

Welcome to the Education and Technology Center! All of the staff members are pleased to have you as a student and will do their best to help make your experience as productive and successful as you wish to make it.

**EDUCATION AND TECHNOLOGY CENTER
GENERAL INFORMATION**

Address: 690 North Lake Pleasant Road
Attica, Michigan 48412

Telephone Number (810) 664.1124
Fax: (810) 724.7600

MISSION STATEMENT

The mission of the Lapeer County Intermediate School District is to promote, initiate, and implement educational and support services for the citizens of Lapeer County.

**LAPEER COUNTY
INTERMEDIATE SCHOOL DISTRICT**
www.lcisd.k12.mi.us

BOARD OF EDUCATION

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CTE TEACHERS AND PARAPROFESSIONALS
(810) 664-1124

Agriscience/Horticulture.....Tammy Hyatt, Debbie Thompson, Kristen Ball, & Joan Tessmer
Automotive Mechanics John Howell & Richard Morris
Collision Repair Dave Winstead & Luke Childers
Construction Technology Robert Shadley & Scott Jarrett
Computer Aided DraftingNathan Cobb & Ron Auger
Computer Networking Kelly Ross & Terri West
Cosmetology Grondin’s College of Cosmetology 664-7683
Culinary Arts Sally Steinborn & Megan MacNaughton
Diesel Technology Mike Bammer & Charles Drake
Digital Media Arts Jennie Holladay & Diane Strohm
Early Childhood..... Katie Josef, & Judith Mattila
Electronics Stuart Glenn & John Bacis
Health Occupations Teresa Hill & Gloria Dempsey
Public Safety/Protective Services Don Hammond & Cheryl Drugich
Recreational Vehicle Repair Stan Crawford & Bryand Thomas
Residential Electrical, Plumbing & HVAC Douglas Wright & James Filipiak
Sales & Marketing Carrie Turner & Sherry Davis
Welding & Machining Technology..... Tony Najor, Marlene Brodt & Jason Schlaud

CTE STUDENT SERVICES

CounselorAmy Martin 667-6386
Counselor Annette Cowhy 667-6331
Career Services/Work-Based Education Coordinator Marina McCullen 664-1124
Secretary Tracy Jamison 667-6249

SPECIAL EDUCATION INSTRUCTIONAL STAFF

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Moderate Cognitive Impairment (MCI)Tina Athanassopoulos 667-6495
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Severe Cognitive Impairment (SCI) Diane Dove 667-6734
Severe Cognitive Impairment (SCI) Mary Bradley 664-1124
Severe Multiple Impairment (SXI).....Samantha Brigham 667-6645
Severe Cognitive Impairment (SCI) Marcia Hoppe 667-6763

SPECIAL EDUCATION ITINERANT STAFF

Physical Therapist Jannette Zafiroff 664-1124
Physical Therapist AssistantLinda Trent 664-1124
Pre-School Speech and Language Pathologist.....Heather Giguere 667-6637
Speech and Language Pathologist.....Kimberly Banyas 664-1124
Occupational Therapist..... Stacy Colley 664-5917
Consultant for Autism Kelly Myers 245-3999
Consultant for Visual Impairment..... Monica Stephens 245-3996
Audiologist Kate Salathiel 664-1124
Teacher Consultant for the Hearing Impaired.....Julie Steele 664-1124
Transition CoordinatorKrista Krefeld 245-3993
School Psychologist Shirley Harris 245-3997
Behavior Specialist Theresa Frakes 664-1124
School Nurse Denise Brewer 667-6785
Occupational Therapist.....Marge Chomic 664-1124
School Social Worker..... Casey Russell 664-1124

FOREWORD

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education. It also sets forth certain rules established for the safe and effective operation of the Education and Technology Center. This handbook was developed to answer many commonly asked questions and to provide specific information regarding District operations. Both students and parents/guardians should become familiar with the following information and keep this handbook available for reference. Questions that are not addressed in this handbook should be directed to the teacher or to Administration.

To the extent that the information contained in this handbook is ambiguous or conflicts with any Board policy or guidelines, the policy or guidelines is controlling. This handbook is effective immediately and supersedes any prior handbook and other written material on any subject contained in this handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and guidelines, as well as Center rules as of July 15, 2009. If any of the policies or guidelines herein is revised by the Board after July 15, 2009, the language in the most current policy or guidelines prevails.

The Board adopted this handbook on July 21, 2010.

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ATTENDANCE

CTE Programs

The goal of the Center is to prepare students to become employed upon completion of their Career and Technical Education (CTE) program. An important component of employment is regular attendance. A good attendance record indicates a commitment to the student's CTE program and is necessary to acquire the skills and knowledge to compete for employment.

Absences

Attendance laws require students to be in attendance on the days and during the hours that the programs are in session or have a legitimate reason for their absence. Students who repeatedly violate this requirement may face suspension, expulsion, or loss of graduation credit issued by the home school.

In the event a student will be absent, the student or the student's parent/guardian is to notify the student's teacher by a phone call to (810) 664-1124 during Center hours or by leaving a message on the teacher's voice mail after Center hours indicating the reason for the student's absence.

Attendance

The CTE attendance policy is based on the following factors:

1. The instructional design in all CTE programs has extensive "hands on" learning activities using occupational-specific equipment and tools. Therefore, daily participation is critical for student achievement.
2. Our business partners strongly stress the most critical skills in the workplace are attendance and punctuality.

The CTE attendance policy is based on educating students using a model similar to what is used in the workforce.

Method of Attendance Management

All students are expected to adhere to the following attendance/participation standards:

- 4 absences total per *trimester* is our standard. Any additional absences beyond 4 will *impact a student's transcript grade*.
- 6 absences total per *semester* is our standard. Any additional absences beyond 6 will impact a student's transcript grade.

Students may earn merit points, have no impact, or suffer demerits to their calculated grades based upon whether or not the standards are exceeded, met, or not met as follows:

- If a student exceeds the standard (misses less days): a 1 point increase per day in attendance above the standard will be awarded to the calculated grade (merit).
- If a student meets the standard (misses the days allowed): the calculated grade will not be impacted.
- If a student does not meet the standard (misses more than allowed): a 1 point deduct per day absent below the standard will be taken from the calculated grade (demerit).

- Suspensions will not be counted as absences, but will impact the merit point calculation.

Tardiness and Early Departures

All tardiness and early departures will be monitored by the program instructor. Tardiness and early departures will be evaluated in the program work ethics assessment and will be factored into the attendance calculation as follows: a single tardy or early departure will be equal to 1/3 of an absence. Each tardy or departure may impact the total absence calculation for meeting the attendance standard.

Home School Excused Absences

Students must have their home school administrators contact Center administration for any school-related absences due to school activities (e.g., assemblies, sports, etc.).

Suspensions

School-imposed suspensions do not count towards the number of days absent for the purposes of this policy; however, they will impact the merit point calculation.

Excused/ Unexcused Absences

The Center will not make a determination of an absence to be excused or unexcused. However, validated home school activities will be considered excused.

Special Leave Requests

Center administration fully understands that circumstances occur in the lives of students that are beyond their control and they must miss school. This may result in the student not meeting our attendance standards. The process for such circumstances is outlined below:

1. Student or student's parent/guardian must request a "Special Leave Request" form from the CTE Student Services Department (similar to a Family Medical Leave Act certification in the workplace).
2. CTE Assistant Principal will schedule a meeting with the parent/guardian, student, and CTE instructor.
3. All information and documentation will be reviewed to determine whether or not to grant an exception to the attendance policy.

Day-to-Day Monitoring

The attendance policy is educational in nature and is designed to help students transition from school to adulthood and the workplace. Therefore, the following steps will be taken to assure the educational process of the policy:

- Students will fill out an absence form (provided by the CTE instructor) the first day they return to school following an absence(s). The CTE instructor will verify the attendance count to date with the student at this time.
- If the attendance count has reached the Trimester and /or Semester Standard, the CTE instructor will make a referral to the Student Services Staff.
- If the attendance count reaches 3 days below the Trimester and /or Semester Standard, (3 days absent beyond the days allowed) a parent/guardian will be contacted and a meeting may be scheduled.

Cosmetology Program

Students in the Cosmetology Program *will* be subject to *the same* attendance policy *and* in accordance with the guidelines set forth by Grondin's College of Cosmetology.

Appeal Process

A parent/guardian or the student (if he/she is 18 or emancipated) *may* appeal the failure to receive a grade for the course due to excessive absenteeism *in writing* to the Assistant Principal.

The following may be considered as the basis to an appeal with appropriate documentation:

- Illness or injury;
- Recovery from an accident;
- Required court appearance;
- Professional appointment;
- Death in the immediate family;
- Observation or celebration of a bona fide religious holiday; and
- Other reasons supported by good cause being shown.

Make-Up Work

Students are strongly encouraged to make-up work they missed, unless this is not feasible, either educationally or logistically.

Suspensions

School-imposed suspensions do not count towards the number of days absent for the purposes of this Attendance Policy.

Special Education Programs

The following are legitimate reasons for a student's absence:

- Illness or injury
- Recovery from an accident
- Required court appearance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday; and
- Other reasons supported by good cause being shown.

In the event a student will be absent, the student or the student's parent/guardian is to notify the student's teacher by a phone call to either (810) 664-1124 or (810) 724-0541 during Center hours or by leaving a message on the teacher's voice mail after Center hours indicating the reason for the student's absence. Upon the student's return, the student's parent/guardian must send a note explaining the reason for the student's absence. The note should contain the following information:

- Student's name
- Date the student was absent
- Reason for the absence(s)
- Signature of the parent/guardian
- Contact phone number of parent/guardian

DRIVING POLICY

Students attending Center CTE Programs will be provided bus transportation by their local school districts. While rarely permitted, there may be certain limited situations that may result in the need for a student to drive to the Center. Students who are granted this privilege must obtain a driving pass from either their home schools or CTE Administration prior to driving to the Center at least 48 hours in advance.

Riding Pass

A riding pass may be obtained through the same process as a driving pass.

Driving Passes

To obtain a driving pass, an application must be completed and returned to the main office along with a copy of the student's driver's license and proof of insurance. Center Administration will review the application and determine whether a driving pass will be issued. Incomplete applications will not be processed.

Rules

The following rules apply to all students driving or riding to the Center:

- Driving passes must be displayed on the dashboard of the student's vehicle and reported to CTE Administration.
- Students are to park in the student parking lot only.
- Transporting or being an unauthorized passenger(s), driving with excessive speed, or other dangerous behavior will not be tolerated.
- Students are not permitted to loiter in the student parking lot. Upon arrival, they must enter the building immediately and upon dismissal, they must leave the school grounds immediately.
- Students leaving during instructional time must sign out in the Main Office.

Failure to follow these rules will result in the imposition of discipline.

Searches

A student's vehicle may be searched if there is a reasonable suspicion that the vehicle contains items in violation of District policy. If illegal substances are found as a result of such a search and law enforcement will be notified.

BUS TRANSPORTATION

Riding the bus is a privilege. The home school provides transportation for the students to and from the Center. All Center rules and Board policies apply to students who ride the bus. Drivers should be given the same respect as any other District employee. A student who engages in misconduct on the bus may face disciplinary action at both the Center and the home school. The home school's *Code of Conduct* will apply.

CTE Programs

Students who miss the Center bus through no fault of their own (confirmed by a call from the home school) will remain at the home school and will receive a non-attendance day at the Center. Students who miss the bus for other reasons (e.g., overslept) must contact their home school. Cosmetology students are responsible for their own transportation to and from Grondin's College of Cosmetology.

Special Educations Programs

In the event a student will not require bus transportation on a particular day, a parent/guardian should contact the appropriate bus garage:

- Almont (810) 798-8773
- Imlay City/CEC (810) 724-9852
- Lapeer (810) 667-2433
- North Branch (810) 688-3660

ARRIVAL/DEPARTURES

Students must arrive at the Center on time, prepared to learn and participate in the education program.

The starting times are as follows:

CTE Programs:

Morning Session 7:40 a.m. – 10:15 a.m.
Afternoon Session 11:40 a.m. – 2:10 p.m.

Special Education Programs:

Regular Year 8:20 a.m. – 2:20 p.m.
Extended Year 8:15 a.m. – 11:30 a.m.

NOTE: Special Education students being dropped off prior to the start of the school day will not be supervised.

CTE students are expected to report to their program area immediately upon arriving at the Center.

CTE Programs

Students will board their buses immediately after finishing their program to permit efficient departure back to their home school.

Students desiring to leave the Center for any reason prior to the end of class must have permission from a parent/guardian to leave early. Before leaving the Center, students must sign out in the Main Office and have the Main Office verify or validate that they have permission to leave early.

Special Education Programs

Parents bringing students to school late must bring students to the receptionist in the main lobby. The receptionist will notify the classroom staff, who will meet the parent to pick the student up from them.

Parents of students being dismissed early must report to the receptionist in the main lobby. The receptionist will notify the classroom staff, which will bring the student up to the front of the building for dismissal.

CODE OF CONDUCT

A major component of the educational process is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The main purposes of the *Code of Conduct* are as follows:

- Protecting the rights of all students attending the Center in pursuit of a public education;
- Protecting the property of the Center that has been built and paid for by the citizens of Lapeer County and the State of Michigan; and
- Upholding and supporting local, state, and federal laws.

The Board of Education has adopted the following *Code of Conduct*, which includes the types of misconduct that will subject a student to disciplinary action if committed at any of the following times:

- During Center hours;
- While on District property;
- While participating in a District-related activity, whether on or off District property; and
- While traveling to or from the Center on a District-related activity, whether in a District provided mode of transportation or in a personal vehicle.

Discipline of Students with Disabilities

Students with disabilities are entitled to certain rights under the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Section 504. All disciplinary matters will be handled in accordance with the Revised Administrative Rules for Special Education.

Criminal Activity

Students engaging in criminal acts will be reported to law enforcement officials, in addition to any disciplinary action that may be taken. Parents of minor students will be notified. Consequences in the legal system arising from such acts are considered to be separate and distinct from any disciplinary action that is taken. Students should be aware that State law requires that District officials, teachers and law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related activities, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, or property crimes, including, theft and vandalism occurring on District property as well as in the community.

Mandatory Expulsions

In compliance with State and Federal law, the Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or who commits a) arson; b) criminal sexual conduct or c) a physical assault against an employee, volunteer, or contractor of the District, in a District building or on District property, including District-provided modes of 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. A “firearm” is defined as a) any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

Students with disabilities under IDEA, ADA or Section 504 shall be expelled only in accordance with Board Policy 2461 and subject to Federal due process rights appropriate to students with disabilities.

A student who has been expelled under this policy may apply for reinstatement.

Terms and Definitions

Each of the behaviors described below may subject the student to disciplinary action including suspension or expulsion from the Center, as well as the student’s home school. The term “possession” means on a student’s person as well as in a vehicle, locker, or personal belonging.

- **Use of Drugs**

The sale or attempted sale, distribution, possession, or use of drugs, alcohol, non-alcoholic beer and wine, fake and/or look-alike drugs, steroids, inhalants, over-the-counter medication, drug paraphernalia, and containers used to store and/or transport prohibited substances is strictly prohibited.

- **Use of Tobacco**

The sale or attempted sale, distribution, possession, or use of any form of tobacco, including chewing tobacco is strictly prohibited.

- **Student Demonstration**

Students have the right to freedom of expression, but such expression may not infringe on the rights of others or disrupt any part of the educational process. If a student feels there is need to organize a demonstration, the student must discuss with Center Administration prior to the demonstration.

- **Possession of a Weapon**

A weapon includes, but is not limited to, firearms, guns of any type including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It also includes any look-alike that is presented as a real weapon or reacted to as a real weapon. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide clear and convincing evidence that the weapon was placed in the student's possession without the student’s knowledge.

- **Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon.

- **Knowledge of Dangerous Weapons or Threats of Violence**

Students are required to report knowledge of dangerous weapons or threats of violence to Administration.

- **Arson**
Arson is defined as the willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
- **Physical Assault**
Physical assault is defined as the intentional causing of, or attempting to cause, physical harm to another through force or violence.
- **Verbal Assault and Threats**
Verbal assault is defined as a communicated intent to inflict physical or other harm on another with a present intent and ability to act on the threat. The making of bomb threats or similar threats will be considered and treated as verbal assaults.
- **Extortion**
Extortion is defined as the use of threat, intimidation, force, or deception to take, or receive something from someone else.
- **Gambling**
Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering.
- **Falsification and Forgery**
Forgery of hall passes, driving permits and excuses, as well as the possession of false ID's are prohibited. This includes plagiarism, lying and cheating.
- **Explosives**
Explosive fireworks and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are prohibited.
- **Trespassing**
Trespassing is defined as unauthorized access to District real property. In addition, a student who has been removed, suspended, or expelled from the Center is not allowed on District property without proper authorization.
- **Theft**
Theft is defined as the taking of another's property without permission.
- **Disobedience**
Students are expected to follow all reasonable directions given by District employees.
- **Vandalism**
Vandalism is defined as the willful or malicious destruction, damage, defacement, or other injury to either real or personal property without the consent of the owner or the person having custody or control of it.
- **Aiding or Abetting a Violation of Center Rules**

If a student assists another student in violating any Center rule, that student will also be considered to be in violation of Center rules.

- **Displays of Affection**

Students are not to engage in inappropriate displays of affection.

- **Cell Phones and Electronic Devices**

Student cell phones and other electronic devices must be turned off during Center hours and while on District-provided modes of transportation.

- **Disruption of the Educational Process**

Any action that interferes with Center activities or disrupts the educational process will not be tolerated.

- **Profanity**

Profanity is defined as any behavior or language that is considered to be obscene, disrespectful, vulgar, profane, or violates community-held standards of good taste .

- **Dress and Grooming**

Appropriate shoes and clothing are to be worn at all times. Appearance and dress must meet the health, safety and industry standards as required by the teacher.

Upon referral from the teacher, the Administration will meet with students whose appearance is not in good taste. Students are not to wear clothing or accessories that promote or advertise drugs, alcohol or cigarettes, are sexually explicit, or contain inappropriate language and/or materials.

The following guidelines should be adhered to:

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

The following attire is not permitted:

- Cut-off, spandex, and “short” shorts;
- Half or three quarter length shirts;
- See-through blouses and shirts;
- Beach apparel;
- Tank tops and spaghetti straps;
- Mini-skirts above finger tip in length;
- Clothing with inappropriate logos, messages and/or symbols; and
- Jeans/pants with inappropriate holes.

Other types of attire may be deemed inappropriate at the sole discretion of the teacher and/or Administration.

- **Gangs**

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

- **Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as by any other person in the Center 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.

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

Students who believe that he or she has been the victim of harassment should immediately report the situation to his or her teacher, Administration or the Superintendent, or the Superintendent's designee. Such reports will be investigated in accordance with Board Policy 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, contractors, vendors and volunteers; and removal from an official 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. Individuals who engage in retaliation or make intentionally false harassment reports may face disciplinary action.

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, he or she should report it and allow the Administration to determine the appropriate course of action.

Harassment may include, but is not limited to:

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

- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude or limit the harassed student in the terms, conditions or privileges of the District.
 - C. The unwelcome 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, or related items; and
 - F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
 - **Bullying** is defined as intimidation of others by acts including, but not limited to:
 - A. Threatened or actual physical harm;
 - B. Unwelcome physical contact;
 - C. Threatening or taunting verbal, written or electronic communications;
 - D. Taking or extorting money or property;
 - E. Damaging or destroying property;
 - F. Blocking or impeding student movement.
 - **Hazing** is defined 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.
 - A. Illegal activity, such as drinking or drugs;
 - B. Physical punishment or infliction of pain;
 - C. Intentional humiliation or embarrassment;
 - D. Dangerous activity;
 - E. Activity likely to cause mental or psychological stress;
 - F. Forced detention or kidnapping;
 - G. Undressing or otherwise exposing initiates.

SEARCH AND SEIZURE

Search of a student and the student's possessions, including vehicles and lockers, 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 the law, District policies or Center rules. A search may also be conducted to protect the health and safety of others. All searches, including canine searches, may be conducted with or without a student's consent.

Students may be subjected to video/electronic monitoring in instructional and common areas such as hallways, parking lots, etc.

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 District and may be searched at any time if there is reasonable suspicion that a student has violated the law, District policies or Center 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 Main Office.

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

All computers located in classrooms, labs, 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. Students should have no expectation that any information 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 teacher. A student who refuses to permit such access may face disciplinary action.

DISCIPLINE/APPEALS

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Imposition of Discipline

When it is necessary to impose discipline, all efforts will be made to impose it promptly, in an equitable manner, and to have the discipline match the severity of the offense.

Informal Discipline

Informal discipline is defined as discipline imposed within the Center and may include, but is not limited to, any one or more of the following:

- Writing assignments
- Change of seating or location
- In-school restriction

Other types of appropriate discipline may be imposed at the discretion of the teacher or Administration.

Formal Discipline (Suspension and Expulsion)

Formal discipline removes the student from the Center. It includes emergency removal for up to seventy-two (72) hours, short-term suspension (up to ten (10) school days), long-term

suspension (more than ten (10) school days), and expulsion from the Center. 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.

Suspension from School

A student being considered for suspension of ten (10) days or less is entitled to an informal hearing with Administration prior to removal. During this informal hearing the student will be notified of the charge(s) and given an opportunity to explain his or her version of the events giving rise to the charge(s). Administration will then provide the student with any evidence supporting the charge(s). After the informal hearing, Administration will make a decision whether or not to suspend the student. If Administration decides to suspend the student, a written suspension notification will be provided to both the student and the student's parents/guardian within one (1) school day of when the decision is made. The notification shall indicate the reason for and length of the suspension.

Appeals

Suspensions of one (1) school day or less will not be subject to appeal. Suspensions of more than one (1) school day but not more than ten (10) school days may be appealed, in writing, to Administration. Such an appeal must be done within two (2) school days of the parent/guardian's receipt of the written suspension notification. The Administration shall inform the parent/guardian of Administration's decision regarding the appeal, in writing, within ten (10) school days after receiving the appeal. The decision of Administration may be appealed, in writing, to the Superintendent. Such an appeal must be done within two (2) school days of the parent/guardian's receipt of Administration's decision regarding the appeal, in writing, within ten (10) school days after receiving the appeal. The Superintendent's decision is final. An appeal may be made to the Board of Education only in cases alleging there was a violation of the student's due process rights.

During the appeal process, the student shall not be allowed to remain in at the Center unless the student's home school has a policy allowing the student to remain in school, and thus, at the Center.

When a student is suspended, the student may make-up work missed after the return to the Center. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the student's grades. A student being considered for suspension of more than ten (10 days) will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) school days) or expulsion, the student will receive a formal letter of notification addressed to the student's parent/guardian that will contain the following:

- The charge(s) and related evidence
- The time and place of the hearing;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and/or legal counsel
- A statement that the student may give testimony, present evidence, and provide a defense;

- A statement that the student may request attendance of District personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from the Center. A formal hearing, with sworn testimony, will be held with the Superintendent during which the student may be represented by the student's parent/guardian, legal counsel, and/or by any other person of the student's choosing.

The Superintendent's decision, following the formal hearing, may be appealed, in writing, to the Board of Education. Such an appeal must be done within two (2) school days of the rendering of the Superintendent's decision. An appeal hearing, with sworn testimony, will be held with official(s) designated by the Board of Education during which the student may be represented by the student's parent/guardian, legal counsel, and /or by any other person the student's choosing. The appeal hearing will be heard in an open session unless the student or the student's parent/guardian requests a closed session. The opportunity to earn grades or credit ends when a student is expelled.

It is the goal of the District to make a sincere effort to have disciplinary action take place that will allow the student to remain at the Center. If a disciplinary action does not result in removal from school, it is not appealable.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. A student who is aware of any dangerous situations or accidents, must notify a staff member immediately. State law requires that all students must have an emergency medical authorization signed by a parent/guardian, on file in the Main Office. A student may be excluded from the Center until this requirement has been fulfilled. In addition, all students must have emergency contact information on file in the Main Office.

Parents/guardians may be required to provide a medical history for their child/ward.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

Any change of address, phone number, or emergency contact information is to be reported to Student Services. This information is necessary for student mailings and notification purposes in the event of an emergency.

EMERGENCY DRILLS

Fire

The fire alarm will be activated and an announcement will be made to evacuate the Center. Instructors will escort their students to a pre-designated assembly area in accordance with the emergency exit route listed on the wall-map of the Center posted in each classroom. When exiting, students should move quickly and quietly. Students are discouraged from using their cell phones while in the assembly area. Students will remain in the assembly area until an announcement is made that it is safe to return to the Center.

Tornado

The tornado alarm will be activated and the following announcement will be made:

“ATTENTION PLEASE! The National Weather Service has issued a Tornado Warning. Please go directly to the designated tornado shelter area as shown on the safety map, which is posted in each classroom. DO NOT pull the fire alarm!”

Instructors will escort their students to the shelter area. Instructors will have their students “drop and tuck” and face the wall. Students are discouraged from using their cell phones while in the shelter area. Students will remain in the shelter area until an “all clear” announcement is made.

Lockdown

The following announcement will be made:

“Lockdown! Lockdown! Lockdown!”

Students will be instructed to sit on the floor away from any doors and windows. If the fire alarm is activated, students will be instructed to ignore it – the Center will not be evacuated.

PESTICIDE PRIOR NOTIFICATION

As part of the Center’s pest management program, pesticides are occasionally applied. Students and parents/guardians of students attending the Center have the right to be provided with prior notification of pesticide applications made to Center grounds and facilities. In the case of an emergency, pesticides may be applied without providing prior notification; however, students and parents/guardians who requested that they be provided with prior notification will be notified of the emergency applications after they occur. Advance notice of a pesticide application will be given at least forty-eight (48) hours before the application by postings at the entrance to the Center and on the District’s website.

A “pesticide” is defined as a “substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant.”

If you wish to be notified prior to pesticide applications, please submit a request to the following:

Lapeer County ISD Education and Technology Center
690 North Lake Pleasant Road
Attica, MI 48412-9303
Attention: Main Office

Requests should include the following information:

- Parent/Guardian Name
- Student’s Name
- Home Address
- Telephone Numbers (Daytime & Evenings)
- Indicate whether prior notification is requested for treatment to the

- grounds, facilities or both
Sign and date request

INJURY AND ILLNESS

A student who is injured or becomes ill while at the Center should inform his or her teacher immediately. If possible, first aid will be administered by an on-site nurse. When necessary, the student's parent/guardian will be notified and appropriate action will be taken based on the parent's/guardian's instructions. If emergency treatment is required, the student will be transported to Lapeer Regional Hospital. A school employee will be designated to accompany the student and the parent/guardian will be contacted. Medical and emergency transportation costs will be the responsibility of the parent/guardian.

An Accident Report must be prepared within 24 hours for any accident which results in an injury.

USE OF MEDICATIONS

The Board of Education will not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication or medically prescribed treatments to a student during Center hours will be permitted only when failure to take such medicine would jeopardize the health of the student, the student would not be able to attend the Center if the medicine were not made available during Center hours, or the child is disabled and requires medication to benefit from the educational program.

For purposes of this policy, "medication" refers to all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies; "treatment" refers to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

The responsibility for dispensing or administering any medication or treatment shall rest solely with the student and the student's parent/guardian.

Staff members will only administer medication or treatment in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.

The Administration of any medication requiring intravenous or intra-muscular injection or the injection or the insertion of a device into the body is permitted when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students may possess and self administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, only if the student's parent/guardian and the student's physician, or other health care provider, have provided the following:

- A. Written authorization to possess and use the inhaler (see Form 5330 F1c);
and

- B. Written emergency care plan prepared in collaboration with the student and the student's parent/guardian that contains specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication or who are prescribed epinephrine (e.g. epi-pens) to treat anaphylaxis may also possess and self administer such medication, provided the same conditions set forth for the possession and self administration of inhalers are met.

Prescription Medications

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

- Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- A Medication Request and Authorization Form must be submitted to the nurse's office before the student will be allowed to take any medication during school hours.
- Only medication in its original container, dated, with the student's name, and exact dosage, as well as directions for usage, will be administered. Parents/guardians, or students authorized in writing by a parent/guardian and a physician, may also administer medication or treatment.
- All medications are to be transported to the Center by the parent/guardian.
- Medication is NOT to be transported via the school bus.
- All medications to be administered during the school day must be registered with the nurse's office.
- Medication that is brought to the nurse's office will be properly secured.
- Any unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of a school year.

Over-the-Counter Medications

Possession and use of over-the counter medications is prohibited unless prior approval is obtained from Administration or the School Nurse.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because the Center 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 Center'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 period the student is considered contagious.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The Board of Education is concerned for the safety of students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of District officials or from the presence of asbestos materials used in previous construction. A copy of Board Policy 8431 (*Preparedness for Toxic Hazard and Asbestos Hazard Policy*) will be provided upon request.

VALUABLES

Students are strongly discouraged from bringing or wearing personal belongings that are of significant value to the Center. This includes large sums of money, jewelry, expensive clothing, electronic equipment, and similar items. The Board, staff members, nor Administration will be liable for any lost, stolen, or damaged personal belongings.

INDIVIDUALS WITH DISABILITIES

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

LIMITED ENGLISH PROFICIENCY

It is the policy of this District that those students identified as having limited English proficiency will be provided with additional support and instruction to assist them in gaining English proficiency and in accessing any program offered by the District. Parents/guardians should notify the Main Office if any language other than English is the primary language spoken in the home.

STUDENT RECORDS

The District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release consult Board Policy 8330.

Other than directory information, access to all other student records is protected by the Family and Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential information to any outside individual or organization without the prior written consent of a parent/guardian or student of any age who is enrolled in a postsecondary institution.

Confidential information includes test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of the student's record. To review a student's record a written request should be submitted to the Main Office. If copies are requested, a minimal fee may be charged. Parents/guardians have the right to amend a student's record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian must request the amendment of a student's record in writing and if the request is denied, the parent/guardian has a right to a hearing on the matter.

Individuals have a right to file a complaint with the U.S. Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of either program or the District's curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following unless prior written consent has been granted by the student's parent/guardian:

- A. Political affiliations or beliefs of the student or the student's parent/guardian;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom the student has a close family relationship with;
- F. Legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or the student's parents/guardians; 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).

Further, parents have the right to inspect, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the Center to the student. Parents/guardians who want to exercise this right should submit a written request to the Main Office.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/office/OM/fpco

ARMED FORCES RECRUITING

The District must provide to official armed forces recruiters at least the same access to the Center 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 as well as the United States Coast Guard.

The District shall not allow access to the student’s directory information if a student or the parent/guardian of a student submits a signed, written request to the Main Office indicating that the student or the parent/guardian does not want the student’s directory information to be accessible to official recruiting representatives.

MEAL SERVICE

The Center makes lunches available to Center-based Special Education students for a fee of \$1.75. They may also bring their own lunch to the Center.

Applications for the Free and Reduced-Priced Meal Program are distributed to all students. In the event a student does not receive one, the Main Office should be contacted.

VISITORS

Visitors, particularly parents/guardians, are welcome at the Center. In order to properly monitor the safety of students and staff, each visitor must enter through the main doors, sign in at the information desk and obtain, and wear a visitor pass while at the Center. In addition, each visitor must sign out at the information desk when leaving the Center. Any visitor found in the building without a pass shall be referred to the information desk to obtain a pass. Individuals wishing to confer with a staff member should make an appointment prior to coming to the Center.

Students who wish to visit the Center in order to select a CTE program must have their home school counseling office contact Student Services at least two (2) days prior to the student’s visit. These students should arrange transportation to and from the Center and must report to Student Services upon arriving at the Center.

BOOKS, MATERIALS AND EQUIPMENT

Most books, materials, and equipment are furnished to students at no cost. Students are responsible for items furnished to them and are expected to return them in good condition. When District property such as books, materials, and equipment are damaged, lost or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the District for the cost of repair or replacement.

Students must receive the permission of the teachers before using any materials or

equipment or materials in the classroom and the permission of Administration before using any other District property. Students will be held responsible for the proper use and protection of any District property they are permitted to use.

LOCKERS AND COMBINATION LOCKS

Students enrolled in some of the programs at the Center will be issued lockers and/or combination locks. This equipment is District property and may be searched at any time if there is reasonable suspicion that a student has violated any law, Board policy, or Center rule. Students who lose their combination lock will be assessed the cost of replacement.

LOST AND FOUND

The lost and found area is in the Main Office. A student may reclaim a lost item if the student is able to provide an accurate description of the item. Students finding items whose owners cannot be identified must turn them into the Main Office.

USE OF TELEPHONES

Students are not to use Center telephones without staff permission. Except in an emergency, students will not be called to the Main Office to receive a telephone call.

POSTINGS

Students may not post announcements or advertisements, such as posters and flyers, without receiving prior approval from Administration. Posting requests should be submitted in writing to the Main Office. All efforts will be made to respond to posting requests with twenty-four (24) hours of their receipt.

COMPUTER TECHNOLOGY AND NETWORKS

All students and parents/guardians are required to sign a *Network and Internet Access Agreement* before a student will be granted computer usage privileges. Students who fail to abide by all of the terms and conditions of the agreement may face disciplinary action, including, but not limited to, the revocation of the student's computer usage privileges. In addition, certain types of abuse may result in a referral to law enforcement authorities.

The District has installed an electronic device called a "firewall" which has the following two main capabilities:

- 1) It enables the District to block access to inappropriate sites that contain violence, nudity, profanity, sex and gambling.
- 2) When an attempt is made to access an inappropriate site, the firewall records the following:
 - a. Which computer made the attempt;

- b. The date and time of the attempt; and
- c. The address of the site trying to be accessed.

GRADES AND PROGRESS REPORTS

CTE Programs

Letter grades are determined by the teacher and are included in the report cards that are distributed by the home schools. Progress reports will be initiated any time a teacher determines that a student is in danger of falling behind in the requirements of the program.

Special Education Programs

Progress reports will be distributed three (3) times a year. Progress reports document and share with parents/guardians the student's progress towards meeting established IEPT goals.

CERTIFICATES

CTE Programs

The Center will award certificates to CTE program completers based on the following criteria:

Honor Certificates

Honor Certificates are awarded to students having an "A" average during their senior year and is computed by averaging the grades from the first (1st), second (2nd) and (3rd) third trimester or first (1st) and (2nd) second semesters. The student must achieve a career goal and not have more than six (6) absences during the year.

Achievement Certificates

Achievement certificates are awarded to students who meet a minimum set of task requirements established by the teacher and with Administration's approval.

PROGRAM CHANGE

CTE Programs

Students considering a program change must meet with their Center counselor.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOS)

CTSOS are an integral part of most of the career and technical education programs and are open to all students in those programs who wish to participate. Students participating in CTSOs must adhere to all the rules, policies and procedures contained in this handbook.

The following is a list of recognized CTE student organizations:

- DECA
- FFA
- HOSA
- MITES
- Prostart

- SkillsUSA

STUDENT FUND-RAISING

Students participating in Career & Technical Student Organizations (CTSOs) will be allowed to solicit funds from other students, staff members, and the community. The following guidelines will apply to all fund-raisers:

- A. No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Students may not participate in a fund-raising activity for a CTSO in which they are not members without the approval of the advisor.
- C. Participation in off-site fund-raising activities is voluntary and will not be allowed without written permission from a parent/guardian (see Driving Policy.)
- D. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Games of chance, such as raffles and bingo, are inappropriate forms of fund-raisers.

FIELD TRIPS

Students are encouraged to participate in field trips sponsored by the CTE staff. A permission slip must be signed by a parent/guardian prior to their participation. The permission slip must be turned in to the student's teacher 24 hours in advance of the scheduled trip. Students may be charged reasonable fees for field trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Students not participating in a field trip must still attend class otherwise they will be considered absent.

JOB PLACEMENT ASSISTANCE

Job placement related to the student's CTE program is provided to students through Student Services. Students must meet placement criteria to qualify for this privilege. Students with good attendance records, who have acquired the requisite job skills, and who possess other job-related skills greatly increase their chances of gaining employment.

STUDENT SUGGESTIONS AND CONCERNS

The Center is here for the benefit of the students. Therefore, students who have suggestions that could improve the Center should feel free to offer them. Suggestions should be put in writing and given to Center Administration. Students who have concerns should express them to Center Administration. Students who properly express legitimate concerns or grievances will not be harassed or retaliated against.

CLASSROOM RULES

Employers need workers who are responsible and work well with others. Work habits represent a part of a student's grade. They were developed to help students meet the needs of employers and are as follows:

- Be in class on time and prepared to work;
- Demonstrate good health and safety practice;
- Maintain an alcohol and drug-free lifestyle;
- Complete assignments with minimum supervision and meet deadlines;
- Show pride in your work;
- Demonstrate self-control and take responsibility for your own actions;
- Respect District as well as other's property and maintain a clean orderly work area;
- Provide prompt honest customer service with sensitivity to customer's needs;
- Support Center rules and abide by classroom guidelines; and
- Practice cooperation and leadership skills in a group setting with respect and appreciation for the skills, abilities and input of all members of a team.

Expected Behaviors

Each student shall be expected to:

- A. Abide by all local, State, Federal laws, Board and Center policies;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be on-time to and attentive in class;
- E. 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;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain an environment that is safe, friendly, and productive;
- H. Act at all times in a manner that reflects pride in one's self, in one's family, and in the Center; and
- I. Each teacher may adopt individual classroom rules for the safe and orderly operation of that environment.

Protective Eyewear

Students are required to wear protective eyewear in Center programs where the student is within distance of sparks, flying particles, rays, molten metal, fumes, glare, glass breakage, chemical splash or where other eye hazards exist. Protective eyewear will be provided free to each student in these programs. Students may wear their own protective eyewear if it meets OSHA standards and is approved by their teacher. A student who fails to wear protective eyewear when required to do so may face disciplinary action.

CENTER CLOSING

In the event it is necessary to close the Center or delay its opening, announcements will be broadcast on the following local radio and television stations:

Radio WWGZ - 103.1 FM

Television WJBK (FOX Channel 2)
WJRT (ABC Channel 12)

In addition, postings will be made to www.cancellations.com, www.abc12.com, and www.lcisd.k12.mi.us.

Parents/guardians and students are responsible for knowing about emergency closings and delays. Students should follow their home school calendar.

EQUAL EDUCATION OPPORTUNITY

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

Further, it is the policy of this District in compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, to provide an equal educational opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District or social or economic status and/or any other legally protected characteristic, to learn through the curriculum offered in the District.

The following individuals have been designated as the District's Civil Rights Compliance Officers whose responsibilities are to handle inquiries regarding the District's non-discrimination policy:

Teri Johnson (student-related)
Ann M. Schwieman (staff-related)
Lapeer County ISD Administration Building
1996 W. Oregon St.
Lapeer, MI 48446
(810) 664.5917

An individual who believes that he or she has been discriminated against, denied equal opportunity, or denied access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's appropriate Civil Rights Coordinator. The individual may also contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611. An individual who believes that he or she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the District's appropriate Civil Rights Coordinator. Following said discussion, the Civil Rights Coordinator will conduct an investigation into the alleged grievance. Upon completion of the investigation, the Civil Rights Coordinator will issue a written reply to the complainant regarding his or her findings. If the complainant is dissatisfied with the reply, he or she may initiate formal procedures in accordance with Board Administrative Guideline 2260B.

RIGHTS AND RESPONSIBILITIES

Parents/guardians have the right to know how their child/ward 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, the mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's/ward's teacher and support staff by informing them of suggestions or concerns that may help their child/ward better accomplish their child's/ward's educational goals.

No student shall be deprived of the basic rights to equal treatment, equal access to the District's educational programs, due process, a presumption of innocence, free expression and association, and the privacy of the student's own thoughts. Attendance upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted District authority, and compliance with Board policies and guidelines, as well as Center rules.

Parents/guardians have the right to know about their child's/ward's educational experience. Therefore, parents/guardians may inspect any instructional materials used as part of the educational curriculum for their child/ward. They may also observe instruction in their child's/ward's classroom. Any parent/guardian who wishes to exercise either of these rights should contact the Main Office prior to coming to the Center. The exercise of these rights is subject to reasonable restrictions and limits.

In situations in which the student is either an adult or an emancipated minor, the student may act in the place of a parent/guardian.

**MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

MEDIA RELEASE FORM

I, the undersigned, agree to allow the release and use of photos and video containing the image of my child for marketing and public relations purposes that may be taken while my child is enrolled in a program sponsored by the Lapeer County Intermediate School District (ISD). Said photos and video may be printed in the school newsletter or a local newspaper; posted on the district website and used for instructional purposes. I understand that this list is not inclusive. I also agree to allow for the publication of any of the said photos and video with any newsworthy story that may accompany them.

I understand that the Lapeer County ISD is a not-for-profit entity and will earn no financial profit from the use of said photos and video. I also understand that the Lapeer County ISD will not sell said photos and video to any outside source; however, said photos and video may be provided, at no cost, to the media and press. Furthermore, I agree to hold harmless the Lapeer County ISD for what is published.

This release will cover the 2010-11 school year and should be returned to the following:

Lapeer County ISD
Education and Technology Center
690 North Lake Pleasant Road
Attica, MI 48412
Attention: Principal

Name of student (print): _____

€ Check this box if you do not want the Lapeer County ISD to release and use, or publish, photos and video containing the image of your child.

_____ Check if: Parent _____
Print Name Guardian _____

_____ Date: _____
Signature

_____ Date: _____
Principal/Assistant Principal

*** This release should be placed in the student's file**

Notice: The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through curriculum offered in this District.

The following individuals have been designated as the District's Civil Rights Compliance Officers whose responsibilities are to handle inquires regarding the District's nondiscrimination policy:

Teri Johnson, Director of Special Education (student-related)
Ann M. Schwieman, Director of Administrative and Personnel Services (staff-related)
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