synopsis of procedures that must be followed; a full description is available in the Student and Career Services office.

The medications and/or treatments which may be administered are defined in CISD Policy. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Permission Form must be filed with the respective building principal (or designee) before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis or any time there is a change to the medication. **CISD Form 5330f1a.**
- An Authorization for the Possession and Use of Asthma Inhalers, Epi-pen, or Prescribed Emergency Medication shall be completed and signed by a physician and the parents authorizing the student use of a metered dose or dry powdered inhaler, or prescribed emergency medication at school, or Epi-pen where student has been diagnosed as subject to severe allergic reaction, on District transportation and school activities. This form must be received by the building principal and/or designee. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned.
- All medications to be administered during school hours must be registered with the principal's office or designee (Student and Career Services is the primary contact). Upon receipt of the medication, the appropriate staff shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

SAFETY INSTRUCTION

Students will be taught safe operating procedures in their program curriculum. Students are expected to observe all safety rules and to wear safety equipment as required by program. This includes safety glasses, hard hats and protective clothing. Horseplay is considered a safety hazard and will not be tolerated. When a student is injured, the supervising teacher should be notified immediately and should complete an accident report.

A student who intentionally violates safety procedures or create an unsafe environment will be subject to disciplinary action.

- 1st offense may result in a 10 day suspension.
- 2nd offense may result in removal from the CACC.

FIRST AID

Although the CACC takes all necessary safety precautions, the possibility of accidents still exists. First aid treatment is available in each program area as well as the Student and Career Services Office.

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REPORTING INJURY OR EXPOSURE

If a student is injured or may have been exposed to body fluids, the supervising instructor is to be notified immediately and assistance sought. In all cases, CACC Administration must be notified immediately so that necessary help can be sought and the parent/guardian notified. The instructor will fill out an accident report for each incident and submit it to Student and Career Services.

SCHOOL CLOSING

If school at the CACC will not be in session, the decision to close will be announced over the local radio and television media. Students should listen carefully to major stations, particularly **WBCK** and **B-95** radio stations and **WOTV** television. If a student's sending school is closed due to weather and is not providing transportation to CACC, he or she is excused from CACC. CACC will follow the lead of Battle Creek Public Schools for weather closings; if Battle Creek Public Schools are closed the CACC will close.

Sending schools may determine that students are required to attend the CACC, even if the sending school is not in session due to staff professional development, school or other activities. These decisions are entirely up to the sending school.

WEATHER WATCHES

(CISD 8420a)

If the Weather Bureau issues a severe weather forecast, including a tornado, while the CACC is in session, students will be notified. If dismissal is warranted, a student with his or her own transportation will be permitted to go home. A student who rides a sending school bus will remain at CACC until his or her transportation arrives.

WARNINGS

If a tornado warning is received while CACC is in session, instructors will make every effort to see that the students are kept safe and will move them to the designated program safety area. Students will remain at CACC until the Weather Bureau issues an all clear report or until weather conditions improve sufficiently for dismissal.

DRILLS

Tornado and fire, and school lockdown drills are very important exercises designed to maximize student safety. In the event of a tornado drill, students will move to a designated area, refrain from talking, and remain until an all-clear signal. In the event of a fire drill, students will evacuate the building, follow exit instructions as designated, refrain from talking, and proceed walking a distance approximately 100 feet from the point of exit. In the event of a school lockdown drill, students are expected to listen to and follow directions given by their classroom teacher. Students are expected to act with responsibility and accountability.

EVACUATION PROCEDURES

In the event of an emergency evacuation at CACC, exit the building as practiced during drills in an orderly manner to the designated area and wait for an all-clear signal. This includes bomb threats.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks, under the circumstances outlined below, and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks.

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Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Illegal or contraband materials shall be turned over to proper legal authorities for criminal prosecution.

ARSON OR ATTEMPTED ARSON

In accordance with the State School Code, a student who sets a fire on school grounds, or who is caught in the act of setting a fire, may be permanently excluded from the CACC and all public schools in the State of Michigan, and a referral to the proper authorities shall be made.

ASSAULT/BATTERY

This refers to a physical attack of one person or a group of persons upon another who does not wish to become involved in combat and has not provoked the attack. Words alone are never considered provocation for an attack. When an assault occurs, a suspension will result. Assault and battery of school personnel will result in recommendation of permanent expulsion from school. The sending school of the student will decide upon expulsion.

Physical Assault Against School Personnel

As per state law, the student's sending School Board shall permanently expel a student if the student commits a physical assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school vehicles, or at a school-sponsored activity or event. If a student is expelled under this section, he or she may apply for reinstatement after 150 school days. However, the student shall not be reinstated before the expiration of 180 school days after the date of expulsion.

Physical Assault Against Other Students

As per state law, the student's sending School Board shall suspend/expel a student for up to 180 school days if the student commits a physical assault against another student on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event.

Verbal Assault Against School Personnel and Bomb Threats

As per state law, any student who commits a verbal assault on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor of the district, or makes a bomb threat or similar threat directed at a school building or other school property, shall be suspended/expelled by the student's sending School Board for up to 180 school days.

Conspiracy or Aiding and Abetting a Person(s) to Commit an Assault

Any student who actively encourages an assault on another student or person on CACC property or at school related functions will be in violation of Michigan's Aiding and Abetting Laws and will be subject to removal from the CACC.

They will also be held responsible for the same policy consequences as the person committing the assault per the student handbook.

Examples of this are, but not limited to; contacting outside person(s) to come to CACC property to confront either verbally or physically another student or staff member, or filming an assault for inappropriate purposes.

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CHEATING/FALSIFICATION/FORGERY

Cheating in the learning environment means taking or helping someone to take unearned credit for school work.

Examples of cheating include:

- copying someone else's answers or work
- using unauthorized notes on tests and/or quizzes
- submitting someone else's work for your own
- doing assignments for someone else
- giving answers to someone else
- changing answers after test and/or quiz review
- using another person's diskettes without approval of the instructor

1st Occurrence: Teacher meets with student and will notify parent and administration. Zero credit for the work. The teacher may refer the student to Student and Career Services. .

2nd Occurrence: Teacher writes referral to Administration. Zero credit for the work, possible suspension. Parents will be notified.

A student who attempts to deceive by misrepresentation, imitation or alteration of documents in an attempt to present something that is untrue will be subject to disciplinary action deemed appropriate to the incident.

EXPLOSIVES

(CISD 5772)

Any type of ammunition, including firecrackers and smoke bombs, or any types of fireworks are prohibited. This includes materials intended to look like explosives. Students in violation are subject to immediate disciplinary action.

FALSE FIRE ALARMS

Fire alarms are placed in the building for the safety and welfare of all students. Fire alarms are to be used on an emergency basis only. Any student found intentionally setting off an alarm without proper reason will be subject to a ten (10)-day suspension from school as well as being reported to the police.

FIGHTING

Fighting at the CACC will result in a suspension and parent/guardian conference. The suspension will be determined by the severity of the incident.

- 1st offense up to a 5 day suspension.
- 2nd offense up to a 10 day suspension.
- 3rd possible expulsion from the CACC.

Before a conflict gets out of control, contact a teacher, student and career services person or other adult to help you resolve it.

All incidents of fighting will be forwarded to the Liaison Officer for investigation.

HARASSMENT

(CISD 5517.01)

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe and nurturing environment in which to learn and may be a violation of Federal or State law. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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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. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

If a student has concerns about the nature of any conduct of physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to a member of the Student and Career Services Team, his/her teacher or the administration, as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or contrary to a stable learning environment.

All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Child Protective Services.

If a student or students harass(es) or threaten(s) another with physical harm, or cause(es) emotional or psychological distress, the student(s) shall be referred to the Administration.

BULLYING PREVENTION

The CACC participates in an online, anonymous bullying reporting system to aid in the prevention of bullying behaviors. The web link is – www.calhounisd.org/bullyreport

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.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- Cyber bullying is bullying activity communicated through formats including but not limited to; email, IM, PAN's, texting, social networking, Skype, You Tube, or other electronic publications which causes material and/or substantial disruption to school activities regardless of geographic origin and will not be tolerated. The school will take appropriate actions in response to cyber bullying, including notification of law enforcement officials when appropriate. Students and families encountering bullying are encouraged to notify school authorities immediately and document the activity.

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Bullying will not be tolerated. Negative behaviors that interfere with the educational opportunities, respect, responsibility, and safety of students include all aspects of bullying.

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

- **Physical aggression:** pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.
- **Social alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of practice of an alternative lifestyle, etc.
- **Verbal aggression:** mocking, put-downs, using profanity at others, etc.
- **Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.
- **Menacing:** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
- **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 (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

Reporting Bullying

Bullying cannot be investigated and corrected by the district until the district has been made aware of such bullying. Persons are directed to report all incidences of bullying to a teacher, counselor, assistant principal, or principal in their school building. A report of bullying will be investigated by the building principal or the principal's designee.

District Action Following Investigation

If the conduct is determined to be bullying, the district shall take all reasonable action (i.e. parent and student meetings, counseling, instruction) to end the bullying, to prevent recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost educational opportunities to the bullied student. The building principal will take appropriate action regarding complaints involving district students.

ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES *(CISD 5530)*

Alcohol, illegal drugs, drug paraphernalia and/or look-a-likes are prohibited at the CACC. If you are reporting to the school under the influence or in possession, you will be suspended a minimum of ten (10) days from the CACC, and parents and high schools will be notified. Police will be notified.

- 1st offense 10 day suspension.
- 2nd offense removal from the CACC.

Determination of possession with intent to distribute and/or actual distribution will result in immediate removal from CACC and subsequent permanent removal from the CACC.

INSUBORDINATION

Insubordination is defined as a student's failure to take direction from school personnel when the given instruction is reasonable and/or complies with school policy. See examples below:

- A. Failure of the student to report to the office immediately when asked to do so by school personnel.
- B. Failure of the student to accept comments and direction as set forth by board policy from any school employee.
- C. The student fails to follow a reasonable request from staff. (There are times with this circumstance that this may result in charges of gross insubordination).

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Insubordination can detract from a safe and orderly school environment and the following consequences will result.

- 1st offense Parent/Administration conference.
- 2nd offense 5 day suspension.
- 3rd possible removal from CACC.

Gross Insubordination by a student is considered detrimental to the safe operations of the CACC. An incidence of gross insubordination will result in more severe penalties. It will be considered gross insubordination if:

- The student fails to accurately identify oneself when asked to do so by school personnel at school or at school-sponsored events.
- The student swears at or otherwise verbally abuses staff when refusing to follow directions.

For Gross Insubordination the following consequences will result.

- 1st offense suspension for up to 10 Days.
- 2nd offense possible removal from CACC.

Gross insubordination may also result in a referral to Law Enforcement.

LEAVING THE PROGRAM WITHOUT PERMISSION

If a student leaves their program area without permission from the instructor and is gone for less than 15 minutes it will be considered a tardy. If a student is gone for more than 15 minutes they will be marked absent for the session. Once students are on the property whether by private transportation or school provided transportation it is expected they are to remain on schools grounds until the end of the session.

Students may not leave the program area for any reason without the knowledge and permission of the CACC staff. Unauthorized absence from the students program will have the following consequences.

- 1st offense Parent/Administration conference.
- 2nd offense 5 day suspension.
- 3rd possible removal from CACC.

PROFANITY/RACIAL SLURS/VERBAL HARASSMENT/INDECENT BEHAVIOR

Uses of profanity, racial slurs, or gestures that are indecent are prohibited. Violators may be referred to the Administration. The infraction may result in suspension or permanent removal from the CACC.

- 1st offense Parent/Administration conference. .
- 2nd offense up to a 5 day suspension.
- 3rd possible removal from CACC.

SMOKING AND CHEWING TOBACCO

Use of tobacco products is not permitted in the building or on the school grounds. **THIS IS THE LAW!**

Violators will be referred to CACC Administration for further action.

- 1st offense up to a 3 day suspension
- 2nd offense up to a 5 day suspension.
- 3rd offense up to a 10 day suspension.
- 4th possible removal from CACC

Transfer of Tobacco: Any student who gives any person under the age of eighteen years any cigar, cigarette, chewing tobacco, or tobacco in any form is guilty of a misdemeanor under Michigan State law and will be turned over to the Liaison Officer for appropriate sanctions.

THEFT, VANDALISM AND/OR DESTRUCTION OF PROPERTY

(CISD Policy 5513 and 7440)

If you are involved with stealing or destroying personal or school property, one or all of the following will be applied:

1. You personally repair the damage.
2. You pay for repair or replacement.
3. You will be suspended.
4. CACC will notify parent/guardian and sending school.
5. You return stolen items.
6. The incident will be reported to the proper law enforcement agency.

Valuable personal property should not be brought to the CACC unless needed. Care of personal property is the responsibility of each student. You are encouraged to mark personal property with specific identifying information such as initials, driver's license numbers, etc. Please report any lost articles or valuables to the Student and Career Services office so that a proper investigation may be made.

WEAPONS

(CISD 5772)

The Calhoun Intermediate School District (CISD), as both an employer and a school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well being and safety, by individuals possessing weapons and/or dangerous weapons.

Please Note: Under no circumstances are students to bring knives of any length to CACC.

The District prohibits students, staff and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The CISD shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the pupil;
- 3) The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- 4) That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the expressed permission of school or police authorities.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately.

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The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

The Superintendent, or designee, will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with CISD guidelines.

PROCEDURAL SAFEGUARDS (DUE PROCESS)

The constitutional rights of individuals assure the protection of due process of law. Therefore, all rules and regulations at the CACC are developed and implemented within the legal framework. Together with these rights, students must accept responsibilities and disciplines essential to create an atmosphere of social justice and equality.

Every effort will be made to prevent and solve disciplinary problems within the school setting. If this cannot be done, suspensions may be necessary. Length of suspensions may vary depending upon the nature of the problem, the cumulative misconduct of the student, and other disciplinary alternatives available.

Due process procedural safeguards shall be included in all administrative proceedings so as to provide for the protection of students and school authorities. Such procedures shall include:

- a) The student shall be informed of the specific charges and evidence concerning those charges. The student will also be informed of the length of the suspension and what must be done before returning to the Center. If the student is not available, this information will be communicated to the parent or guardian.
- b) Whenever possible, the parent or guardian will be told of the suspension by telephone before the student is released from the Center. The administrator processing the suspension will determine whether a parent conference will be needed prior to reinstating the student. A written notice will also be mailed to the parent or guardian stating why the suspension was made.
- c) A hearing with the Principal may be requested by a student and/or the student's parents. This will be arranged the following day and is an opportunity for the student and his/her parents to contest the facts which led to the disciplinary action. If the student and parent are not satisfied at this point, a hearing may be requested with the Director of the CACC.
- d) Further appeals may be arranged through the Director and the Principal; however, the student may be suspended during the appeal process.
- e) One-day suspensions are not subject to appeal.

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SNAP SUSPENSION GUIDELINES

Student Suspensions by Teachers

A teacher is authorized to immediately suspend a student for up to one (1) full school day from a class, subject, or activity when 1) a student engages in conduct which is described in the student handbook as behavior warranting suspension and 2) when the student's behavior is so unruly, disruptive, or abusive that it materially *interferes with the ability of other students to learn and the teacher's ability to effectively teach the class, subject, or activity.*

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension and the Principal or Assistant Principal. Such teacher suspension does not preclude the building administrator, or his/her designee, from extending the length of the suspension when the student's conduct justifies a multiple day suspension or expulsion in accordance with Board of Education Policy.

The teacher shall immediately report the suspension and reason(s) for the suspension and send the student to the Principal or Assistant Principal for documentation and appropriate action. A teacher who suspends a student pursuant to this policy shall, as soon as possible after the suspension, ask the parent/guardian of the pupil to attend a parent-teacher conference regarding the suspension. When practicable, a school counselor, school social worker, or school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent/guardian so requests or if the school administrator determines his/her attendance is appropriate.

For purpose of the policy, the term "teacher" shall not include a substitute teacher.

Application to Student with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

EXPULSION

Expulsion from school is determined by the sending district (refer to your sending school's policy). However, the CACC Administration does have the right to request a student to return to their sending school for serious behavior infraction(s).

NOTICE OF NON-DISCRIMINATION POLICY **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY** *(CISD 2260)*

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:

Larry Yarger - Assistant Superintendent Human Resources
Calhoun Intermediate School District
17111 G. Drive North
Marshall, MI 49068
(269)781-2447

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COMPLAINTS
GRIEVANCE PROCEDURES FOR NONDISCRIMINATION
(CISD 2260B)

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,

Larry Yarger - Assistant Superintendent Human Resources
Calhoun Intermediate School District
17111 G. Drive North
Marshall, MI 49068
(269)781-2447

The individual may also, at any time, contact the:

U.S. Department of Education
Office of Civil Rights
600 Superior Avenue
Room 750
Cleveland, Ohio 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 Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 - If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. 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 4 - 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 Avenue, Room 750, Cleveland, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to:

Assistant Superintendent/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.

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