



2022-2023

STUDENT HANDBOOK

MISSION STATEMENT: EDUCATING ALL STUDENTS & FOSTERING THEIR GROWTH IN THE SKILLS NECESSARY FOR SUCCESS.

**DISCLAIMER: DURING THE SCHOOL YEAR, THE CACC HANDBOOK POLICIES AND PROCEDURES ARE
SUBJECT TO CHANGE PURSUANT TO EXECUTIVE ORDERS, STATE OF MICHIGAN MANDATES,
CALHOUN ISD BOARD ACTION AND/OR CHANGES IN LAW.**

Table of Contents	2
SECTION I - GENERAL INFORMATION	5
CACC Mission and Vision	5
Reciprocal Agreement with Sending Schools	5
Restorative Justice and Correcting Behavior	5
Student Code of Conduct	5
SECTION II - SCHOOL SAFETY AND SECURITY	5
School Resource Officer	5
Automated External Defibrillator (AED)	6
Closed Campus/Leaving the Building	6
Communicable Diseases (CISD 3404 and 5702)	6
Driving and Parking Lot	7
Evacuation Procedures	8
First Aid	8
Food Delivery	8
Headphones	8
Hallways	8
Medication Use (CISD 5703)	8
CACC Clinic	9
Policy On Breaks	9
Reporting Injury Or Exposure	9
Safety Drills	9
Safety Instruction	9
School Cameras and Monitoring (CISD 3104)	10
Student Illness (CISD 5702)	10
Tornado Warnings	10
Transportation To Activities	10
Visitors	10
Weather Watches	11
SECTION III - STUDENT AND CAREER SERVICES	11
Academic Support	11
Change of Address	11
Chromebooks & On-Line Learning Support	11
Counseling Services	11
Student Services Academic Consultant	12
Transfer/Drop Course	12
Work-Based Learning Programs	12
Work-Based Learning (WBL) Criteria	12
WBL Attendance	12
WBL Behavior	12
WBL Grades	13

WBL Reporting Injury	13
WBL Instructor Referral	13
WBL Skill Achievement	13
SECTION IV – ATTENDANCE	13
Attendance Policy	13
Attendance Requirements	13
Definition of Absence	14
Professional Documentation	14
Tardy	14
Make-Up Work and Extended Learning Opportunities	15
Examples of Make-up Time & Extended Learning Opportunities	15
Attendance Notification	15
Attendance Review Committee	16
Appeal Process	16
School Closing	16
SECTION V – ACADEMICS	16
CACC Honor Roll Criteria	16
CACC Materials & Textbooks	16
Grades	16
Parent-Teacher Conferences	17
Scholarship Opportunities	17
SECTION VI – TECHNOLOGY	17
District Technology and Acceptable Use (CISD 3116)	17
Computer/Network/Internet Use Policy	17
Student Chromebook	18
Acceptable Use (CISD 5208)	18
Guidelines for Proper Use	18
Student Data	19
Damaged Chromebooks	19
Security	19
Improper Behavior	19
Responsibilities	20
Student Use of Cell Phone and Electronic Communication Devices (CISD 5209)	20
SECTION VII – STUDENT APPEARANCE AND CAREER READY DRESS (CISD 5204)	21
SECTION VIII – DUE PROCESS (CISD 5206)	22
Procedural Safeguards	22
Snap Suspension Guidelines	22
Expulsion/Removal from the CACC	23
SECTION IX – SPECIFIED CODE OF CONDUCT AREAS	23

General	23
Anti-Bullying (CISD 5207)	23
Bullying Reporting	24
District Action Following Bullying Investigation	24
Cheating/Falsification/Forgery	24
Fighting	25
Insubordination	25
Gross Insubordination	25
Leaving The Program Without Permission	25
Profanity/Racial Slurs/Verbal Harassment/Indecent Behavior	26
Public Displays Of Affection	26
Criminal/Civil	26
Arson Or Attempted Arson	26
Assault/Battery	26
Physical Assault Against School Personnel	26
Physical Assault Against Other Students	26
Verbal Assault Against School Personnel and Bomb Threats	26
Conspiracy or Aiding and Abetting a Person(s) to Commit an Assault	27
Explosives	27
False Fire Alarms	27
Firearms and Weapons (CISD 3408 and 5206)	27
Harassment (CISD 5202)	28
Illegal Drugs And Alcoholic Beverages (CISD 3102)	28
Search And Seizure (CISD 5103)	29
Sexual Harassment/Improper Sexual Conduct (CISD 5202)	29
Theft, Vandalism and/or Destruction of Property	29
Vaping, Smoking and Tobacco Products (CISD 3102)	29
SECTION XI – MISCELLANEOUS INFORMATION	30
Age of Majority (CISD 5104)	30
Asbestos Management Plan (CISD 3407)	30
Calhoun Area Career Center Calendar	30
Calhoun Area Career Center Programs	30
NOTICE OF NON-DISCRIMINATION POLICY	31
Reporting Requirements	32
Notice Regarding Application of Pesticides	33
Release Of Student Information	33

SECTION I - GENERAL INFORMATION

CACC Mission

Educating all students and fostering their growth in the skills necessary for success.

CACC Vision

Preparing students for tomorrow's careers.

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.

Restorative Justice and Correcting Behavior

It is assumed that students attending the 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 counseled and asked to change. In general, the CACC will follow a progressive model with regard to discipline. For students continuing to demonstrate inappropriate or unacceptable behavior, a meeting with administration, instructor and student will be required.

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 gives 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. 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 CACC has the authority to interpret, apply principles, and amend where appropriate and necessary. If a student continues to exhibit inappropriate behaviors, the student may be removed from the CACC for a pattern of behavior that is not compliant with the CACC policy.

SECTION II - SCHOOL SAFETY AND SECURITY

School Resource Officer

The School Resource Officer (SRO) has many roles at the CACC. The first and foremost is that the SRO acts as a community resource and problem solver, along with being a positive role model for CACC students. The SRO is also a link to other community services and remains focused on prevention. The

SRO is the resident public safety specialist and serves as a law-related resource. In addition, the SRO is a law enforcement officer who investigates civil and criminal infractions at the CACC; this may result in a traffic ticket, referrals to the Prosecuting Attorney's Office for prosecution or arrest. The SRO 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 SRO is a Sheriff Deputy, employed by the Calhoun County Sheriff's Department. In accordance with Michigan Law, specifically Public Act 102 (Statewide School Safety Information Policy), our SRO 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)

Automated External Defibrillator (AED)

The CACC has three 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 and documented in Skyward.

2nd Offense: Five day suspension and documented in Skyward.

3rd Offense: Possible removal from the CACC.

Closed Campus/Leaving the Building

The CACC is a closed campus. Students 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 school grounds until the end of the session. If a student has an appointment or some other valid reason to leave, the student will request permission from Student and Career Services on the day of their appointment. They will be given a "Permission to Leave" form after the secretary has verified the appointment with a parent/guardian. This form must be given to the instructor before the student leaves the building. The student may be asked to show this form to a staff member when leaving the parking lot. If the student leaves without following the above procedure, they may not be credited for time in attendance and will be subject to disciplinary action. Even though the student may be of legal age, it is imperative that they follow the above procedures and leave the building only for approved reasons such as illness, emergency at home, or an important appointment. Unless the student is emancipated, their appointment will need to be verified with a parent/guardian.

Communicable Diseases (CISD 3404 and 5702)

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

- A. † District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.
- B. † When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.
- C. † A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.
- D. † The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:
 - 1. † The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or
 - 2. † The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District.

Driving and Parking Lot

The Superintendent and building principals are authorized to develop rules for student driving and parking lot use. Those rules must be clearly communicated to students. A student who violates the rules is subject to corrective or disciplinary action. 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. Parking permits are not transferable to other students. Cars not properly registered, improperly parked or parked on the premises without permission may 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 student safety concerns, it is the policy of the CACC that riding in the back of a pick-up 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 may be subject to additional disciplinary action. Careless operation of vehicles on the CACC property will not be tolerated. Speed limit in the parking lot and driveway is 10 mph. Students will be expected to maintain the CACC speed limit and demonstrate safe driving. All vehicles are to yield to school buses. The CACC assumes no responsibility for damage to student vehicles. All parking areas are used at the vehicle owner's risk. Students, neither drivers nor 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. Music/sound systems should be played at a reasonable volume when entering and exiting the parking lot. Loud blaring speakers are not permitted. A student who operates a vehicle on 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 their student to operate a vehicle on school property is also considered to have given such consent to search for the vehicle. Law Enforcement canine units may be used in the search. A student working on their car during the school day must obtain permission and sign in and out in the main office and unless given special permission by administration all vehicles must be returned to the student parking lot before the bell. A student not following the rules faces temporary or permanent loss of driving privileges as well as possible further disciplinary action.

Evacuation Procedures

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

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 and CACC Clinic

Food Delivery

For safety reasons, students are not allowed to order out for food deliveries at CACC.

Headphones

Refer to specific program policies. Headphones must be removed from one ear when entering and exiting the building. The CACC staff would like to greet students upon their arrival as well as communicate in the event of an emergency.

Hallways

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

Medication Use (CISD 5703)

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. All staff administered medication will be stored and locked in the CACC Clinic.

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 Administration Authorization 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.

- 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 (Coordinator of Student Health Care Needs and Services) shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- All medication should be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration.
- Together the Coordinator of Student Health Care Needs and Services and administrators may determine it is necessary to discontinue the student's self-administration privilege upon advance notification to the parent/guardian.

CACC Clinic:

The CACC clinic is open to all students during regular school hours, to ensure proper use and safety inside the clinic the following guidelines are to be observed:

- To receive authorized medications. No prescription or over the counter (OTC) medications will be administered to any student without parent/guardian authorization, with the exception of emergencies.
- Medical treatment for acute injury. The school registered nurse will provide treatment for minor injuries. If a major injury is assessed or further medical assessment is recommended CISD policy will be followed and parent/guardian notified.
- Acute illness. If a student is feeling ill, the nurse will perform an assessment, if the student is found to be vomiting or have a fever they will be sent home.
- Management of long-term health complications. Students that require management of long-term health complications will need to submit an *Individual Healthcare Plan*.
- Students are expected to uphold the student code of conduct while in the clinic.
- No discussion of student treatments or reason for visit to the clinic will be discussed with other students or unauthorized staff.
- No photography or recording (audio or video) is permitted inside the clinic.

Policy On Breaks

Break time will be at the discretion of the CACC instructors.

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, the 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.

Safety Drills

Tornado, 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 the 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 the directions given by their classroom teacher. Students are expected to act with responsibility and accountability.

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 their program. This includes safety glasses, hard hats and protective clothing. Horseplay is considered a safety hazard and will not be tolerated. If 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 creates an unsafe environment will be subject to disciplinary action.

1st Offense: May result in a ten day suspension and is documented in Skyward.

2nd Offense: May result in removal from the CACC.

School Cameras and Monitoring (CISD 3104)

The Calhoun Intermediate School District approves the use of video cameras on school property for the primary purpose of safety, reducing disciplinary problems and addressing vandalism. The CACC has cameras throughout the building that are recording at all times. Disciplinary action and/or criminal charges may be initiated based on video documentation. Information contained within the surveillance system may be released to the Calhoun County Consolidated Dispatch Authority. The information/images contained in these recordings are considered student directory information and this handbook notice serves as notification to parents of the possibility of such release. See also the section for Release of Student Information.

Student Illness (CISD 5702)

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. The District must report the occurrence or suspected occurrence of any disease, condition, or infection identified in the Michigan Department of Health and Human Services Communicable Disease Rules to the local health department within 24 hours.

Tornado Warnings

If a tornado warning is received while the 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 the CACC until the Weather Bureau issues an all clear report or until weather conditions improve sufficiently for dismissal.

Transportation To Activities

The 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.

Visitors

All visitors must sign in at the front office. Student visitors from area schools are allowed when the student visitor's high school counselor has made prior arrangements. Due to the nature and 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 upon arrival.

Weather Watches

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 the CACC until his/her transportation arrives.

SECTION III – STUDENT AND CAREER SERVICES

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 the student's career pathway.

Academic Support

- Reading of tests and quizzes
- Studying for tests
- Catching up on late work (if late work is allowed)
- Small group or partner projects
- Daily assignments
- Taking tests or quizzes where support is appropriate
- Extra help with math and reading skills

Change of Address

If a student's address or telephone number has changed since the time the student was registered at the CACC or if it changes anytime during the year, the CACC counselor that is assigned to the student's particular program should be notified.

Chromebooks & On-Line Learning Support

- Twenty-four student work stations
- EdGenuity
- High quality laser color printer

- Internet Access

Counseling Services

Counseling Services Mission: The Calhoun Area Career Center counseling team implements a student centered counseling program that is comprehensive in scope, preventive in design, and developmental in nature that supports the academic, career, and social/emotional development of students equipping them with the skills to engage with and navigate in higher education, the world of work, and civic life. The CACC counseling program provides equitable services that are intentional, data driven, and meet the diverse needs of all students. Services include:

- Career assessment & career exploration
- Preparation for post-secondary options
- Career development
- Crisis intervention
- Social/emotional support
- Academic & attendance support
- Referral to local service agencies

Student Services Academic Consultant

Integration of academic subject matter in Mathematics, Reading, Science, and other academic skills into the CACC program, academic resource connection, and individual academic support for teachers and students upon request. The consultant may help with the following: resume writing, presentation skills, and other topics leading to improved academic performance of students.

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. Unless there are extenuating circumstances, this is limited to the first two weeks of each semester.

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 students acquire attitudes, skills, and knowledge for work, a career and other life roles. Opportunities at the CACC include:

Job Shadow: 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 45 hours in length and are unpaid.

Co-op Experience: Students are placed at a worksite related to the training they received. Students earn wages and credit. Students are required to receive one hour of instruction from a certified CTE instructor per week.

Work-Based Learning (WBL) Criteria

Paid Work-Based Learning 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 just a job, but 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.

WBL Attendance

Students will have good attendance at the time they begin their Work-Based Learning 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 Work-Based Learning for six to nine weeks during the semester following this occurrence.

WBL Behavior

Students will not have any disciplinary problems prior to or during their Work-Based Learning experience. Those that do may be removed from Work-Based Learning and returned to their program. If a student has any disciplinary action against them that requires administrative intervention they may not be allowed on Work-Based Learning 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 Work-Based Learning for up to a full semester following the occurrence.

WBL 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 Work-Based Learning experience they must achieve a "C" or better for the nine weeks prior to beginning Work-Based Learning.

WBL Reporting Injury

If a student is injured or may have been exposed to body fluids, the student's site supervisor is to be notified immediately and assistance sought. (Follow all emergency protocols of the Work-Based Learning Site). In all cases, the CACC Administration must be notified as soon as possible so the parent/guardian can be notified. The student's site supervisor will fill out an accident report for each incident and submit it to the appropriate Career Development Specialist at CACC, Mark Gothberg 269.340.7149 or Michele Hall 269.340.7289.

WBL 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.

WBL Skill Achievement

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 Work-Based Learning.

SECTION IV – ATTENDANCE POLICY

The CACC believes that attendance is a cooperative effort among parents/guardians, students and staff. The attendance pattern a student establishes at the CACC sets a pattern for his/her employment or

continuing education after graduation from high school. Our policies attempt to mirror the expectations our students will meet in the workplace. To encourage students to maintain good attendance patterns and experience the indicated benefits, the CACC has included as a learning outcome for each of its courses, certain “workplace behaviors” including regularity and punctuality. 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. All attendance policies will be applied with equality and consistency while bearing in mind that students are individuals with individual needs. These rules help all individuals understand and appreciate our expectations and standards for a quality learning environment. Regular attendance is expected.

Attendance Requirements

- Students should not miss more than 8 days per semester and 16 days per year.
- Seven unexcused absences per semester will result in a parent meeting.
- Students failing to meet the attendance requirement will be expected to make-up time to bring their attendance into compliance.
- 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 may result in a recommendation of “0” credits earned for the program.
- Make-up time: It is the student’s responsibility to make arrangements with the CACC and/or sending school for make-up time and to provide the necessary documentation 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.
- Students will meet with the Attendance Review Committee at twelve absences with evidence of documentation and personal support (Instructor, parent, guardian, counselor, friend, ISS – student may select appropriate support).

Definition of an Absence

Absences are divided into two categories: Excused and Unexcused.

- Excused absences are defined as
 - sending school related releases
 - college visits that are pre-arranged
 - suspensions |**AND with Professional Documentation |**
 - doctor’s appointments
 - hospitalization
 - funerals
 - court appointments
 - religious activities or holidays
 - deployment of a parent, guardian or sibling for the Armed Services
- 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.

Professional Documentation

Evidence of excused absences must be provided within 24 hours of the absence. Evidence is written professional documentation from a medical office, funeral, court, or other professional sources. The written documentation must be provided within 24 hours upon return to Student Services. The documentation will be kept in the student's file. Examples of proper documentation include professional appointments/notes (medical, doctor's note, court appearance), and funeral cards. **A parent's verbal confirmation without proper written documentation will be considered an unexcused absence.**

Tardy

Students who arrive at 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 sixteen or more minutes late, the student is recorded as "Arrived Late" and will be responsible to make-up the time.

1. † If attendance/tardiness becomes excessive, student driving privileges may be revoked. It is our philosophy that driving to the CACC is a privilege.
2. † Five tardies in a marking period will constitute excessive tardiness and may result in a suspension of the driving privileges of the student.
3. † Ten tardies may result in a ten day suspension of driving privileges.
4. † Fifteen tardies may result in a permanent suspension of driving privileges.

At the discretion of Administration, community service may be required in lieu of or in conjunction with any other appropriate consequences. 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 day's activities. Loitering in the hallways and common areas after the warning bell is not allowed.

Make-Up Work and Extended Learning Opportunities

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 must be made up and the student may not receive full credit. Additionally, some programs/ instructors do not allow makeup work for an unexcused absence and the student may receive a 0. 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 forty-eight 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.

Examples of Make-up Time & Extended Learning Opportunities

- Make-up time can be accomplished by the student making arrangements with their instructor, sending school, or volunteer organization related to their program.
- 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 Student and Career Services.
- Other examples may include community service in partnership with local business (in the student's related program), an on-line experience, or attendance at a leadership conference/ activity.

Attendance Notification

Students

To incorporate employability skills, students are required to report all absences to the CACC instructor via phone call, text, or email. The instructor will provide contact information at the beginning of the year.

Parents

In our cooperative efforts we ask parents to notify us if their student will be absent by calling the attendance line, 269.968.2271 x 5402. Please keep in mind that without documentation as listed above it will still be recorded as an unexcused absence. Calling the sending school will not notify CACC.

CACC

Excused absences are recorded on the attendance log in the student information system, provided the student delivers the proper documentation. It should include the student's name, date, and reason for the absence. The CACC is a closed campus. Therefore 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.

Attendance Review Committee (ARC)

At the CACC, we value all students and understand the importance of attendance as a key indicator to success. Students with excessive absences are advised that these absences could lead to the inability to earn full credit. In order to provide support for students and prepare them for a lifetime of career pursuit, the CACC employs an Attendance Review Committee (ARC) composed of a variety of stakeholders. The goal of the ARC is to identify attendance barriers and provide assistance to help students overcome those barriers. To ensure student voice, students may select an advocate to attend the meeting with them. A CACC Instructor or Counselor may serve as an advocate, if requested by the student.

Appeal Process

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

School Closing

If school will not be in session at the CACC, the decision to close will be announced over the local radio and television media. Students should listen carefully to major stations, particularly WBCN 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 the CACC, he or she is excused from the CACC. The 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. Those decisions are entirely up to the sending school.

SECTION V – ACADEMICS

CACC Honor Roll Criteria

All of the following criteria must be met to make the honor roll:

- CACC GPA of 3.75 consisting of the first three marking periods of the current school year
- Less than five chargeable (excused and unexcused) absences through the 3rd marking period
- No disciplinary referrals or suspensions

CACC Materials & Textbooks

Textbooks and workbooks are the property of the CACC and are loaned to you and thereby become your personal responsibility. These books can be checked out 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 may be billed for their cost.

Grades

Students will receive grades once each nine weeks and progress reports as needed.

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 the CACC will be based on the following percentage scale.

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%

Parent-Teacher Conferences

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

Scholarship Opportunities

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

1. | **Automotive Service Technology Scholarship:** This scholarship has been funded for the individuals entering the field of Automotive Service Technology at the CACC.
2. | **CACC Student and Career Services Scholarship:** Assistance for a graduating student with an IEP; by invitation.

3. | **CACC Individual Program Scholarships:** Several programs at the CACC offer individual program scholarships. Inquire with the program instructor.
4. | **Superintendent's Scholarship:** Scholarships are awarded to the CACC senior students who are going on to college or a trade school for advanced training.
5. | **Tools of the Trade:** The intent of this scholarship is to provide needed tools for students as they progress beyond high school in their training, employment and/or education. Tools are defined as "a device or instrument needed in the selected trade that students would have to pay for to begin their occupation." Tools may include (but are not limited to): hand tools, tool boxes, uniforms, laptops, software, specific clothing, etc.
6. | **Staff to Student:** These scholarships were created as a result of the CACC Driving for Scholarships Golf Outing. Recipients of these awards have to display a strong work ethic in their programs, as well as have superior GPA and attendance. Additionally, recipients must demonstrate what they have learned at the CACC by presenting a skill to a panel of staff members.
7. | **PET Scholarship**-This scholarship is for PET students with excellent attendance. Students may use the scholarship toward needed tools for employment or towards tuition or fees for college, trade school or training programs. Tools may include (but are not limited to) hand tools, tool boxes, uniforms, laptops, software, specific clothing, etc.

Additional scholarships may be available through the CACC Student Services and other local programs.

SECTION VI – TECHNOLOGY |

District Technology and Acceptable Use (CISD 3116) |

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

Computer/Network/Internet Use Policy

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-CACC students must have a signed Computer/Network/Internet Use Agreement Form on file in order to operate any CACC computer equipment

Password & 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.

Privacy & 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 regulation is prohibited.

Student Chromebook

Overview: The CACC strives to empower our students to achieve career goals and become lifelong learners. With that mission in mind the CACC has implemented a program to provide one-to-one notebook computer access to our students during their time at the CACC. 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 CACC 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 CACC's equipment. Each student will be assigned a Chromebook and the student is responsible for returning it at the end of the year. Students will be expected to respect the CACC's property. This means treating the notebooks in the same manner as they would their own property and reporting any issues to the instructor no 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. The expectations provided here are those that apply to the student's care and use of the CACC's property (real and digital) with regards to mutual respect. For the most part, these expectations are based on common sense and mutual respect.

Acceptable Use (CISD 5208)

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

Guidelines for Proper Use

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

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 Chromebooks

1. The CACC computer resources are to be treated with respect and consideration as to their proper treatment in regards to use and damage.
2. If the Chromebook 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 that a student has become aware of is 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. Students should never share their password with other students.

Improper Behavior

1. The CACC computer resources are to be used in an ethical manner for the attainment of educational pursuits.
2. Network etiquette is encouraged. Use of appropriate language is required; swearing, vulgarity, ethnic or racial slurs, or 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 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. CACC 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 CACC's technology equipment and any consequences associated with inappropriate actions:

1. The CACC will provide the technology tools necessary for students to complete lessons correlated to the curriculum they are enrolled in. The CACC will provide a safe and respectful computing environment for its students and staff. To this end, the CACC will employ guidelines and technology to safeguard the students and the CACC's resources. On a periodic basis, the CACC may evaluate each notebook to verify its condition and compliance with policy.
2. The student will use the CACC technology in agreement with the Acceptable Use Policy. A failure to properly utilize the CACC 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.
3. Parents/Guardians are responsible for reviewing the Acceptable Use Policy with their students.

Student Use of Cell Phone and Electronic Communication Devices (CISD 5209)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device. Students

may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

A student may possess a wireless communication device (WCD), while in school, on school property, during school activities and at school functions, provided that the WCD is not visible and remains off, not just on vibrate or silent mode when not being used for an approved educational purpose. A WCD is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular or wireless telephones, pagers/beepers, personal digital assistants (PDAs), smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, personal laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed-time basis, sound, video or still images, text, or other information. A student may possess, and have the WCD in silent mode if the student has a special health circumstance that is reported to the building or program supervisor (e.g. an ill family member or his/her own special health condition). A student may also possess, and use, a WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers, accessing educational information) with the teacher's advance permission and supervision. If the device needs to connect to data services such as the internet, the device must access the Calhoun ISD Public wireless system rather than the device's own data service connectivity. This ensures that the device will then be filtered against inappropriate materials as required by law. The following prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices. Except as authorized under this policy, use of a WCD in school will be subject to disciplinary action. Violations of this policy may result in confiscation of the WCD. If a WCD is confiscated, the teacher or supervisor will communicate to the student and parent when the WCD can be reclaimed and under what circumstances. The WCD will be appropriately, and securely, held by the District in the interim. Such confiscated WCDs will not be searched unless it is determined by school officials that such a search is required to discover evidence of a violation of law or school policy or rules. The building or program supervisor may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography, bullying). Multiple offenses or violations of this policy may cause a student to lose his/her privilege to bring a WCD to school or on school property for a designated length of time or on a permanent basis. Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e.

pictures, video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. Such use is considered an invasion of privacy and is not permitted unless authorized by the building or program supervisor. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school; use of the Calhoun ISD Public wifi access will ensure appropriate filtering is in place as required by law. The use of a WCD in restrooms or locker rooms is prohibited. Cell phones are to be turned off and not be visible at any time, unless being used in a manner outlined above. If this is not followed, cell phones may be confiscated and returned at the end of the session. Repeated offenses will result in confiscation of a phone and a parent/ guardian must pick it up. Refusal to comply with staff directions on cell phones will be considered insubordination.

SECTION VII – STUDENT APPEARANCE AND CAREER READY DRESS (CISD 5204)

In developing habits of dress and grooming that are acceptable to business and industry, it will be necessary that our dress policy reflects 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 or 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.
- Clothing with obscenities, advocating drugs, alcohol, violence or sexual messages.
- Clothing that identifies gang affiliation or clothing worn in a manner that identifies gang affiliation.
- Clothing that displays firearms or other weapons.
- Clothing that is vulgar, lewd, or plainly offensive.
- Clothing that is see-through
- No hoodies on in the hallways
- Holes throughout jeans or pants that expose excessive skin and are not industry appropriate

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/guardian to bring appropriate attire or change into school-provided attire. Students who refuse to comply may be subject to discipline.

SECTION VIII – DUE PROCESS (CISD 5206)

Procedural Safeguards

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 this 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:

1. 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 CACC. If the student is not available, this information will be communicated to the parent/ guardian.
2. Whenever possible, the parent/guardian will be told of the suspension by telephone before the student is released from the CACC. 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/guardian stating why the suspension was made.
3. A hearing with the Principal may be requested by a student and/or the student's parent/guardian. This will be arranged the following day and is an opportunity for the student and the student's parent/guardian 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.
4. Further appeals may be arranged through the Director and the Principal; however, the student may be suspended during the appeals process.
5. One-day suspensions are not subject to appeal.

Snap Suspension Guidelines

Student Suspensions by Teachers – A teacher is authorized to immediately suspend a student for up to one full school day from a class, subject, or activity when:

A student engages in conduct which is described in the student handbook as behavior warranting suspension and 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 their 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 practical, 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. Note: For the purpose of the policy, the term "teacher" shall not include a substitute teacher.

Application to Students 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/Removal from the CACC

Expulsion from school is determined by the student's resident school district. The CACC Administration reserves the right to require a student to return to their sending school for serious behavior infraction(s).

SECTION IX – SPECIFIED CODE OF CONDUCT AREAS

General

Anti-Bullying (CISD 5207)

The CACC participates in an online, anonymous bullying reporting system to aid in the prevention of bullying behaviors. The web link is – <https://goo.gl/1Yfckq>. 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, or 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. Bullying at the CACC 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 are encouraged to notify school authorities immediately and document the activity. 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 characteristics, cultural background, socioeconomic status, or geographic location).

Bullying Reporting

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 incidents 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 Bullying 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.

Cheating/Falsification/Forgery

Cheating in the learning environment means taking or helping someone 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 and/or changing answers after the test and/or quiz review.

1st Offense: Teacher meets with student(s) and will document in Skyward and notify parent/guardian and administration. Zero credit for the work and the teacher may refer the student to Student Services.

2nd Offense: Teacher documents in Skyward and refers student(s) to Administration. Zero credit for the work, possible suspension and parents/guardians 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.

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 five day suspension and documented in Skyward.

2nd Offense: Up to a ten day suspension and documented in Skyward.

3rd Offense: Possible expulsion from the CACC.

Students are encouraged to contact the instructor, an administrator, Student and Career Services personnel, or another adult to help resolve issues early. All incidents of fighting will be forwarded to the School Liaison Officer for investigation.

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. Some examples are: failure of the student to report to the office immediately when asked to do so by school personnel, failure of the student to accept comments and direction as set forth by board policy from any school employee, failure of the student to follow a reasonable request from staff (there are times when this circumstance may result in charges of gross insubordination).

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

1st Offense: Up to a three day suspension and documented in Skyward.

2nd Offense: Five day suspension and documented in Skyward.

3rd Offense: Possible removal from the CACC.

Gross Insubordination

Gross Insubordination by a student is considered detrimental to the safe operation 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. Gross insubordination may also result in referral to Law Enforcement.

1st Offense: Suspension for up to ten days and documented in Skyward

2nd Offense: Possible removal from the CACC

Leaving The Program Without Permission

If a student leaves their program area without permission from the instructor and is gone for less than fifteen minutes, it will be considered tardy. If a student is gone for more than fifteen 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 school 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 student's program will have the following consequences.

1st Offense: Parent/guardian and Administration conference and documented in Skyward.

2nd Offense: Five day suspension and documented in Skyward.

3rd Offense: Possible removal from the 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/guardian and Administration conference and documented in Skyward.

2nd Offense: Up to a five day suspension and documented in Skyward.

3rd Offense: Possible removal from the CACC.

Public Display Of Affection

Public displays of affection are not considered appropriate at school and interfere with a productive educational or professional environment. Therefore, this type of behavior is not permitted. Repeated occurrence of this behavior may result in disciplinary action up to and including suspension.

Criminal/Civil

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

Assault: An attempt to commit a battery on [name complainant] or did an act that would cause a reasonable person to fear or apprehend an immediate battery. A battery is a forceful, violent, or offensive touching of the person or something closely connected with the person of another.

Assault and Battery: A battery is a forceful, violent, or offensive touching of the person or something closely connected with the person of another. The touching must have been intended, not accidental, and it must have been against [name complainant]'s will. It does not matter whether the touching caused an injury.

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 the CACC property or at school related functions may be held as responsible as the person committing the assault per the student handbook. Examples of this include, but are not limited to, contacting outside person(s) to come to the CACC property to confront either verbally or physically another student or staff member, or filming an assault for inappropriate purposes.

Explosives

Any type of explosive, incendiary device, 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 and staff. 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 day suspension from school as well as being reported to the police.

Firearms and Weapons (CISD 3408 and 5206)

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.

Under no circumstances are students to bring knives of any length to the 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 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. 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/ 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.

Harassment (CISD 5202)

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.

Pursuant to CISD 5202, "unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld 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 or 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 Michigan Department of Health and Human Services (MDHHS). If a student or students harass(es) or threaten(s) another with physical harm, or cause emotional or psychological distress, the student(s) shall be referred to the CACC Administration.

Illegal Drugs And Alcoholic Beverages (CISD 3102)

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

1st Offense: Up to ten day suspension and documented in Skyward.

2nd Offense: Ten day suspension pending removal from the CACC.

Note: Determination of manufacturing, possessing with intent to distribute and/or actual distribution will result in immediate removal from the CACC and subsequent permanent removal from the CACC. Also, students who have a valid medical marijuana card from The State of Michigan may not possess marijuana on school grounds or any school activity.

Search And Seizure (CISD 5103)

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.

Students should not expect privacy regarding items placed on 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 con

Sexual Harassment/Improper Sexual Conduct (CISD 5202)

Sexual harassment/inappropriate conduct is a serious issue. Any reports of sexual harassment or inappropriate conduct will result in an investigation and may result in a referral to law enforcement. Sending schools will be notified.

1st Offense: Up to a ten day suspension, documented in Skyward and possible removal from the CACC.

2nd Offense: Ten day suspension pending removal from the CACC.

Theft, Vandalism and/or Destruction of Property

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

1. You personally repair the damage.
2. You pay for repair or replacement.
3. You will be suspended.
4. The CACC will notify parents/guardians 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.

Vaping, Smoking and Tobacco Products (CISD 3102)

Use or possession of tobacco products is not permitted in the building or on the school grounds; by law, this includes any type of vapor or nicotine delivery device. Violators will be referred to the CACC Administration for further action, including possible legal consequences.

1st Offense: A three to five day suspension and documented in Skyward.

2nd Offense: Up to a ten day suspension and documented in Skyward.

3rd Offense: Possible removal from the CACC and documented in Skyward.

Transfer to Another Student: Any student who gives anyone vaping, cigar, cigarette, chewing tobacco, or tobacco in any form will face suspension, removal from the CACC and possible legal consequences.

SECTION XI – MISCELLANEOUS INFORMATION

Age of Majority (CISD 5104)

The administration of the CACC 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.

Asbestos Management Plan (CISD 3407)

The Calhoun Intermediate School District has conducted an extensive asbestos survey on all of our buildings. Based on the 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 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.

Calhoun Area Career Center Calendar

The CACC school year calendar is located on the website at <http://www.calhounisd.org/cacc/calendar>

Calhoun Area Career Center Programs

Each year, the CACC 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 teachers, counselors, and work-based coordinators.

The following is a list of programs being offered for 2022-2023.

21st Century Health Careers

Agriscience

Aviation Exploration

Automotive Service Technology

Collision Repair Technology

Computer Networking

Computer Programming

Construction Technology

Criminal Justice

Culinary Arts & Hospitality

Early Childhood Education

Education Academy

Emergency Medical Technician

Graphic Communications Technology

Health Careers Prep

Health Occupations

Law Enforcement

Power Equipment Technology

Robotics/Introduction to Engineering Technology

Welding Technology

NOTICE OF NON-DISCRIMINATION POLICY |

CALHOUN INTERMEDIATE SCHOOL DISTRICT |

Notice of Non-Discrimination and Notice of Complaint/Grievance Procedure for | Federal and State Laws |

Policy 5202 Unlawful Discrimination, Harassment, and Retaliation Against Students |

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. | creating an intimidating, hostile, or offensive environment; or
2. | unreasonably interfering with the student’s ability to benefit from the District’s educational | programs or activities. |

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome

conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment, including sexual harassment and harassment based on gender identity and sexual orientation, is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault or any act of sexual violence. Examples of conduct that may constitute sex-based harassment include, but are not limited to:

1. † Verbal: unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or other achievements or advancements; threatening another person's academic or other accomplishments or reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
2. † Visual: subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
3. † Physical: unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Reporting Requirements

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of

unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. ↓ providing an escort to ensure that the victim can safely attend classes and school activities;
2. ↓ providing the victim with school-based counseling services;
3. ↓ providing the victim with academic support services, such as tutoring;
4. ↓ rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;m
5. ↓ moving the victim's or the perpetrator's locker;
6. ↓ issuing a "no contact" directive to the perpetrator; or
7. ↓ imposing discipline consistent with Policy and the student code of conduct.

Please refer to CISD Policy 5202 for details regarding the complaint filing process and timelines.

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). The pest management program may be reviewed by contacting the CACC office for this purpose. Notice of application of pesticides will be posted at the school entrance and on the front office window at least forty-eight 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 Coreen McCaul, CACC Principal 475 E. Roosevelt Ave. Battle Creek, MI 49017 Phone: (269) 275.9941 & Email: mccaulc@calhounisd.org.

Release Of Student Information

Occasionally, the district receives requests to release general student information. The district will only make available, upon request, general student information known as "directory information." The Board of Education designates as student "directory information" items including but not limited to: a student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation or completion, awards received, school photographs, images or video recordings of students participating in school activities, events or programs, or any other information which would not generally be considered

harmful or an invasion of privacy, if disclosed. Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within thirty (30) days after receipt of the District’s public notice.

Information contained within the video surveillance systems may be released to the district's Law Enforcement Unit (LEU), including Calhoun County Consolidated Dispatch Authority. The LEU, as defined under the Family Educational Rights and Privacy Act (“FERPA”), is “designated to provide for the safety and security measures for the District and to provide emergency notifications to Dispatch Authority for public safety agencies to respond to emergency situations.” The LEU can be contacted through the building principal or by calling the main district number at (269) 781-5141.