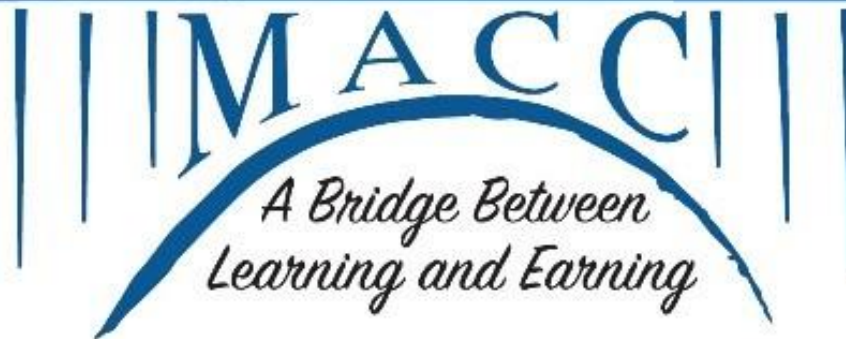


Montcalm Area Career Center



STUDENT HANDBOOK

2023-2024



MONTCALM AREA CAREER CENTER

Mission Statement

*The lifeline between school and careers...
building the bridge between
learning and earning.*

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of Board policies and school rules as of July 11, 2019. If any of the policies or administrative guidelines referenced herein is revised after July 11, 2019, the language in the most current policy or administrative guideline prevails.



A WORD TO THE STUDENTS FROM THE PRINCIPAL...

The entire staff welcomes you to Montcalm Area Career Center (The MACC). We are pleased to have you with us and hope you will find your learning experience rewarding.

You have chosen to attend one of eleven career technical programs at The MACC where you will be given the opportunity to expand on your basic skills. You will receive your technical training in a laboratory that simulates the business and industry environment. Those who excel may also be given the privilege of working in the business community in an internship program. All the programs at The MACC may earn you college credit.

This opportunity for technical training has been provided as a service of the Montcalm Area Intermediate School District. The MAISD Board of Education works in a cooperative effort with your school district in providing educational programs that generally could not be provided without this joint effort of all the school districts.

The rest is up to you. You control your life and your destiny. Have high expectations for yourself and work with dedication and discipline. Your future will offer endless opportunities. Your challenge is to utilize those basic skills that you have been developing over the past eleven to twelve years in an occupation of your choice to prepare for a successful future.

Make every challenge here an opportunity!

Shannon Tripp

Shannon Tripp

Principal/Associate Superintendent of CTE (616) 225-5700

TABLE OF CONTENTS

Section I – Student Information	11
Section II – Academics	35
Section III – General Information	39
Section IV – Transportation	49
Absences/Tardies/Skipping.....	17, 24
Accident/Illness Policy.....	12
Advertising Outside Activities.....	43
Age of Majority.....	13
Aiding or Abetting of School Rules.....	24
Annual Graduate Follow-Up Survey.....	45
Armed Forces Recruiting.....	42
Articulated Credits.....	36
Asthma Inhalers and Epi-Pens.....	41
Attendance/Credit Policy.....	16, 17
Board of Education.....	10
Breath-test Instruments.....	21
Bullying & Other Aggressive Behavior.....	28
Calendar	8
Class Time Schedule	11
Control of Casual Contact Communicable Diseases & Pests	12
Control of Non-Casual Contact Communicable Diseases.	12
Copy Machine Use.....	44
Criminal Acts.....	32
Damaging Property	24
Definitions.....	30
Directory Information.....	41
Discipline.....	32
Disobedience.....	24
Displays of Affection.....	25
Disruption of the Educational Process.....	25
Dress and Grooming.....	19
Drugs.....	21
Early Dismissal.....	12
Emergency Closings & Delays.....	14
Emergency Medical Authorization	13
Enrolling in School.....	39
Emergency Closings & Delays.....	14
Explosives.....	23
Expulsion.....	31, 33
Extortion.....	23
False Alarms, False Reports and Bomb Threats.....	23
Falsification of School Work, Identification, Forgery.....	23
Family Education Rights and Privacy Act (FERPA).....	37
Field Trips.....	44
Fire, Lock-Down & Tornado Drills.....	14
Fund Raising.....	42
Gambling.....	23
Gangs	20
Grading Policy	35
Guidelines and Procedures for Student Discipline.....	32

Harassment.....	25
Hazing.....	27
Health Insurance	13
Homework.....	35
Knowledge of Dangerous Weapons or Threats of Violence	22
Liability for Items Left for Repair.....	48
Limited English Proficiency	45
Locker Searches.....	46
Lost & Found... ..	15
Medications.....	40
Network Etiquette.....	44
Network Security.....	44
Non-Prescription Medication	41
Notice of Non-Discrimination Policy.....	39
Parental Involvement Policy.....	39
Personal Electronic Devices.....	15
Personal Property, Valuables.....	20
Personal Transportation Devices.....	48
Physical Assault	23
Profanity.....	32
Professional Behavior Expectations.....	20
Recognition of Student Achievement... ..	36
Refusing to Accept Discipline	24
Review of Instructional Materials & Activities	14
Safety Concerns.....	32
School Records	37
School/Classroom Rules... ..	25
Search and Seizure	45
Setting Fires.....	23
Severe Weather and Emergency Procedures	14
Skiping... ..	17
Special Health Concerns	13
Staff Listing.....	9
State Testing Requirements	36
Student Code of Conduct/Discipline.....	18
Student Concerns, Suggestions, & Grievances.....	47
Student Disorder	22
Student Driving Privileges and Parking.....	49
Student Fees & Fines.....	42
Student Protection/Law Enforcement Authorities.....	45
Student Rights and Responsibilities.....	11
Student Rights of Expression... ..	47
Student Safety Practices.....	11
Student Sales.....	15
Student Valuables / Personal Property	15
Student Well-Being.....	11
Surveillance Cameras	16
Tardiness	17
Technology Policy.....	43
Telephones.....	15
Theft.....	24
Tobacco, Alcohol, and Controlled Substances.....	21
Transportation... ..	49
Trespassing.....	24

Unauthorized Use of School and Private Property	24
Use of School Equipment & Facilities	14
Vacations During School Year	18
Verbally Threatening Staff.....	23

Videotapes on District Property...	49
Visitors	14
Weapons / Explosives.....	22
Wireless Communication Devices (WCD)...	25
ANNUAL NOTIFICATIONS	51

MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

THE MACC

THE LIFELINE BETWEEN SCHOOL AND CAREERS...BUILDING THE BRIDGE BETWEEN LEARNING AND EARNING

2023-2024 School Calendar

Thurs., August 10	MAISD Opening Day
Mon. & Tues., August 21 & 22	Professional Development
Wed., August 23	Classes Begin
Fri., September 1 & Mon., September 4 (No School)	Labor Day
Thurs., October 12 (5:00 pm to 7:00 pm)	Parent/Teacher Conferences
Wed., October 18 (No PM Session)	Professional Development
Wed., November 15 (No School)	Deer Hunting Day
Tues., November 21 (No Students)	Sophomore Visitation
Wed., November 22 (No Students)	Professional Development
Thurs. & Fri., November 23 & 24 (No School)	Thanksgiving Vacation
Tues., December 19 (No Students)	Professional Development
Wed., December 20 through Tues. January 2, 2024 (No School)	Winter Break
Wed., January 3	Classes Resume
Wed., January 17 (No PM Session)	Professional Development
Wed., February 21 (No PM Session)	Professional Development
Mon., March 25 through Fri., March 29 (No School)	Spring Break
Wed., April 17 (No PM Session)	Professional Development
Mon., May 27 (No School)	Memorial Day
Friday, May 31	Last Day for Students

Semester Dates

1st Semester Ends. December 19, 2023

2nd Semester Ends..... May 31, 2024

The MACC

Administration

Shannon Tripp.....Associate Superintendent of CTE/Early College

Staff

Robert Allinson.....Custodian
Richard (Todd) Ballard.....Automotive Instructor
Alan Braley.....Construction Paraprofessional
Matt Bergeron.....Network Administrator
Ken Bunting.....Construction Instructor
Ian Burr.....Computer Technician
Paula Chaney.....Health Sciences Paraprofessional
Phil Comden.....Maintenance/Custodian
Kyle Deal.....Welding Instructor
Jessica Dora.....Administrative Assistant
Richard Gonzales.....Auto Paraprofessional
Ken Gothman.....Career Outreach Coordinator
Jason Jakubowski.....Criminal Justice Instructor
Kylie Johnson.....Counselor
Mike Johnson.....CAD & Engineering Instructor
.....Welding Paraprofessional
Sharon Lutz-Krebill.....Curriculum Specialist
Zebulin Niehof.....Diesel & Equipment Technology Instructor
Ashley Reisbig.....Educational Careers Instructor
Jennifer Rolston.....Business Instructor
Heather Sherwood.....Health Sciences Instructor
Katie Sisson.....Custodian
Amanda Sturm.....AgriScience Instructor
Ryan Toning.....Diesel Paraprofessional
Duane Weed.....Digital Arts Instructor



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

LEADING, COLLABORATING, AND SERVING TO CREATE EDUCATION WITHOUT BOUNDARIES

Telephone: (989) 831-5261

Fax: (989) 831-8727

Board of Education

Steve Foster, President

Mark Christensen, Vice President

Amy Thomas, Trustee

Andrea Tabor, Trustee

Kurt Peasley, Trustee

Superintendent

Mr. Kyle Hamlin

(616) 225-6148

The MACC

1550 W. Sidney Road, Sidney, MI 48885

Telephone: (989) 328-6621

Fax: (989) 328-2000

T.D.D.: 1-800-649-3777

Office Hours

School Year: 7:30 am to 4:00 pm

Summer: 7:30 am to 4:00 pm

Administration

Shannon Tripp, Associate Superintendent of CTE/Early College (616) 225-5700



SECTION I - STUDENT INFORMATION

Class Time Schedule

First Session: 8:00 a.m. to 10:30 a.m.

Second Session: 12:00 p.m. to 2:30 p.m.

Student Rights and Responsibilities

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

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

Students must arrive at school on time prepared to learn and participate in the educational program. If for some reason this is not possible, the student should seek help from his/her instructor.

Adult students (age eighteen [18] or older) must follow all school rules.

Student Well-Being

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

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

Students with specific health needs should provide written notice about those needs along with the proper documentation by a physician, to the school.

Student Safety Practices

Because of the many machines in use at The MACC and the high-risk nature of many of the programs, it is mandatory that students use those safety devices that are required in each laboratory. To keep accidents at a minimum, it is essential that all students follow the safety program outlined to them by their

instructor. The safety rules followed in the labs are the same rules that employees follow in the work world. Safety glasses are REQUIRED when working with machines or power tools. Students will be instructed on the safe operation of all machinery at The MACC. No student will be allowed to operate machinery until the prescribed safety program has been successfully completed. In some cases, students may wish to purchase coveralls or an apron to prevent damage to their clothing. Proper safe footwear is required in all programs.

Accident/Illness Policy

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

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

EARLY DISMISSAL

If a student must leave school before the end of the session, the procedure for dismissal is as follows:

1. Only the office may release a student from school before the end of the session.
2. Verification from the parent must occur, such as a written note, phone call, or face-to-face contact.
3. Verification from local school districts must occur through telephone contact or a written release.
4. A student may be released on his/her own if an age of majority is on file.
5. Requests for early dismissal should be submitted to the office as early as possible.
6. Student must sign out.
7. Student must make up all missed work.

CONTROL OF CLOSE CASUAL-CONTACT COMMUNICABLE DISEASES & PESTS

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will

seek to keep students and staff persons in the school unless there is definitive evidence to warrant exclusion.

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

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

STUDENT HEALTH INSURANCE

Students at The MACC are covered under a basic student insurance plan that provides minimal benefits in the event of an injury at the Career Center. The insurance of a student or his/her parents must be used first if such insurance exists. If a student needs to use the Career Center or insurance, s/he should ask at the principal's office for the necessary forms.

SPECIAL HEALTH CONCERNS

Students who have health concerns or problems are requested to inform their instructor. It is important to do so because many of the programs involve the use of equipment and machinery.

Any student needing to take prescription medications during the day must complete a Request for Administration of Medication form. Medication must be in the original pharmaceutical container and labeled as to the name of student, type of medication, dosage and the time/frequency of the dosage.

EMERGENCY MEDICAL AUTHORIZATION

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

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

AGE OF MAJORITY

Upon reaching the age of majority (18 years old) and filing the Age of Majority form along with parental release, with the office, all correspondence will be sent directly to the student. The student will be responsible for his/her own attendance, disciplinary matters, and personal conduct. Students with an Age of Majority form on file must comply with all school rules and rules of conduct established for non-adult students and will be subject to disciplinary action if found in violation of those rules. A copy of the completed form will be sent to the student's parents. In certain cases, where it is in the best interest of the student, the parent(s) will be contacted. If the parent(s) claim the student as a legal dependent, the parent(s) may deny the request for Age of Majority.

REVIEW OF INSTRUCTIONAL MATERIALS & ACTIVITIES

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

FIRE, LOCK DOWN & TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

EMERGENCY CLOSING & DELAYS

When your local high school is closed due to severe weather, you will not have to attend classes at The MACC. In the event The MACC is closed or delayed due to inclement weather or other conditions, notification will be made via radio, television stations, and the parent alert system. Students will not report. *Please do not call The MACC for closing information.* Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

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

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

USE OF SCHOOL EQUIPMENT & FACILITIES

The MACC has been designed and planned for use by students. It is the responsibility of each student to assist in keeping the building neat, clean and orderly. Students will be expected to perform daily cleanup in their work area in the same manner employers would require in business and industry.

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

LOST & FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The MACC will not be liable for loss or damage to personal valuables.

STUDENT SALES

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

TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL ELECTRONIC DEVICES

Students may use personal communication devices (PEDs) before and after school, in between classes, school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PEDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed in vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal electronic device" includes computers, tablet, (e.g., iPad and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PEDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while

the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PED may be turned over to law enforcement.

PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists.

Students shall have no expectation of confidentiality with respect to their use of PEDs on school premises/property.

Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the PED.

A person who discovers a student using a PED in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PEDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PEDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

SURVEILLANCE CAMERAS

Surveillance cameras are in use in hallways and parking lots to ensure safety of all students, staff and visitors and to detect or deter criminal activity. If a student violates the Code of Conduct and his/her actions were recorded on camera, the tape will be reviewed by appropriate administration, may be submitted to the Board and may be used as evidence of the misbehavior. Since these tapes are considered a part of a student's record, they may be viewed only in accordance with Federal Law.

ATTENDANCE POLICY

Good attendance is a priority shared by all employers. The MACC provides students with career awareness and technical skills training leading to employment or continuing education. Therefore, we believe good attendance is very important. Frequent absences prevent learning the skills necessary to be a world-class employee. Good attendance is very important for job placement eligibility, resumes and performance certificates.

A student's grade in a particular course is a measure of the student's accomplishment in that program. In other words, a grade is a measure of a student's classroom and lab performance. Keep in mind that one day at the Career Center is equal to three days of a regular class because each class is 2.5 hours long.

You are not expected to attend if your school has a half day and does not send transportation, your school is closed due to inclement weather, you are released early for a sporting event that you are participating in and not just a spectator, or you have an assembly at your high school. However, if you are able to attend in these scenarios because you have your own transportation, it would be in your best interest.

Absences may affect the grade earned in a class. Attendance and class participation are necessary for successful achievement. Absenteeism results in a student not attaining certain prescribed academic standards in a class and will be reflected in the grades. Therefore, absences shall be considered in computing grades.

It is also important if you need to leave early for some reason that you have a parent/guardian call the office to give permission for you to do so. In addition, you must sign out in the office before leaving the building. Failure to do so may result in disciplinary action.

The MACC will report attendance to the local high schools on a daily basis using the codes of present, absent, or tardy. The MACC does not distinguish between excused or unexcused absences; students must refer to local district policy and protocol for excusing absences at The MACC with the local district.

Students who miss an excessive number of days during the first semester may not be able to return for the second semester. A proactive approach will be taken to address concerns about individual student absences. Instructors, counselors and administration will support students in maintaining regular attendance. Contact with a student's high school and home will be included in this coordinated effort.

Students may request information on their attendance or grade status from their instructor, office personnel, or by using PowerSchool.

Tardiness

Tardies are not acceptable and may contribute to poor performance in the course, leading to a poor grade and no college credit. Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who miss more than half of a class period will be considered absent for that instructional period.

* Bus transportation is provided by the local school districts and students who are habitually tardy may be required to ride the bus.

Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to removal from the MACC program.

Skipping

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of

class work will be permitted. Disciplinary action may also follow.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the student should make the necessary arrangements so the work missed can be made up.

STUDENT CODE OF CONDUCT

A primary responsibility of the educational program at the MACC is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards and provide an atmosphere in which learning takes place. In a sense, the school operates as a specialized community and establishes reasonable rules in order to function in its special role. These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or where conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- 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, height, weight, disability 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.

Our students are expected to follow the acronym PAID. It stand for:

- P – Professionalism
- A – Adaptability
- I – Integrity
- D – Dependability

At the end of each quarter, students will be evaluated based on five criteria related to our behavior expectations. This criterion will determine if they will be designated an intern, an apprentice, or a professional. Students will earn a designation based on five criteria: attendance, grades, missing/late assignments, behavior referrals, and tardies. Please refer to the following chart:

	End of 1 st Quarter	End of 2 nd Quarter	End of 3 rd and 4 th Quarter
Intern	Meet 3 of the following criteria: <ul style="list-style-type: none"> • No more than 3 absences • No more than 2 tardies • No SWIS forms • No more than 1 late/missing assignment (per class) • Grade of 80% or higher in your program 	Meet 3 of the following criteria: <ul style="list-style-type: none"> • No more than 3 absences • No more than 2 tardies • No SWIS forms • No more than 1 late/missing assignment (per class) • Grade of 80% or higher in your program 	Meet 3 of the following criteria: <ul style="list-style-type: none"> • No more than 3 absences • No more than 2 tardies • No SWIS forms • No more than 1 late/missing assignment (per class) • Grade of 80% or higher in your program
Apprentice		Achieve previous intern status & meet 4 of the following criteria: <ul style="list-style-type: none"> • No more than 3 absences • No more than 2 tardies • No SWIS forms • No more than 1 late/missing assignment (per class) • Grade of 80% or higher in your program 	Achieve previous intern status & meet 4 of the following criteria: <ul style="list-style-type: none"> • No more than 3 absences • No more than 2 tardies • No SWIS forms • No more than 1 late/missing assignment (per class) • Grade of 80% or higher in your program
Professional			Achieve previous apprentice status & ALL of the following: <ul style="list-style-type: none"> • No more than 3 absences • No SWIS forms • No more than 1 missing/late assignment (per class) • No more than 2 tardies • 80% or higher in program class

DRESS AND GROOMING

Personal cleanliness and dress is an essential part of student behavior. Dress and grooming at The MACC should reflect that of business and industry. Dress requirements will differ in each occupational program. **Proper safe footwear is required in all programs.** Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The MACC reserves the right to ban any item worn on a person which implies or suggests gang involvement or which could be construed as dangerous.

Students shall not wear attire which interferes with the operation of school or which impinges upon the general health, safety, and welfare of other students or employees.

Students are expected to remove coats and outerwear during class time if it poses a safety threat being worn around machinery and equipment. Outerwear is to be kept in designated areas. Students may wear hats in classes where appropriate but only with permission of the instructor.

The final judgment as to the appropriateness of clothing worn by students lies with the principal.

Students who violate this dress code will be asked to immediately bring themselves into compliance or go home to change. Repeated violations of the dress code or blatant refusal to comply will result in disciplinary action.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons, or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities, which are likely to cause harm or personal degradation, are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CARE OF PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Lockers are available in most classrooms. Students are encouraged to use them if they bring anything valuable to school. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

PROFESSIONAL BEHAVIOR EXPECTATIONS

Due to the close relationship with the business community, the MACC programs provide students with a unique educational experience. Students not only have the opportunity to learn via the classroom, but also to gain hands-on experience as provided through the business atmosphere. Together, these partnerships provide students with a realistic work-based learning environment.

Because of this learning environment, students are expected to maintain a level of professionalism that compliments their respective career areas. With this broad base of educational training, students will then be better prepared to enter the workforce and/or pursue further education and training.

Career Center classes have incorporated professional conduct into the course curriculum. Specific expectations may differ, depending upon the career field chosen. If the MACC or the local districts determine that the MACC program is not the best choice for the student, other options may be substituted for the MACC class.

The following categories of misconduct are those which may result in temporary or permanent separation (removal) from The MACC, depending on the severity of the offense. The MACC is an extension of the local district. Students who violate these rules of conduct will also be subject to local district policy, which may include suspension or expulsion. In assessing all such behaviors, the MACC will also utilize the procedures and factors set out in Board policy (see Appendix). These categories are general in nature and are not deemed to be all-inclusive.

EXPLANATION OF TERMS APPLYING TO PROFESSIONAL BEHAVIOR EXPECTATIONS

1. Use of Drugs

The MACC has a “Drug-Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of breath-test instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, or electronic cigarettes, vapes, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule will result in disciplinary action. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes.

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to disciplinary action.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electronic weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently removed from school subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may be subject a student to disciplinary action.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property, and its occupants, will not be tolerated. Arson is a felony and will subject the student to removal from the program and local district disciplinary action.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury, may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in disciplinary action. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in disciplinary action.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in disciplinary action, up to removal from the program.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in disciplinary action.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in disciplinary action.

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to the law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in disciplinary action.

18. Disobedience

School staff is acting "in loco parentis" which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in disciplinary action.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in disciplinary action.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to removal from the MACC program.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in disciplinary action.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to disciplinary action. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in disciplinary action.

25. Possession of Wireless Communication Devices (WCDs)

A student may possess a (WCD) wireless communication devices other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off or silent.

Except as authorized under Board policy, use of WCD and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive an alternate day assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/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 policy of the school.

27. Disruption of the educational process

Any action or manner of dress that interferes with school activities or disrupts the educational process is

unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in disciplinary action.

28. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. 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.

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.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

28A. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school-related activity, which involves conduct such as but not limited to:

1. illegal activity, such as drinking or drugs;
2. physical punishment or infliction of pain;
3. intentional humiliation or embarrassment;
4. dangerous activity;
5. activity likely to cause mental or psychological stress;
6. forced detention or kidnapping;
7. undressing or otherwise exposing initiates.

Note: if the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

28B. Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

this policy and the related complaint procedure.

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

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

Implementation

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

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

Procedure

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

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

The principal (or other administrator as designed) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti- Harassment

Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

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

1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or

- by causing substantial emotional distress;
- 3. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- 4. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to, notes, emails, social media postings, and graffiti.

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

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

“Staff” includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

29. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles: or other devices designed to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (both MACC and local district) as required by the statute for such specified offenses as physical and verbal assault.

Students with disabilities under IDEA or Section 504 shall be removed from a program only in accordance with Board Policy 2561 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Guidelines and Procedures for Student Discipline

The MACC is an extension of the local school district; students are expected to adhere to the policies stated in their local school handbook even while attending the career center program. Local school personnel will be contacted in the event of a major discipline issue, and the MACC and local district will work in cooperation to handle discipline and consequences (see Appendix – Continuum of Response).

Whenever a student is referred to administration for corrective discipline, the administrator will make every attempt to get all the facts of the situation and then make a determination as to the nature and degree of discipline that will be necessary. Depending on circumstances and severity, the following may occur:

Informal Discipline

Informal discipline takes place within the school. It may include:

- Change of seating or location
- Loss of privileges
- Teacher & student conference
- Loss of classroom points

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Students who violate the Code of Conduct policies at The MACC may be considered for disciplinary action, including suspension or expulsion, through the local district, in cooperation with MACC administration. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion must follow the guidelines of their local district.

In cases of gross misbehavior (weapons, assault, harassment, arson, alcohol/drug possession, driving policy violation, etc.), some of the first steps listed below may be by-passed.

Warning: This may be either written or verbal. A written warning will be put on a warning list that is kept on file for the entire year.

In-School Detention: The student is suspended from his/her class but required to come to The MACC and do class work in an isolated room monitored by the administrator and/or designee.

Out-of-School Suspension: The student is suspended for one but not more than ten days from The MACC and required to serve this time at home. If you are suspended from The MACC, you are also suspended from your home school, and vice versa. Any learning that cannot be made up such as labs, field trips, skill- practices, and the like, or any learning that the student chooses not to make up may be reflected in the grades earned.

Expulsion: In extreme discipline cases or in repetitive discipline cases, a student may be removed from The MACC by the local boards of education.

Reimbursement: Students who cause damage to the facilities and/or equipment intentionally or through neglect of the proper procedures or policies will be billed for the cost of repair and/or replacement.

Once administration is involved in the discipline process, discipline decisions will be made by administration with input from staff. Student contracts may be requested at any discipline level. This

contract will state the expected behavior of the student, the time period the contract is in effect and what happens if the contract is not adhered to.

If a student commits a crime while at school or a school-related event s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

SECTION II - ACADEMICS

GRADING POLICY

Grade due dates for the 2023-24 school year are as follows:

First Semester Ends.....December 19, 2023

Second Semester Ends.....May 31, 2024

If a student receives an “I” (incomplete), a timeline will be set and work to be completed will be documented. Students not satisfactorily completing the required work within the time frame may receive a failing grade.

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

GRADING SCALE

A	93-100%		C	73-76%
A-	90-92%		C-	70-72%
B+	87-89%		D+	67-69%
B	83-86%		D	63-66%
B-	80-82%		D-	60-62%
C+	77-79%		F	59% and below

If a student is absent, it is the student’s responsibility to check with the instructor to determine what missing work can be completed. **Due to the nature of instruction, some work missed during a student’s absence may not be able to be made up.**

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside homework. Homework is also part of the student’s preparation for State mandated tests and graduation.

Homework will not generally be used for disciplinary reasons, but to enhance the student’s learning.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. The cut-off for determining qualification for honors is in early May of each year for all juniors and seniors. ***Students must qualify by earning a B or better each semester in MACC courses in which they are enrolled, and a C or better in any academic credits students are earning separate from the CTE program grade.***

Students receiving special recognition, such as certificates, must have earned those qualifications by the cutoff date in early May. Special recognition includes medals at competitions and certifications already earned/received during the school year (prior to cut-off date).

Sophomores and juniors who qualify for honor cords will receive an honor pin. Pins will be given at The MACC or dropped off to the local district for distribution, per local district policy.

Seniors who qualify for honor cords will receive an honor cord. Cords (or pins) will be given at honors nights or dropped off to the local district for distribution, per local district policy.

STATE TESTING REQUIREMENTS

To be eligible to take the State tests provided at The MACC, students must maintain a B or better each semester, score a B or better on all program tests, and receive approval from the instructor (see Appendix-Special Grade Requirements Chart).

ARTICULATED CREDITS

Students who complete a career center program may qualify for articulated (free) college credits at one or more of the following post-secondary institutions: Alpena Community College, Baker College, Davenport University, Ferris State University, Grand Rapids Community College, Kirtland Community College, Mid-Michigan Community College, Montcalm Community College, University of Northwestern Ohio, and Washtenaw Community College. The number of credits articulated varies by program and institution.

To qualify, the student must complete all twelve curriculum segments, earn a "B" or better each semester, and receive instructor approval. Instructors may not grant articulation approval if they feel a student has not mastered all the required skills outlined in the articulation agreement or if the student has missed an excessive amount of class time.

To receive credits, the student must fill out an articulation form for the college s/he wishes to attend and submit that form to the instructor and submit an enrollment form to the post-secondary institution. Students who are interested in articulation should talk with their instructor in the early spring to begin obtaining and completing the required paperwork.

The MACC is an extension of the home high school. Attendance records, grades, and credits earned are part of the student's high school record and are officially maintained at the home high school. The MACC does not maintain transcripts on students.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult,

or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or,
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

SCHOOL RECORDS

Information about you gathered by The MACC is limited to the kinds of information that will contribute to your education and that which is necessary for state and federal grants. You may look at what records have been collected about you at any time. You may question these records as to their accuracy and appropriateness.

No outsider may look at your files without written permission of your parent or guardian or, if you are 18, your written consent. However, directory information normally not considered an invasion of privacy may be released without permission to interested individuals unless the parent or adult student gives written notice to The MACC that they do not wish this information disclosed.

Family Education Rights and Privacy Act (FERPA) – School Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring, including disciplinary records;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- Court orders for students' record disclosure procured by the Assistant U.S. Attorney General or higher-ranking government official.

Employees shall not release the social security number of a student except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

SECTION III - GENERAL INFORMATION

The Montcalm Area Career Center (The MACC) is operated by the Montcalm Area Intermediate School District (MAISD) with funding provided by local millage from the school districts of Carson City-Crystal, Central Montcalm, Lakeview, Montabella, and Vestaburg, as well as tuition support from Greenville.

Notice of Non-Discrimination Policy

It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent.

Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, or...

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, or...

Concerns related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex...

should be directed to the compliance officer/Superintendent.

Parental Involvement Policy

The Parental Involvement Policy adopted by the MAISD Board of Education is contained in the section labeled Annual Notifications.

ENROLLING IN THE SCHOOL

1. Students who are interested in attending a CTE class will have the opportunity to visit the MACC during their sophomore year (or by appointment during their junior year).
2. Those who are interested in enrolling in a program will fill out the **online application** form that opens in the winter. Second year/returning students must also fill out the online application. (Students who attend Sophomore Visitation Day will be given the application URL that day.)
3. The priority application window closes in early March. Any applications received after the March deadline will be put on a waiting list for review during the drop/add window.

4. The MACC will review applications after the priority window has closed. During this time, we may request additional information from students, parents, and/or counselors. Students will be asked to pick their top two program choices on the application; every effort will be made to put students into their top program choice.
5. Lists will be emailed to local districts and counselors will be asked to **review** their district's list of applicants **and confirm**. Counselors will be able to identify which students may not be eligible for the MACC in the upcoming year based on credits, local attendance or other factors. Applications will be kept on file for these students until the fall, in the event that their situation changes.
6. The MACC will work with counselors to create **finalized lists** for each district and program on or before May 1.
7. **Acceptance letters** will be sent to students and their parents/guardians with instructions for formally enrolling in the MACC program and setting up a MACC PowerSchool account. Additional information will follow throughout June and into the summer.

SCHEDULING & ASSIGNMENT

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

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

USE OF MEDICATIONS

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the principal's office.
4. Medication that is brought to the office will be properly secured.
 - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - b. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epi-pens

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

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

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

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

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal or other chief administrator of the student's school.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

DIRECTORY INFORMATION

The MACC considers the following under the Family Education Rights and Privacy Act (FERPA) to be directory information and may release such information to others without seeking parent or student approval:

1. Name and Address
2. Telephone Listing
3. Home School
4. Program of Study
5. Dates of Attendance
6. Student Photographs
7. Honors and Awards
8. Participation in School Activities
9. Email Addresses

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces

or service academies), by submitting a signed written request to that effect to the high school principal.

Under the Protection of Pupil Rights Amendments (PPRA), parents have the right to review and/or opt out of any survey administered. Parents or eligible students may request in writing that directory information not be released.

ARMED FORCES RECRUITING

The school must provide official armed forces recruiters at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

STUDENT FEES & FINES

The MACC will provide all basic supplies needed to complete the course curriculum. Students using school property and equipment can be fined for excessive wear and abuse of the property and/or equipment or may be charged a fee for failure to return materials. The fine will be used to pay for the damage or replacement, not to make a profit. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
2. Students involved in the fund-raisers must not interfere with students participating in other activities when soliciting funds.
3. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student’s instructor and administrator.
4. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
5. Students may not engage in house-to-house canvassing for any fund-raising activity.
6. Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for.....”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
7. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

ADVERTISING OUTSIDE ACTIVITIES

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

The school has a central bulletin board located in the office, which may be used for posting notices after receiving permission from the Principal.

TECHNOLOGY POLICY

Use of technology at The MACC is a privilege extended to students to enhance learning and exchange information. Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the students may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Electronic Information Access Use Policy and the requisite student and parent agreement will be distributed within the first week of classes. The agreement must also be signed by a parent/guardian. The following is a policy summary of that document. Students should read and will be accountable for following the entire policy.

- Technology covered includes, but is not limited to, computers, drives, printers, scanners, networks, video and audio recorders, cameras, photo copies, phones, software and other related technological resources.
- The use of this technology is a privilege, which can be revoked at any time by the district.
- Users are responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.
- Users will utilize technology only for facilitating learning and enhancing educational information consistent with the goals and objectives of the curriculum.
- Users will adhere to copyright guidelines in the use of hardware and software.
- Users are responsible for the security of the technology, including the ability to use that technology to access confidential information while such technology is in their possession or under their control. Students are not to use or disclose confidential information except as part of an appropriate educational use of technology.
- Passwords are the property of the user and are not to be used by anyone else.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety -- before being permitted to access the Network and/or being assigned an e- mail address.

Network Etiquette

You are expected to abide by generally accepted rules of computer network etiquette. These include but are not limited to the following:

1. Be polite. Do not be abusive in your messages to others.

2. Use appropriate language.
3. Do not reveal the personal address and/or phone number of yourself or of any other student(s) or teacher(s).
4. Note that electronic mail (e-mail) or files are not guaranteed to be private, as system managers can access it.
5. Do not use the network in such a way that would be disruptive to others.
6. Any vandalism will result in the cancellation of all system privileges.

Network Security

Security on any network is a high priority, especially when it involves many users.

1. Do not attempt to gain security codes, passwords, or other private information regarding another user.
2. Do not share your security codes or passwords.
3. Do not misrepresent yourself on the system in any way.
4. Unauthorized efforts to log on to the Network or Internet as another user may result in cancellation of all privileges.
5. The MACC reserves the right, at their sole discretion, to suspend or terminate a student(s) access to the internet and/or local network upon any breach of the terms. Revocation of privileges may range from a minimum of two weeks up to and including permanent loss of access. Any action by any user that is deemed to be a threat to the integrity of the system will result in the loss of all privileges and could result in civil or criminal charges being filed.

COPY MACHINE USE

Students may not use the copy machine. All copyright laws are to be observed.

FIELD TRIPS

Field trips are academic activities that are held off school grounds; the same behavior expectations are held for a field trip as on school property. No student will participate in any Montcalm Area Career Center trip without parental consent.

ANNUAL GRADUATE FOLLOW-UP SURVEY

Each year schools across Michigan conduct a survey of former students to find out about their current job and education situations. Student answers and opinions to this survey are very important to help improve education programs. Furthermore, as a recipient of federal funding for local school programs, the state is required to collect and report this information to the federal government in order to demonstrate the effectiveness of the funded programs. Students are contacted by telephone or email in the winter following 12th grade and participation is completely voluntary. The survey only takes a few minutes to complete. Your participation in the survey is important to continued improvement of education programs in Michigan.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional programs at The MACC. It is, therefore, the policy that students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational program offered. Parents should contact The MACC office at (989) 328-6621 to inquire about evaluation procedures and programs offered.

Student Protection/Law Enforcement Authorities

When violations occur which necessitate that public law enforcement officers come to the school, there are certain procedures that are utilized for student protection.

Law enforcement officers may not remove a student from a school building for questions while the student is properly in attendance or without permission of the student's parents or guardians. Students will not be questioned by police officers on school property for offenses that occurred elsewhere without parental permission unless the law provides otherwise. The situation is different when an enforcement officer has a warrant for the student's arrest regardless of the student's age. The same is true for an order signed by the judge of the student's court.

When a crime has been committed on the school premises, an officer may question students without parental permission with administration present. A written report must be made immediately following.

Effective August 21, 2000, the Code of Criminal Procedure was amended to provide that an officer may make a misdemeanor arrest without a warrant when the officer has reasonable cause to believe a misdemeanor has taken place or is taking place on school property.

Search and Seizure

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal's office.

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

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

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

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

Policy on Search of Lockers and Locker Contents

Lockers are school property: All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

Legitimate Use of School Lockers: The school assigns lockers to its pupils for the pupils’ convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils unless authorized by the principal or his/her designee.

Search of Locker Contents: Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure: When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

STUDENT RIGHTS OF EXPRESSION

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

1. A material cannot be displayed if it:
 - A. is obscene to minors, libelous, indecent and pervasive or vulgar;
 - B. advertises any product or service not permitted to minors by law;
 - C. intends to be insulting or harassing;
 - D. intends to incite fighting or presents a likelihood of disrupting school or school event;
 - E. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal forty-eight (48) hours prior to display.

Student Concerns, Suggestions, and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Personal Transportation Devices

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Liability for Items Left for Repair

Items left for repair by a class are NOT the responsibility of the class or The MACC. In the event of theft, an attempt will be made to locate items; however, The MACC accepts NO liability for replacement.

Students will be charged the replacement cost of any intentional damage to the property of others or that of The MACC.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The student's local district provides transportation for all students who attend The MACC. Please contact the local district for information. Students who arrive at The MACC via school bus are expected to return to their home school via the bus unless prior arrangements have been made with the home school. Staff at The MACC are not authorized to give students permission to miss the bus returning to the local high school. Students will follow all rules and expectations as set by their local districts and transportation departments.

VIDEOTAPES ON DISTRICT PROPERTY

The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

STUDENT DRIVING & PARKING

Parking on school property is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Student transportation is the responsibility of the participating home school. Individual students may drive only if permission is granted by the local high school. Students who drive or ride with other students are expected to be to class on time.

All students must participate in a driving safety awareness training and drivers must complete a vehicle registration form, and display a parking pass issued by the office at The MACC. The pass must be displayed in the top left-hand corner (driver's side) of the vehicle.

Students must observe all State of Michigan traffic regulations. Students must observe the 15-mph speed limit on school grounds. Students must not cut in front of buses or school vehicles. These vehicles have the right-of-way.

Failure to drive in a safe and careful manner or to comply with these rules will result in a loss of driving privileges and/or disciplinary actions for the student ON THE FIRST OFFENSE. A parent/guardian will be informed of the situation and the discipline to be administered.

Students may only park in the designated student parking section behind the Career Center in the section designated with yellow lines. The parking spaces lined in white are off limits to students. Students should leave the vehicle parked and enter the building immediately. The parking lot is off limits during school hours.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the local district and MACC principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

**ANNUAL
NOTIFICATIONS/
APPENDIX**



