

Muskegon Area

Career Tech Center

**Student/Parent
Handbook
2013 - 2014**



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Muskegon Area Career Tech Center
200 Harvey Street, Muskegon, MI 49442-1418
Phone 231.767.3600 Fax 231.767.2692
www.muskegoncareertech.com
Principal - Mr. Kyle Fiebig
Assistant Principal - Mr. John Hill



Dear Students, Parents/Guardians:

Welcome to your Muskegon Area Career Tech Center. We are pleased and excited that you made the choice to enroll in one of our career and technical education programs. Our Center's mission is to use professional, innovative instruction that helps our students improve self-esteem, independence, and personal success. We are dedicated to having your student experience an accelerated program of study that includes high level academics, high expectations, and technical content. As a Muskegon Area Career Tech Center student, your child is encouraged to use his/her abilities to develop technical and academic skills in selected programs.

Our 17 different programs have recognized industry certifications, free college credits (articulated or direct), and internships in business and industry. These are just a few of the benefits available to all Muskegon Area Career Tech Center students that demonstrate academic and technical proficiency, plus exhibit personal management and employability skills. Personal management and employability skills are considered the "Soft Skills" that significantly influence academic and career success. These skills include showing up on time and prepared every day for class, communicating effectively, and taking responsibility for one's actions.

All students are expected to follow the Muskegon Area Career Tech Center student code of conduct which includes proper attendance, being appropriately dressed, and being prepared to learn every day.

We want this school year to be exciting, full of opportunities, and memorable. We will do our best to create a positive atmosphere for all students. May this year be one of the most rewarding in your child's school career.

Sincerely yours,

Kyle Fiebig

MACTC Principal

231.767.3605

John Hill

MACTC Assistant Principal

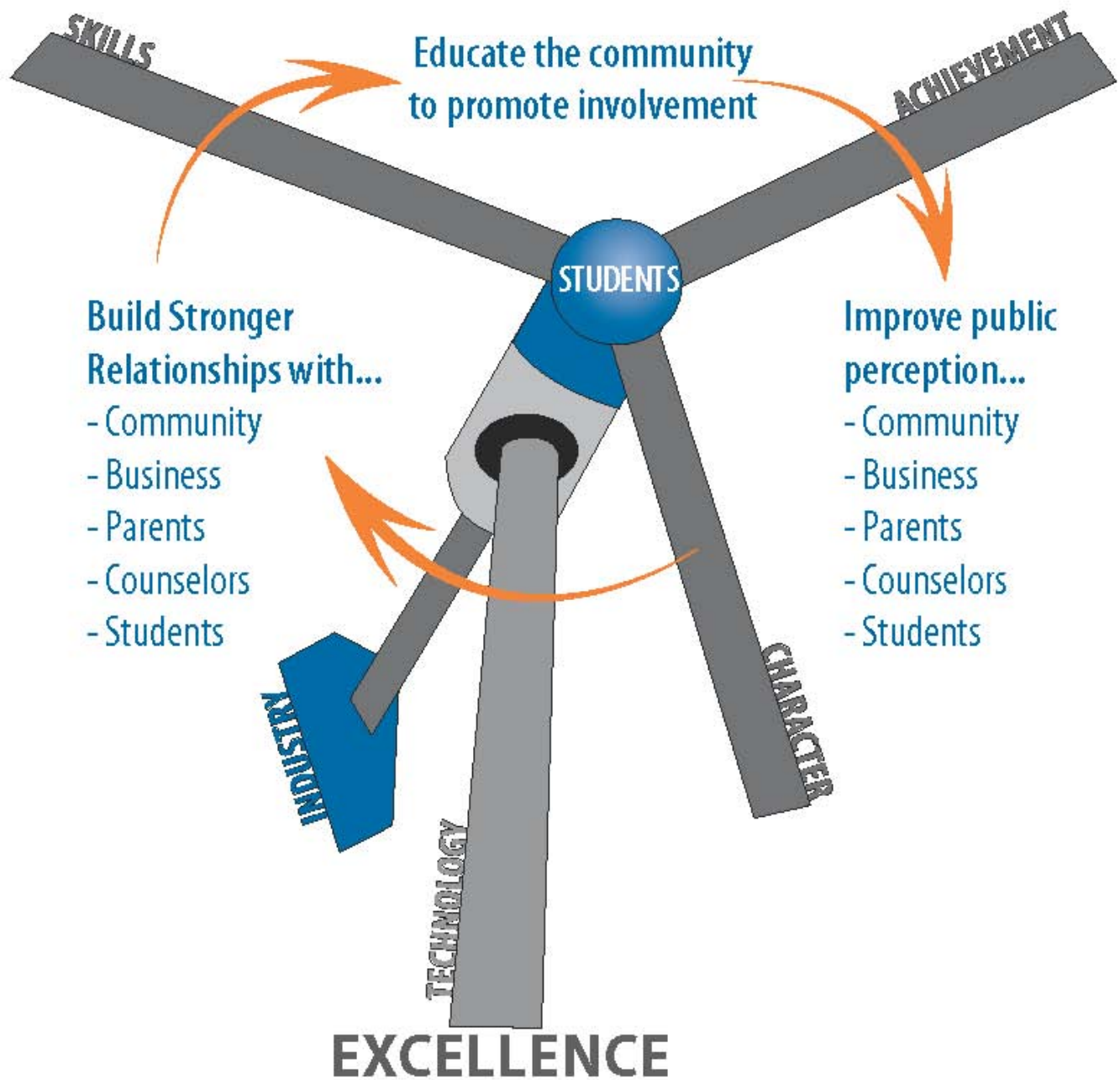
231.767.3606

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MACTC Vision

2012-13 School Year





Muskegon Area Career Tech Center 2013-2014 Calendar

First Day for Staff	August 26
Labor Day	August 30-September 2
Classes Begin.....	September 3
Professional Development Day-No Classes	October 4
End of 1 st Marking Period	October 18
Conferences (5-7 p.m.)	October 24
Thanksgiving Holiday-No Classes.....	November 28-29
End of 2 nd Marking Period	November 29
Christmas Holiday-No Classes	December 23-January 3
Martin Luther King Day-No Classes	January 20
End of 3 rd Marking Period/1st Semester	January 24
Mid-Winter Break-No Classes	February 14-17
Professional Development Day-No Classes.....	March 5
End of 4 th Marking Period.....	March 6
Records Day-No Classes.....	March 6
Open House (5-7 p.m.)	March 13
Comp Day-No Classes	April 4
Spring Break-No Classes	April 7-11
End of 5 th Marking Period.....	April 25
Memorial Day	May 26
Student's Last Day	June 6
End of 6 th Marking Period/2nd Semester	June 6
Records Day-No Classes.....	June 9

Class Hours:

8:05 a.m. - 10:35 a.m.

11:45 a.m. - 2:15 p.m.

Muskegon Area Career Tech Center

The 2013-2014 school year begins on September 3, 2013 and ends June 6, 2014. There are 175 instructional days scheduled for the school year.

The Muskegon Area Career Tech Center provides instruction in two - 2 ½ hour sessions per day. The morning session begins at 8:05 a.m. and ends at 10:35 a.m. The afternoon session begins at 11:45 a.m. and ends at 2:15 p.m.

MISSION STATEMENT

The Muskegon Area Career Tech Center provides options and opportunities for individuals to explore careers and master job-related techniques.

This mission will be accomplished using professional, innovative instruction, accessible guidance, and technology-based curricula.

We assist all students in accepting the challenge to achieve improved self-esteem, independence, life-long learning and personal success.

MACTC Programs/Instructors/Locations/Phone Numbers 2013-2014

Allied Health Technology 1	Ms. Lisa Pastor	CTC	TBD
Allied Health Technology 2	Mrs. Kim Neading	CTC	767-3686
Allied Health Technology 3	Mrs. Vicki Halpin	CTC	767-3671
Auto Collision/Refinishing	Mr. Scott Kaboos	CTC	767-3685
Auto Service Technology	Mr. Marshall Lystra	CTC	767-3684
Business Careers	Mrs. Sandra Goodrich	CTC	767-3694
CAD - Computer Aided Design	Mr. Troy Foster	CTC	767-3678
Catering & Culinary Management	Mrs. Elissa Penczar	CTC	767-3668
Catering & Culinary Management	Mrs. Rhonda Derks	CTC	767-3667
Construction Trades	Mr. Brian Peets	Chestnut Trl.	773-9724
Construction Trades	Ms. Holly Pontius	Chestnut Trl.	773-1349
Cosmetology	Ms. Karen Winegar/Ms. Julie Clark	Booker	759-9800
Criminal Justice	Mrs. Karen Reynolds	CTC	767-3674
Electrical/Computer Technologies	Mr. Brian Blanchard	CTC	767-3693
Environmental/Veterinary Sciences	Ms. Jennifer Woods	CTC	767-3670
Graphic Production Technologies	Mrs. Christine Bell	CTC	767-3618
Health Science Academy	Mrs. Kathy Andrews	CTC	767-3675
Internet, Network & Security Technologies	Mrs. Sue Rhem-Westhoff	CTC	767-3676
Machining/Engineering Technologies	Mr. Chris Flejszar	CTC	767-3679
Visual Communications	Ms. Aime Brown	CTC	767-3682
Welding Technology	Mr. Rodney Bolthouse	CTC	767-3681

I. STUDENT SERVICES AND ACADEMIC RESOURCE CENTER

The Student Services Staff and the Academic Resource Center provides a variety of services to students at the Career Tech Center. We are here to help make the time you spend at the Career Tech Center a positive learning experience. Students may request the use of any of the services listed below by contacting their instructor or stopping to see one of the following individuals.

Student Services Staff:

The **Attendance Administrative Assistant, Ms. Toni Schillaci (767-3600)**, is responsible for attendance functions and coordinates home school schedules with the Career Tech Center schedule. Please see the Attendance Administrative Assistant when you:

1. Have missed class at the Career Tech Center to clear your absence,
2. Are tardy and need a tardy slip or need to leave class early,
3. Need driving permission requests and parking stickers.

The **Registrar, Ms. Andrea Rusco (767-3603)**, is responsible for the registration of all CTC students, parent internet viewer access, student grade reporting, and maintains the accuracy of student records. She works closely with home school counselors. Please see the Registrar when you need to make changes to your personal student information, such as address changes, phone changes, etc.

The **Counselor, Mrs. Kendra Prudhomme (767-3609)**, is an advocate for students. Services and counseling are offered in postsecondary planning, college access, career exploration, personal/social assistance, and academic advising. Questions about enrollment, educational development plans, and coordination between the MACTC and local districts can also be directed to the counselor.

The **Placement Specialist, Mrs. Sasamon Parker (767-3607)**, works with employers, instructors, and students to place students in co-op jobs related to their Career Tech Center class. She coordinates academic credit for co-op with home schools, supervises the students' progress on the job, and assists employers and students in resolving work-related problems. The Placement Specialist also sets up apprenticeship programs and job shadow visits for students.

The **Career Tech Center Safety Monitor, Mr. Roque Ybarra (767-3611)**, is the lead coordinator of the Responsible Thinking Process student behavior and hallway monitoring. He assists in the documentation of student initial behavior concerns and monitors the parking lot, enforcing proper campus procedures.

The **Outreach Specialist, Mrs. Stephanie Hoekenga (767-3613)**, is responsible for design and marketing at the Career Tech Center. Mrs. Hoekenga can often be found in and around the building with her camera in hand or visiting local schools to talk to students about the Career Tech Center. Be sure to smile when you see her, you might find yourself in our next brochure!

Academic Resource Center Staff:

The **Academic Teacher Consultants, Ms. Brooke Sano, Math, (767-3617) and Mrs. Annlyn McKenzie, English, (767-3616)**, work with teachers and students aligning CTE Curriculum to High School Content expectations. Academic Teacher Consultants also design and deliver relevant lessons and assist with student remediation.

The **Articulation/Direct Credit Specialist is Ms. Lindsay McClain, (767-3664)**. Articulation is an agreement between the Career Tech Center and specific colleges/universities. Students receive college credit for classes completed and skills learned; credit does not transfer between colleges and universities. Direct credit courses allow tech center students to enroll as college students and receive a transcript for college credit that is accepted at most colleges and universities in Michigan. These courses are usually taught by teachers who are adjunct college faculty. Please see Ms. McClain with questions about articulation/direct credit.

Special Populations Teacher Consultant, Ms. Amy Urban, (767-3615), provides instruction and support services to students with special needs. She works with community agencies to provide transitional services to graduating special education seniors and acts as a link between the Career Tech Center staff, home school teachers, counselors, community agencies, and parents.

Student/Academic Services

CO-OP/Internship

Assists you in developing real occupational skills in the form of a paid or unpaid part-time job corresponding to your area of study. Efforts are made to assist you in gaining employment, but employment is not guaranteed.

FAFSA (Free Application for Federal State Aid)

Worksheets are available after December 1, 2013. Assistance with online applications is also available.

Job Shadow

Observe an employee and gain insight related to your career of interest.

School-to-Apprenticeship

Participate in a US Bureau of Apprenticeship and Training (BAT) program as you complete your graduation requirements.

Career Exploration

An electronic career exploration and interest/skill assessment tool for you that can be accessed through the Internet by you and your parents. Password information can be obtained through your sending school counselor or the MACTC.

College Information

Explore your post-secondary options in your area of interest through many resources available.

Entrepreneurship

Building on the knowledge gained in your CTC program, discover resources and options available to you in owning and operating a business.

II. EMERGENCY PROVISIONS

Essential Communications

The CTC uses an automated message delivery system to inform parents, students, staff and others about emergencies, school closings, special events, changes in schedule, student attendance, and other important information. The system is capable of delivering both voice and text messages. **It is essential that home, parent/guardian, and emergency contact information is kept up to date.** This contact information includes phone numbers, text message address/number and e-mail addresses. Please promptly inform the Student Services office of any changes throughout the school year.

Special Health Concerns

Students who have health concerns including food and other allergies need to inform the Teacher Consultant in the Academic Resource Center. This is a safety issue. (Registrations no longer provide this data.)

EMERGENCY PROCEDURES - Fire, Weather, Lockdown

Each year public school facilities are required to conduct emergency drills. Instructors will provide instructions and demonstrations for emergency situations.

Fire Alarm Procedures:

- Each lab will have a sign indicating the primary fire exit.
- Students should shut off all equipment, move quickly through the fire exits, and stay in a group at least thirty (30) feet from the building.
- The instructor will turn off the main electrical switches and close the exit door.
- Each instructor will verify the evacuation of all class members and visitors in attendance.
- A CTC official will notify students when it is safe to return to the building.

Severe Weather Procedures:

Each instructor will familiarize his/her students with the following terms and procedures:

A Tornado Watch is the term used in areas when tornadoes possibly may occur during the next several hours. Students will not be sent home.

A Tornado Warning means a tornado has been sighted in the area. There is a strong possibility that a tornado may occur. Immediately take safety precautions. Students will not be sent home. If a Tornado Warning is given, students will immediately be sent to the designated areas within the school building and await further instructions.

If a Warning comes at the regular dismissal time, students will remain at the CTC and in designated areas until an all-clear is given.

1. All students are to move quickly and quietly to their designated areas.
2. Before leaving the laboratory, instructors will check that all open flames are extinguished and electric power is off.
3. Instructors and students are to remain together as a class in the designated area.
4. Attendance will be taken in the designated area.
5. Students are to maintain silence so new conditions and instructions can be communicated.
6. It is the responsibility of both instructors and students to maintain a quiet orderly atmosphere and, above all, remain calm.
7. If orders are given, all persons are to place their back to the west, place knees up, head between their knees and arms over the back of their head.

Lockdown Procedures:

In the event of a Lockdown all students and staff should assume that a perpetrator is **inside** the building. Please keep in mind that a lockdown of this nature will be turned over to law enforcement authorities within minutes. This procedure helps keep account of students and minimizes chaos until help arrives.

- A building wide announcement will be made that “all staff and students are to execute Lockdown Procedures”.
- Students should safely move to their assigned space in the classroom accompanied by at least one adult.
- All staff and known visitors should also move to a classroom, office or other lockable interior area of the building.
- Students outside of their classroom who cannot make it back before doors are locked should immediately go to the Student Services Office or Main Office. **Classroom doors will NOT be opened during the lockdown.**
- Lock all interior doors and windows with students and staff inside.
- Students should move away from doors/windows facing interior hallways and remain quiet as far out of the line of site from the hallway as possible. Exterior windows should not be covered with blinds to allow police to see into the rooms.
- Instructors will take attendance to make sure that no one is missing.
- In order to prevent complications with police procedures and wide spread community panic, staff/students shall **NOT** communicate with outside parties during Lockdown.
- Stranded or trapped persons should call 911 to make police aware of their situation.
- The building principal or other designated staff member will call **911** (except in a drill) to report the circumstances and to provide building name, address, number of staff and students on site, and a phone number at which the caller can be reached.
- Ignore interior signals (alarms, etc.). Keep doors locked until advised by administration/police to do otherwise.
- Remain calm until an all-clear is given.

III. GENERAL INFORMATION

Accident/Illness Policy

In the event of an injury while at the Muskegon Area Career Tech Center, inform your instructor or the Student Services Office immediately. If you become ill at the Center, notify your instructor or the Student Services Office. **DO NOT LEAVE WITHOUT NOTIFYING YOUR INSTRUCTOR AND/OR THE STUDENT SERVICES DEPARTMENT.**

Change of Address

Students are to inform the Registrar in the Career Tech Center Student Services Office and instructor of any change of address and/or telephone number. **This is a safety and security issue.**

Driving/Parking

Transportation is provided from local districts to the Career Tech Center sites. Some schools require you to use the school transportation. If your home school permits driving, and you are attending the Career Tech Center at any site, the following procedures are required:

1. Students must obtain a Parking Permit form from the Career Tech Center Student Services Office.
2. Return the completed form to the Career Tech Center Student Services Office. You will receive a copy of the driving regulations and a parking sticker. There is a \$10.00 fee for a parking sticker (money goes to the CTSO fund).
3. Parking is restricted to the EAST lot at the CTC.
4. The parking sticker must be prominently displayed, preferably on the rear window of the automobile. Motorcycles and other vehicles must also display a parking decal in a prominent place such as a wind-screen, fender, gas tank, or other normally visible panel.
5. **ALL VEHICLES MUST BE REGISTERED.** Unregistered vehicles may be removed from the premises at the owner's expense, without warning.
6. Students riding the bus to any CTC programs are expected to also return on the bus, unless the driver and home district officials have been informed of alternate transportation arrangements.

CTC Parking Lot Rules

Important: Vehicles parked on school property are subject to search and seizure as provided by Michigan law. School Zone penalty enhancements will apply.

State laws and school policies apply for the following and all are prohibited:

- a. Tobacco, Alcohol and Drugs
- b. Speeding, careless, reckless driving, damage, and/or injury
- c. Litter, vandalism, etc.
- d. Disruptive noise or behavior
- e. Loitering in the parking lot is prohibited

CTC students are to park in the east lot at the CTC. Parking in areas other than those assigned or designated may result in a tow-away at the owner's expense.

Evaluation, Grade, and Credit

Students will receive an Assessment Report approximately every six weeks. Your instructor will explain their grading system in greater detail. Credit is awarded by the sending school. The Career Tech Center will make recommendations for credit. #

A = 93%-100%	A- = 90%-92%	B+ = 87%-89%	B = 83%-86%	B- = 80%-82%
C+ = 77%-79%	C = 70%-76%	D+ = 67%-69%	D = 63%-66%	D- = 60%-62%
F = 0%-59%	CR = Credit	NC = No Credit	I = Incomplete	

The student grade and attendance information is available on-line via the "Parent Internet Viewer". Go to <https://ps-mactc.muskegonisd.org/public>.

Dress and Uniform

In developing habits of dress and apparel that are acceptable to business and industry, it is appropriate that our dress policy reflects that of business and industry. In addition, students dress and apparel may not interfere with and/or distract from the educational process.

A number of programs will require students to meet industry specific dress standards. This will be explained in greater detail by the program instructor.

The overall dress and apparel of students must be deemed appropriate for business/industry and for our educational setting. Apparel which is disruptive to the educational process, or which is deemed inappropriate for business and industry, is prohibited at the Muskegon Area Career Tech Center.

Examples of dress and apparel requirements include, but are not limited to:

- Student dress (including accessories) may not advertise, promote, or depict alcohol, profanity, illegal drugs, drug paraphernalia, violent behavior, gang association, tobacco products, or explicit sexual messages or sexual innuendo, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- No visible underwear or other undergarments.
- Halter tops, tank tops, spaghetti straps, muscle shirts cannot be worn alone-they are to be covered by a shirt. No bare back, skin tight clothing, bare midriff or excessive cleavage is permitted.
- Outdoor wear, such as jackets and hats are not to be worn in the classrooms/labs or hallways unless approved by the program instructor.
- Sagging pants and/or clothing with rips or tears are prohibited here at the MACTC.
- Skirts, dresses, and shorts are to be long enough to touch the tip of the thumb when the arm is fully extended.
- Appropriate footwear must be worn at all times. **(What's deemed appropriate may vary from program to program. Check with classroom instructor for clarity.)**

If a student is able to modify their inappropriate attire while at the CTC, they may remain at the CTC. Otherwise, they will be asked to make arrangements to go home. They will be marked absent for the session. All members of staff are expected to monitor and address student dress attire.

A student whose dress causes a substantial disruption of the orderly process of school functions and/or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If there is any doubt about dress and appearance or meeting expectations, Students Services and/or Administrators will make the final decision.

Field Trips

Occasionally, the Career Tech Center will schedule field trips to employers in the area. If field trips extend beyond normal class time, sending school approval is necessary. Field trip parent permission is located on the CTC Registration Form. Field trips which cause a change in the normal schedule or transportation will require parent permission/notification.

Inclement Weather Days

If a student's sending school is closed due to inclement weather, students are not required to attend the Career Tech Center. However, if the Center is open, students may attend. The following radio and television stations will broadcast school closings:

WBLV – 90.3 fm

WOTV – Channel 8

WZZM - Channel 13

WMUS – 107.9 fm

WMUS – 1090 am

Job Placement

Upon completion of the program, all effort is made to assist the students to gain employment. There is no guarantee of employment. Students should realize that building the appropriate job skills greatly increases their chances of gaining employment.

Leaving the Building

Students who leave the building during class time are expected to have prior approval of both a parent and the Student Services Office. After approval is granted by a parent (phone call or signed note from parent), an Early Leave Slip will be issued by the Student Services Office and must be given to the instructor before a student can leave. Then the student must report to the Student Services Office and sign out, or if offsite, have the teacher contact the office on behalf of the student. A student who leaves class without permission will be considered absent (unexcused/skipping), and in violation of school procedures.

Lockers

Some programs have lockers available for student use. Lockers are to be used for school related items and personal effects. **(See Search & Seizure Policy page 15.)**

Medications

If possible we recommend that students requiring medication(s) schedule their dosing outside of school hours, however, if a student needs to bring medications to school, Michigan School Code requires they be stored in the Student Services Office. In order to facilitate a standard practice in the dispensation, storage and administration of medication, the following guidelines should be followed.

1. The parent or guardian of the Career Tech Center student shall provide the school with written permission to store and dispense the medication. A medical permission packet is available in the Student Services Office.
2. Medication shall be under the exclusive and secure control of designated school employee(s).
3. Medication shall be dispensed only in accordance with the instructions of the pupil's physician and in accordance with MAISD Policy 5330.

Non-Prescription Medications

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.) Must be clearly identified as to the name and type of medication and dosage instruction.
2. A note, signed and dated by the parent or guardian giving the student's name, medication name and dosage instruction, specific dosage time and other necessary instructions must accompany the medication. A medical permission packet is available in the Student Services Office.

We will not dispense any medication that is not supplied by the parent or guardian of the student requesting medication. All medications will be destroyed after July 1 of each year.

Parent Visitation

Parent communication with the Center is encouraged. In order to minimize disruptions to classes, please call the CTC office at 767-3600 to make arrangements prior to your visit.

Scheduling

Initially, students are scheduled at the Center through their high school. Any scheduling changes are coordinated through the CTC Student Services Office. Local school policies are considered when making program changes. Open enrollment will be limited to the 1st week of a trimester or semester.

Search and Seizure

Lockers, textbooks and other materials or supplies loaned by the Career Tech Center to students remain the property of the school, and may be opened by school officials. When prohibited items are found in the course of routine cleaning or maintenance, or in case of an emergency, they will be confiscated and a report will be made to a Career Tech Center administrator. The Career Tech Center administrator will determine whether further investigation is warranted.

School property, including the parking lot, may also be searched by school officials upon reasonable suspicion on the part of a Career Tech Center administrator that a law or school policy is being violated.

Searches of a student's person (including clothing, pockets, backpack, purse, etc.) or vehicle while on school property will be conducted if there is reasonable cause to believe that a breach of a school policy or law is being committed. A school employee of the same gender and in the presence of a Career Tech Center administrator will conduct searches of a student's person.

Student Records/Certificates

Student records include a listing of their acquired skills, hours in the program, and a student report card. Students may review their records by contacting the Student Services Office for an appointment. Certificate requirements are established for each program. Some programs participate in industry related certification requiring performance and written testing. Students who successfully complete their course requirements will receive a program certificate.

Student Visitors

Student visitors must have prior documented approval of the teacher and the Student Services Office (minimum one day advance notice required). A Student Visitation Form must be completed prior to visitation. These are located in the Student Services Office. All visitors should immediately register with the Student Services Office at the beginning of the visit.

**Muskegon Area Career Tech Center (MACTC)
Career and Technical Student Organizations (CTSO's)
CTSO Student Conduct Expectations**

CTSO's are an integral part of a high quality Career and Technical Education program. The Muskegon Area Career Tech Center encourages all programs to operate CTSO's as an intra-curricular portion of their curriculum.

Purposes of CTSO's

- To encourage the development of occupational skills, knowledge, and abilities to a high level of proficiency.
- To develop leadership ability through participation in educational, career and technical education, civic, recreational, and social activities.
- To develop character and to prepare members for useful citizenship and foster patriotism.
- To motivate students and vitalize the instructional program.
- To develop and strengthen the confidence of young people in themselves and their work.
- To unite in a common bond without regard to race, creed, or national origin, students with similar career objectives.
- To assist students in refining their career objectives through realistic training.
- To develop a sense of social acceptability and individual responsibility toward the home and community.
- To encourage scholastic improvement and school loyalty.

Eligibility to Participate in CTSO Events and Activities

To participate in any CTSO sponsored event students must meet the following criteria.

- Academically in good standing in their CTE class with no outstanding assignments due.
- Class Attendance of **90%**
- Student conduct is in compliance with all acceptable policies and procedures listed in the MACTC Student Handbook.

Student Conduct at CTSO Events and Activities

Participation in any CTSO event or activity is a privilege. While attending all CTSO events and activities students are expected to conduct themselves in a manner consistent with all policies and procedures listed in the MACTC Student Handbook and any other rules established by the sponsoring CTSO.

Students must take MACTC transportation provided to and from competition and CTSO events and activities.

Students failing to attend reserved CTSO events or activities will be required to reimburse the MACTC for any entry/registration/housing fees incurred.

Should a conduct violation occur, the violating student(s) may be sent home at their expense and will not be allowed to participate in any CTSO events or activities for the remainder of the school year.

State and National Competition Eligibility

MACTC students and student teams earning appropriate awards for advancement will be eligible to participate in the next level of CTSO competition. MAISD Board of Education approval is required to attend overnight and or out of state competitions. A presentation to the MAISD Board of Education maybe requested.

Financing CTSO's

In order for students and advisors to be considered members of a CTSO, annual membership dues are required. Generally, there are dues at the local, state, and national levels. The amount of the local dues is set at the school level, while the state and national dues are set by the respective CTSO. Payment of dues can be the responsibility of each student or they can be paid by the local chapter through fundraising, school contributions, or support from business and industry. MACTC currently pays all student annual membership fees.

Costs to attend conferences and activities are generally paid by the MACTC (excluding meals and incidentals), however some fundraising activities for state and/or national events can be expected. There are many fundraising activities that can relate to the career and technical program and, therefore, serve as a fundraiser as well as an educational activity.

- ◆ *90% attendance does not include excused school related absences. Three (3) tardies equal one absence. Special circumstances may require students to be absent in excess of 10% of their class time (i.e. death in family, serious illness or injury, etc.). In such instances the CTC Principal or their designee will make student participation decisions based on the documented circumstances presented.*

- ◆ *The MACTC administration will take into consideration any special circumstances (such as financial hardship, transportation, etc.) that may arise on a case by case basis.*

I hereby acknowledge receipt of the Muskegon Area Career Tech Center, Career Technical Student Organization Student Conduct Expectations and agree to abide by all rules regulations and policies listed and referenced. I also acknowledge that failure to follow all rules, regulations and policies listed and referenced may result in the following:

- Exclusion from all future CTSO events and activities
- Student sent home at their expense
- Suspension/termination from class or program
- Legal action

Student Name _____

Student Signature _____

Parent Signature (if student under 18) _____

IV. STUDENT ATTENDANCE POLICY AND PROCEDURES

Regular attendance is very important for success at the MACTC. Students who are here on a daily basis can expect to gain much from their classes. Students will learn valuable career and technical skills that better prepare them for future success in high wage, high demand, and high skilled careers. Presence in the classroom enables a student to hear and participate in the class/lab instruction, discussion, and other valuable learning experiences. Student's skill level, work attitude, attendance, punctuality and participation in class are very important in determining their potential as an employee. These critical educational values have a direct bearing on our student academic achievement here at the MACTC.

Many of our MACTC students are earning Direct College Credit and/or Academic High School Credit. In order to award credit, student attendance must be at or above 90%. This may mean that a CTC student might not be able to attend **ALL** Home School Activities. The following constitutes the attendance policies and administration procedures which will be used.

Parent/Guardian and Student Procedures of Notification of Absence

When a student is absent from the Muskegon Area Career Tech Center, a parent or guardian is to call the Attendance Hotline within 48 hours of the absence.

**The attendance hotline number is available
24 hours a day, 7 days a week.
231-767-3619**

Students and parents/guardians are expected to follow their sending school's attendance procedures and policies for reporting absences in addition to following the Muskegon Area Career Tech Center's procedure. On a day a student is absent, **the parent/guardian is to notify BOTH CTC and the sending school personnel.** Students and parents/guardians should make every possible effort to schedule appointments before or after school hours. The MACTC/MAISD is required by Michigan State Law to report **ALL truancy** related absences to the Muskegon County Prosecutor's Office for their review. (For additional information on truancy, please go to the MAISD website and select "Administrative Services".)

- Parents/Guardians should call **767-3619** within **48 hours of the occurrence** for an **ABSENCE TO BE EXCUSED. This option is lost if not done within two weeks of the absence.**
- Prolonged absences due to hospitalization, long term illness or suspension will not be included in the accumulation absence days. Arrangements to make up the work missed should be made with the instructor.
- CTC is required to report all student attendance to the sending school. Additionally, CTC attendance is included on the CTC report card.
- It is the student's responsibility to stay current with their absences/tardies.
- It is the student's responsibility to follow through with the process within the time requirements to assure his/her absence/tardy issues are resolved.
- Every effort will be made to contact those parents/guardians who did not call in their child's absence.

Personal Absences will affect CTC's recommendation to the home school for credit in the following ways. "All recommendations are based on credits EARNED by students."

- 9-12 days = CTC may recommend less than maximum credit for the trimester/semester.
- 13 days or more = CTC shall recommend no credit for the trimester/semester. Student and parents/guardians will meet with administrator to determine continued enrollment.

Exempted Absences

(Absences that do not promote loss of credit in our attendance policy. However, failure to make up missed assignments may result in loss of credit)

College Visit: A student is permitted two college visits per year. For the absences to be exempted, the student is required to provide documentation from the college stating the student was present on the date recorded by the college personnel. This documentation is to be on the college's letterhead.

Family Funeral: Family funeral absences apply to immediate family members and are considered Exempted Absences; all other funeral absences will be counted as Excused Absences. Family funeral absences are considered Exempted Absences as long as documentation is provided from the funeral home that the student was present at the visitation/funeral.

School Related Absences: School related absences are absences for a pre-approved school function. The student and the sending school must verify such absences with the Student Services Office. School related absences are considered Exempted Absences. However, missed assignments and classroom work is expected to be made up and is the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

Medical Absences: Medical absences are when a student has seen a physician or other medical professional. In order for medical absences to be exempted from the attendance policy, a signed doctor's note stating the date and time the student was seen for an appointment is required within 24 hours of returning to class. Please attempt to schedule medical appointments before or after school. Missed assignments and classroom work is expected to be made up and is the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

Court Absences: Court absences are when a student has been ordered to appear in court or to participate in other judicial activities. In order for a court absence to be exempted from the Attendance Policy, a signed note from the court stating the date and time the student was seen for such an appointment is required within 24 hours of returning to class. Missed assignments and classroom work are expected to be made up and are the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

Suspensions - Sending School or Muskegon Area Career Tech: These are absences considered as exempted from the MACTC Attendance Policy. Missed assignments and classroom work are expected to be made up and is the responsibility of the student. The student must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

Jail: Student is absent from the Muskegon Area Career Tech Center because they are incarcerated in a jail or juvenile facility. In order for a jail absence to be exempted from the Attendance Policy the student must present documentation of the dates of incarceration to the attendance office upon their return. Missed assignments and classroom work are expected to be made up and are the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

Excused Absences

Student is absent for a valid reason that is accepted by the Muskegon Area Career Tech Center and cleared according to the attendance procedure. Excused absences count towards the nine (9) days per semester Attendance Policy where a request of reduced credit may be made. Missed assignments and lab work are expected to be made up and are the responsibility of the student regardless if the absence is excused or not.

Unexcused Absences

Student is absent and has unacceptable or no explanation, and/or fails to clear the absence in accordance with the procedure. Parents/Guardians must contact the CTC at **767-3619** within 48 hours of absence. Unexcused absences count toward the nine (9) days per semester Attendance Policy where a request of reduced credit may be made. Missed assignments and classroom work are expected to be made up and are the responsibility of the student.

Tardies

Students are expected to be in their classrooms promptly at the start of each session and be ready to begin class. Students not in their classrooms will be considered tardy. Those not in the classroom within 30 minutes of the start time will be considered absent. Bussing delays that are verified by the district will be excused. Per CTC Handbook Policy, three (3) tardies are equivalent to one absence.

Late Arrivals

Students must sign in at Student Services when arriving late to school. They should have a note explaining their tardiness or have a parent call explaining why they are late. Oversleeping is not excused.

Leaving School During the Day

Parents/Guardians are asked to contact 767-3619 or send a signed note prior to picking their child up early from class. For safety of the student, any adult picking up a student must report to Student Services first. Your child will be contacted to meet you there. **Missing more than 30 minutes of class may constitute an absence and will be at the discretion of the classroom instructor/administration.**

Make Up Days

“Make up days” are allowed to reduce accumulated absences from a student’s attendance record. There are a limited number of days each school year, when a sending school may not require students to attend CTC. Students may earn “Make up days” on those days by attending CTC when their sending school is not in session and they are not required to be at the Muskegon Area Career Tech Center. Students must attend a full session in their program to earn credit for the “Make up day”. One accumulated absence will be deducted from the student’s total absences for the trimester/semester when a “Make up day” is served.

Another way to earn “Make up days” is occasionally when a student is involved in an activity that is directly related to the program and occurs outside of the student’s school day. For consideration of this exception: the activity must have a curricular focus directly related to the CTC course, in contrast to an activity that is designated a community service project; the focus is primarily on curriculum and not fund raising; the student must be involved for a minimum of 2 hours; no more than one “Make up day” will be granted per activity; and the teacher will submit a proposal for “Make up day” consideration prior to the event. Days are not granted for time spent for fund raising.

Students Must Receive Approval From Their Teacher Prior to Making up A Day. These days are at the teacher’s discretion. Participation in activities does not guarantee approval for a student to earn “Make up days.”

SchoolMessenger Instant Alert System

CTC has added the SchoolMessenger System to automatically notify parents/guardians mid-day of their student’s absence from CTC. Parents/Guardians have the option of selecting their notification preferences, such as: cell phone, work phone, email, home phone, etc. If parents/guardians receive a SchoolMessenger call from CTC, we ask that they call the Attendance Hotline at **767-3619** to share the reason for their student’s absence.

V. TECHNOLOGY CODE OF ETHICS – Student Use

Muskegon Area Career Tech Center

The use of computer and related technology at the Career Tech Center is a privilege extended to students to enhance learning and educational information exchange.

Privileges

- Users have the privilege to use all authorized hardware and software for which they have received training to facilitate learning related to their CTC program/course and enhance educational information exchange.
- Users may have the privilege to access the Internet and other outside resources that facilitate learning related to their CTC program/course and to enhance educational information exchange. Policy violations may result in suspension or revocation of these privileges. The ability to perform or succeed in class may suffer as a result.

Responsibilities and Restrictions

- Users are prohibited from the malicious use of hardware and/or software which damages the hardware, software and/or network system; which disrupts the use of technology by others; which harasses or discriminates against others; which infiltrates unauthorized computer systems; or to engage in any illegal activity using the technology; or to access, publish, or print any material that has not been approved by the instructor. Use should be consistent with guiding ethical statements and accepted community standards.
- Users are responsible for upholding any and all copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment. Users will not plagiarize works that are found on the Internet.
- Users are responsible for using technology only for facilitating learning and exchanging educational information consistent with the purpose of the specific CTC program.
- Users are responsible for properly using and caring for hardware and software which they have been trained to use, or for any abuse or damage of hardware or software, and will refrain from using any for which they have not received training.
- Users are responsible for keeping hardware and software from being moved, relocated, removed, or modified without permission of the Technology Department.
- Users are responsible for keeping all computer systems virus-free, and reporting to the CTC instructor any suspected virus.
- Users are responsible for adhering to the printer use guidelines established by the CTC instructor.
- Users are responsible for maintaining the privacy of passwords, and are prohibited from publishing, discussing or using other's passwords.
- Users will not post personal contact information about you or others such as, your address, telephone number, school address, etc. Users will not agree to meet with someone met online without their parent/guardian approval. Users will promptly disclose to your instructor or other CTC employee any message you receive that is inappropriate or makes you feel uncomfortable.
- Users shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational objectives. <http://www.fcc.gov/cgb/consumerfacts/cipa.html>
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when posting public messages, private messages or in material on web pages.
- Users are prohibited from subscribing to list services or news groups.

- Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.
- Users should expect only limited privacy in the contents of their personal files on the district system. Routine maintenance and monitoring of the system may lead to the discovery that you have violated the Technology Code of Ethics. An individual search will be conducted if there is reasonable suspicion that the user violated the Code.

The MACTC shall use a technology protection measure that blocks and/or filters Internet access to prevent access to internet sites that are not in accordance with the policies of the Muskegon Area Intermediate School District.

Student Drives and Accounts

Passwords: Passwords are to be fiercely protected. Do not share your passwords with others. Violations associated with your password/account are your responsibility, along with any penalties or disciplinary actions. If you think your password has been compromised, report it to the technology department immediately.

Storage: Storage of information on student drives is regularly scanned. Storage of non-school data is prohibited. If you have questions about data storage, ask your program instructor or the network technician.

- Users are responsible for all material sent and received under their account. Users should check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Users will not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
- Users are responsible for maintaining the integrity of the electronic mail system. The user has the responsibility to report all violations of privacy. The user is also responsible for making sure e-mail sent or received by him/her does not contain pornographic material, inappropriate material, inappropriate information, or text encoded files that are potentially dangerous to the integrity of the Internet. If the user mistakenly accesses inappropriate information, you should immediately tell your teacher or other CTC employee.

See additional program policies that may apply.

Disciplinary Action

- Users violating any of the previously listed Rights and Responsibilities will face disciplinary action, which may include; 1) Notification of parent/guardian and home school representative, 2) Required conference with parent/guardian or home school representative, 3) Banned from the use of the technology for a defined period of time, or 4) Suspension or expulsion from CTC program.
- Users violating any of the above Rights and Responsibilities may be banned from using hardware and software. Progressive forms of discipline as described in the Career Tech Center's Student/Parent Handbook will be used, however, the length of the ban will be dependent on the severity of the violation and any past violations.
- Users with repeated violations will be banned for up to the remainder of the current school year. Such action will necessitate a meeting between the student, parent/guardian, home school representative and CTC administrator.
- Users violating any of the above Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the Career Tech Center.
- Users violating any of the above Rights and Responsibilities will be required to make full financial restitution for any and all damages caused, and for any unauthorized expenses incurred.

VI. STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

A primary responsibility of the schools of Michigan is to provide an atmosphere in which learning can take place. In a sense, the school functions as a specialized community and establishes reasonable rules in order to function in this special role. In the establishment of its rules, the school must take into consideration the student's rights as granted by the U.S. Constitution and subsequent amendments, the responsibilities of the students and the school, and the process by which the school takes away the "rights" of the students when they fail to fulfill their responsibilities. The following guide for student conduct was developed with this in mind.

A. Guide for Student Conduct

The following incidents are prohibited by criminal law and must be reported to a local law enforcement agency under Public Act 102. The violation of any such rules on CTC property or at any CTC activity, function or event will warrant a student's exclusion, suspension, and/or expulsion from the Career Tech Center and possibly their home school. This list is not all-inclusive.

- **Alcoholic Liquor or Tobacco** - Consumption, use, manufacture, possession, transfer and/or being under the influence of alcohol and/or tobacco and electronic cigarettes.
- **Assault and/or Battery** - Physical threats or violence to persons.
- **Explosives** - Illegal possession, use and/or transfer of explosives or explosive devices.
- **Illegal Drug/Narcotics Use or Overdose, Narcotics Possession, or Drug/Narcotics Sale** - Consumption, use, manufacture, possession, transfers and/or being under the influence of narcotics, drugs and/or substances that may produce abnormal behaviors.
- **Weapons** - Illegally possessing, using or threatening to use any weapon, instrument or device capable of inflicting injury. State statute calls for a mandatory expulsion. The term weapon includes: firearms, bombs, double-edged, non-folding instruments, switchblade, slingshot, billy club, metallic knuckles, laser or stun gun, a gas ejecting device that is not a self-defense spray or any other article carried or possessed for use as a weapon.
- **Bomb Threat** - Any person who communicates a false bomb threat by way of telephone, fax, E-mail, written or other means or by assisting another in making bomb threats.
- **Arson** - Any person who starts an unauthorized fire on school property, or assisting another in starting an unauthorized fire. State statute calls for a mandatory expulsion.
- **Robbery or Extortion** - Taking of property from a person by force or threat while unarmed or armed with a weapon or article representing a weapon. Threatening another person for the purpose of extorting money or property or to compel the threatened person to do an act against the threatened person's will.
- **Larceny (Theft)** - Stealing or otherwise dishonestly acquires, transforms, and/or keeps CTC property or the property of another or others.
- **Vandalism or Destruction of Property**: Willful damage to or destruction of property, or attempts to damage or destroy CTC property or property belonging to another or others.

The following expectations are not mandated to be reported to local law enforcement agencies, however, any violation of such rules on CTC property or at any CTC activity, function or event shall warrant a student's exclusion, suspension, or expulsion from the Career Tech Center and possibly their home school.

- **Academic Integrity, Academic Plagiarism, Academic Forgery and/or Falsification** - Fraudulently using the name of another person, or cheating, plagiarism, falsifying time, dates, grades, addresses, or other data on school records or forms.
- **Gambling** - Participating in games of chance for monetary gain.

- **Gang Activity** - Defined as individual or group behaviors associated with a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment. This includes: **a.)** wearing of clothes or other apparel or altering one's appearance to indicate gang affiliation, **b.)** bandanas of any type or wearing gang colors, **c.)** wearing of beads, earrings or jewelry that denotes gang colors or symbols, **d.)** hand signals that communicate gang activity, **e.)** displaying gang symbols on one's body, clothes, possessions, vehicle, locker or on school property, **f.)** any other activities deemed to be gang related.
- **Cell Phones, Pagers, or other Electronic Communication Devices** - Students **Are Not Permitted** to use cell phones for the purpose of **Incoming/Outgoing** calls during MACTC class time. This includes student breaks and pass-times. Emergency provisions shall be made in advance and in coordination with parent(s), administration, and the classroom teacher. Important communication should be coordinated through Student Services, Staff, and/or Administration as a matter of accountability for the safety and well-being of all. Improper or unregulated use of such devices often disrupt the teaching/learning process and shall not be accessed or activated during class time unless by **Specific Provision(s)** of classroom procedure or etiquette. **(Requires Specific Permission from MACTC Staff for classroom use.)**
Warning: Should such devices be involved in disciplinary issues, they may be subject to search and seizure according to Federal, State, and Local law and/or school policy.
- **Headphones, Earphones, and/or other Listening Devices** - **Are Not** permitted for use and/or exposure during MACTC class time. These devices should not be utilized and/or worn anywhere on the student's person during MACTC class time. This includes student breaks and pass-times. Emergency provisions shall be made in advance and in coordination with parent(s), administration, and the classroom teacher. Important communication should be coordinated through Student Services, Staff, and/or Administration as a matter of accountability for the safety and well-being of all.
- **Radios, IPODS, MP3 Players, Etc** - Use of these items are not permitted in the classroom, labs, or other areas of the Career Tech Center where normal school business is conducted unless approved by the staff member in charge of that area. Content must be appropriate for the youngest person present.
- **Indecency** - An act of conduct offensive to commonly recognized community standards of propriety or good taste, including the use of vulgar language and/or gestures.
- **Attendance and Truancy** - Daily attendance is required in accordance with state law and school rules for all students. See attendance/tardy policies (pages 18-20).
- **Bodily Condition** - Students shall not remain in attendance at school or at a school activity, if they have or are reasonably suspected of having a communicable disease or other bodily conditions adverse to the health, safety, and well-being of others.
- **Insubordination** - Any disregard, disrespect, or disobedience in complying with school/classroom policies, or directives of school staff. Students who believe they have a legitimate complaint with regard to any staff member should bring his/her concern to the Student Services office for advice for properly handling of such. Two wrongs will not make things right.
- **Obscenity** - Conduct involving obscene language, signs or symbols in any form whether verbal, written, in the form of pictures, or caricatures on any school property, or during any school activity, function, or event.
- **Public Displays of Affection** - Public displays of affection are considered inappropriate. Students will be asked to stop. If the problem continues, consequences will result. Parent's assistance will also be requested.
- **Refusal to Identify** - Students are expected to identify themselves if asked by CTC staff. Refusal to identify oneself to school authorities in the school building, on school grounds, or at any school activity, function, or event will be viewed as insubordination.

- **Other Misconduct or Otherwise Prohibited, Disruptive Behavior or Threatening Conduct** - Any other gross misdemeanor or persistent disobedience, whether or not contained in this handbook that violates the basic concepts of acceptable student conduct and behavior.
- **Unauthorized Use of CTC or Private Property** - Students are expected to obtain permission to use any CTC property or any private property located on CTC premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communications networks in a manner not sanctioned by policy and administrative guideline (See Technology Code of Ethics). Violations of this rule could result in suspension or expulsion.
- **Violation of Classroom Rules** - Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policies of the CTC. Persistent violations of rules could result in suspension or expulsion.
- **Harassment/Bullying/Hazing** - Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the CTC school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the MAISD to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on CTC property and to all CTC sponsored activities whether on or off CTC property.

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

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

- **Sexual Harassment** - Federal law expressly prohibits any form of sexual harassment. Sexual harassment consists of any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature and/or containing sexual innuendo. Any person found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from the program. Information about behaviors constituting sexual harassment and the procedure for reporting an incident are contained in MAISD Policy # 3362.

Students are also subject to their sending school policies. The Career Tech Center will coordinate procedures, processes and consequences with the home school.

- **Right to Implement New Rules and Regulations** - The Administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning.

B. Disciplinary Procedures

Student discipline in the form of exclusion, suspension or expulsion from the Career Tech Center program is authorized by the Muskegon Area Intermediate School District (MAISD) Board of Education and shall be administered according to the Disciplinary Procedures that follow.

1. **Philosophy** - Corrective measures are preferable to punitive measures. All behavioral matters are treated as learning experiences with defined expectations. However, when an act or behavior jeopardizes the safety or the educational opportunities of others, removal of the offending party/parties becomes necessary. The CTC uses the “Responsible Thinking Process” (RTP) to deal with most offenses. RTP is a process which provides students with the tools and time to recognize their conflicts and, with the help of his/her teacher and others, develop strategies to effectively deal with the conflicts that cause behavioral problems. <http://www.responsiblethinking.com/index.htm>

2. **Definitions** for the purpose of this policy shall have the following meanings:
 - a. **“Building Administrator”** - the Principal/Assistant Principal
 - b. **“Responsible Thinking Classroom (RTC) Staff”** - The RTC staff supervises and assists students in developing a plan to resolve conflicts that cause behavioral problems. The RTC staff then helps the student to present the plan to the program teacher as part of the negotiation for the return to class.
 - c. **“Stage I Discipline”** - the removal of a student from a classroom, lab, and/or activity, but not from the Career Tech Center. At this level, the student will review behavioral expectations of the class and the school, and develop a written plan to improve behavior.
 - d. **“Stage II Discipline”** - the removal of a student from a class or activity. A support team, including parent(s)/guardian(s) will convene to review and/or modify the behavioral plan (from Type 1), review the behavioral expectations, and review the consequences of further violations.
 - e. **“Stage III Discipline”** - results from serious, willful, blatant, or repeated violations, and includes the suspension of a student from the program and the Career Tech Center for a period of one (1) to ten (10) school days. A support team of concerned officials, along with the student and parents, will convene to develop a uniform plan for behavior modification.
 - f. **“Stage IV Discipline”** - the suspension of a student from the program and the Career Tech Center in excess of ten (10) days; or the permanent expulsion (or non-admittance) from the Career Tech Center. Parents and local district officials will be notified. Suspensions and expulsions are reciprocal with the local district.

3. **Stages of Discipline** - The level of disciplinary action, in connection with any incident(s) or student misconduct, shall be determined by Career Tech Center building administrators or designee, the MAISD Superintendent, and/or the MAISD Board of Education, depending upon the facts and circumstances involved. When a particular disciplinary action is prescribed it will be followed according to policy. In all other situations, the facts and circumstances may be considered in determining the level of discipline, including the nature and/or severity of the misconduct, the frequency of the misconduct, the location of the misconduct, the real or potential disruption to the educational process, and/or to the proper and orderly operation and maintenance of the Career Tech Center, the presence of any extenuating or aggravating circumstances, the student’s and the school’s best interests, and/or other relevant factors.

4. **Stage I Discipline Procedure**

- a) The student will report to the RTC while the RTC staff collects information from the program teacher and/or others (if any) as deemed necessary to determine the particulars of the offense.
- b) The RTC staff will advise the student of the offense alleged, including the evidence, as appropriate and will allow the student to tell his/her own story.
- c) The RTC staff will conduct further investigation if deemed necessary.
- d) Stage I offenses generally result from the student's lack of awareness of appropriate methods for resolving conflict. Students will exit the RTP process with a viable behavioral alternative negotiated between the student and the class instructor. This process depends on the student's willingness to accept the responsibility for compliance with rules and expectations.

5. **Stage II Discipline Procedure**

Stage II Discipline is the same as Stage I with the addition of parent(s) or guardian(s) and local district officials being involved in the plan.

6. **Stage III Discipline Procedure**

Stage III Discipline differs from earlier stages in that the student is suspended from the class, if not the school in order to minimize the threat to the safety and/or integrity of the class. Suspensions are the result of serious, willful, blatant, or repeated violations. The return to class still requires a plan to be written (or modified) by the student and/or the support team and approved by the program teacher and administrative designee according to RTP guidelines.

- a) Appeals must be submitted in writing within two (2) school days.
- b) If the Career Tech Center Principal's/Assistant Principal's (or designee's) decision is appealed, it may be appealed to the Superintendent (or designee). It must be in writing and delivered before commencement of school on the second day following the Principal's decision.
- c) The Superintendent's appeal process will include all aspects of the Principal's/Assistant Principal's appeal, (including legal counsel review) and his/her decision is not subject to further appeal.

7. **Stage IV Discipline Procedure**

This includes items a, b, & c of Stage I Discipline Procedure. In addition, the following provisions apply:

- d) The Building Administrator's recommendation to impose Type IV Discipline will be communicated to student and Superintendent.
- e) If the student and his/her parent/guardian desire to waive the hearing and consent to the proposed discipline, they shall do so in writing. Such waiver shall be signed by the student and his/her parent/guardian and shall be filed with the Superintendent.
- f) Unless a waiver is received, the Superintendent will promptly schedule a hearing before the Board of Education. The hearing will generally be held between five (5) and fifteen (15) school days following written notice to the student and his/her parent or guardian. The written notice of hearing will include the following: the date, time and place of the hearing; the offense(s) with which the student is charged; the right of the student and his/her parent or guardian to be represented by legal counsel; the right to call witnesses and/or present evidence on the student's behalf; the right to question witnesses who testify against the student; and the right of the student to remain silent.

- g) The hearing will be conducted in accordance with the following provisions:
- i) The hearing shall be public or private, at the option of the student and his/her parent or guardian. In a private hearing, the Board of Education may allow the presence of persons who insure proper disposition of the case.
 - ii) The technical rules of evidence will not apply.
 - iii) A verbatim record of the hearing will be made.
 - iv) The Board of Education may establish such rules and/or regulations, as it deems necessary for the orderly conduct of the hearing, and may exclude any person(s) who are disruptive.
 - v) Persons who are known to possess information or evidence in support of the charges shall be encouraged to appear and to testify. However, under unusual circumstances (e.g. where a student and/or the student's parent or guardian refuse such testimony due to genuine fear of reprisal), the Board of Education may receive such hearsay or anonymous evidence. When such evidence is received, however, it shall only be afforded credibility as warranted since cross-examination is not possible.
- h) As soon as reasonably possible following the hearing, the Board of Education shall render a written decision. A copy of the decision shall be given to the student, his/her parent or guardian, the Building Administrator, and the Superintendent.
- i) Except in cases of Summary Suspension, Type IV Discipline will generally be imposed upon receipt of a waiver of hearing, and according to a recommended duration as the Superintendent or Building Administrator may direct; or following a hearing, as directed by the Board of Education, Superintendent, or Building Administrator.

8. **Summary Suspensions**

A student may be temporarily suspended from his/her program and the Career Tech Center immediately, pending a meeting, conference, hearing and/or the result of an appeal, if in the opinion of the Building Administrator and/or Superintendent, the continued presence of the student would pose a danger to persons or property or an ongoing threat of disrupting the academic process.

9. **Group Conferences/Hearings**

When multiple students are charged with violating the same rules, regulations, standards and/or guidelines, a single conference and/or hearing may be conducted for them if the Building Administrator, Director, Superintendent, or Board of Education believes that the following conditions exist:

- a) A single conference and/or hearing will not likely result in confusion, and
- b) No student will have his/her conference or hearing substantially prejudiced by a group conference and/or hearing.

If during the conference and/or hearing, the Building Administrator(s), Director, Superintendent, or Board of Education (as the case may be) finds that a student's interests will be substantially prejudiced by the group conference or hearing, then they will order a separate conference and/or hearing for that student.

10. **Special Education**

Behaviors identified in a Special Education student's IEP will be subject to the accommodations identified. If the student's misconduct is not addressed in their IEP, they will be subject to the same discipline procedures as all students.

VII. SUMMARY OF NON-DISCRIMINATION POLICY

Notice of Non-Discrimination Policy

Muskegon Area Intermediate School District

Statement of assurance of compliance with Federal law.

The Muskegon Area Intermediate School District complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Muskegon Area Intermediate School District that no staff member, candidate for employment, program participant, or recipient of services shall experience discrimination on the basis of race, color, religion, national origin, creed or ancestry, age, gender, height, weight, marital status, disability or genetic information. The MAISD is an equal opportunity employer.

Inquiries related to issues of discrimination on the basis of disability should be directed to:

Assistant Director of Special Education
630 Harvey Street
Muskegon, MI 49442
231-767-7249

All other discrimination inquiries or requests for special accommodations to participate in a program, event or activity should be directed to:

Human Resources Program Director
630 Harvey Street
Muskegon, MI 49442
231-767-7213

GRIEVANCE PROCEDURES FOR:

TITLE I OF THE AMERICANS WITH DISABILITY ACT OF 1990 TITLE VI OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975, AND/OR THE TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

If any person believes that the Muskegon Area Career Tech Center has in some way discriminated on the basis of the foregoing, he/she may bring forward a complaint, which shall be referred to as a grievance, to either of the following officials:

Equal Opportunity Officer(s)
Muskegon Area Intermediate School District
630 Harvey Street
Muskegon, MI 49442
231-767-7249 (Assistant Director-Special Education) (Disability Related)
231-767-7213 (Program Director-Human Resources)

GRIEVANCE PROCEDURE FOR ALLEGED VIOLATIONS:

Any person who believes a valid grievance exists shall first discuss the grievance informally with the appropriate Equal Opportunity Officer, who shall investigate the complaint and reply with an answer within five (5) business days of the discussion. If the individual feels that the grievance is not satisfactorily resolved, s/he may initiate formal grievance procedures as follows:

Step 1:

A written statement of the grievance should be signed and submitted to the Equal Opportunity Officer within ten (10) business days of receipt of answer(s) to the informal complaint. The Officer shall further investigate the elements of the grievance and reply in writing to the complainant within ten (10) business days thereafter.

Step 2:

An individual wishing to appeal the decision of the Equal Opportunity Officer may submit a signed statement of appeal to the Superintendent within ten (10) business days after receipt of the EOO's decision. The Superintendent shall meet with all parties, formulate a conclusion, and respond in writing to the complainant within ten (10) business days receipt of the appeal.

Step 3:

If unsatisfied with the appeal decision, the individual may submit a written request for resolution to the Board of Education within five (5) business days of the receipt of the appeal decision. The Board shall have fifteen (15) days to conduct an appropriate review and to meet with interested parties regarding the grievance and its appeal(s). The Board's decision shall be sent to each interested party within ten (10) business days following the meeting.

At any time within this grievance process anyone may contact the U.S. Department of Education Office for Civil Rights for information and/or assistance. The contact number is (216) 522-4970.

If the grievance has not been satisfactorily resolved, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Individual copies of the complete policies and grievance procedure are available upon request.



I hereby acknowledge that I have read the Muskegon Area Career Tech Center Student Handbook, and I agree to abide by the rules, regulations and policies contained within. I further understand that failure to abide by the above may result in any or all of the following, often accompanied by similar sanctions in accordance with the policies of my home school district:

1. Reprimand and corrective action.
2. Reduction or loss of privileges.
3. Suspension from the class or program.
4. Termination/expulsion from the class or program.
5. Legal action.

Student Name: _____
(please print)

Signature: _____

Date: _____