



CAREER PREPARATION
CENTER

PARENT/STUDENT
HANDBOOK

2020-2021 Academic Year

EATON RESA CAREER PREPARATION CENTER

Career Preparation Center Mailing Address:

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Lansing Community College
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Lansing, Michigan 48933

Career Preparation Center Office Location:

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WELCOME

Dear Students and Parents/Guardians,

On behalf of the Career Preparation Center staff, welcome to the Eaton Regional Education Service Agency (RESA) Career Preparation Center.

The Career Preparation Center office is located at Lansing Community College (LCC) West Campus, room M104. The Career Preparation Center offers 18 programs located at: LCC West Campus, LCC Downtown Campus, AIS Construction, Farm Bureau Insurance, Davenport University and Potter Park Zoo.

Eaton RESA's Career Preparation Center has partnered with Lansing Community College for over 40 years to offer Career and Technical Education opportunities to area high school students. Over the past decade, we have expanded our partnerships to include AIS Construction, Potter Park Zoo, Davenport University, Olivet College and Farm Bureau Insurance in an effort to increase programming options for students.

By enrolling and successfully completing Career Preparation Center programs, students will learn technical and employability skills, earn high school credit, and have an opportunity to earn college credit. Successful graduates of our programs have found employment in their program areas, entered into apprenticeship programs, continued at LCC to earn an associate degree, or transferred to universities to continue their education. Whichever of these goals you may have for yourself this year, Eaton RESA Career Preparation Center's instructors and staff are prepared to help you reach your goals.

We are pleased to welcome you to the Career Preparation Center and look forward to working with you throughout the 2020-2021 school year!

Sincerely,

Michael Reynolds

Michael Reynolds, Principal
Career Preparation Center

(517) 483-1315

Limited English Proficiency

Students and parents requiring this handbook in a different format, i.e. audio or another language, may contact the Principal's office at (517) 483-9966.

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CAREER PREPARATION CENTER STUDENT CALENDAR 2020-2021 SCHOOL YEAR

| | |
|---|------------------|
| First Day for Students | August 24 |
| End of 1 st Marking Period..... | October 2 |
| Bring Your Parent to School Day | October 19-23 |
| End of 2 nd Marking Period..... | November 13 |
| Thanksgiving Break (no school)..... | November 23-27 |
| Winter Break (no school) | Dec 21-Jan 1 |
| Return from Winter Break | January 4 |
| End of 3 rd Marking Period | January 15 |
| Martin Luther King Day (no school) | January 18 |
| Presidents' Day (no school) | February 12-15 |
| End of 4 th Marking Period | February 26 |
| Spring Break (no school) | March 29-April 2 |
| End of 5 th Marking Period | April 16 |
| Memorial Day (no school)..... | May 31 |
| Last day for Seniors..... | June 4 |
| Last day for Juniors | June 8 |

CLASS TIMES

LCC West Campus

AM Session: 7:35am-9:35am

PM Session: 12:15pm-2:15pm

LCC Downtown Campus, AIS Construction, Farm Bureau Insurance, Potter Park Zoo, Davenport University

AM Session: 7:25am-9:25am

PM Session: 12:05pm-2:05pm

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PURPOSE OF HANDBOOK

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Eaton Regional Education Service Agency Career Preparation Center Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

Career Preparation Center Instructional Goals and Responsibilities

Eaton Regional Education Service Agency's Career Preparation Center helps prepare students for success in careers and lifelong learning. It is our intent to provide educational experiences and guidance for students to plan and prepare for a future in the world of work and in education beyond high school.

In The World of Work

Students leave with marketable job skills that can improve employment opportunities and lead to earnings that help offset higher education expenses.

In Education Beyond High School

Students will also gain an introductory college experience, including the opportunity to earn college credit in most programs.

As a student, you have the responsibility:

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive in class on time.
3. To care for school property and the property of others.
4. To work cooperatively with the Principal, Instructor, Student Services Coordinator, Academic Support staff, Bus Drivers, and all other members of the Eaton RESA Career Preparation Center to ensure an environment conducive to learning.
5. To follow school rules.

As a parent/guardian, you have the responsibility to:

1. To teach your student that school is a place to learn and promote a positive attitude toward school.
2. To discuss the school rules with your student.
3. To see that your student is in school, and on time, every day unless he/she is ill.
4. To inform the school of any medical or health related problems that might affect the attendance or performance of the student.
5. To work cooperatively with school personnel in resolving discipline problems.

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PARENT INFORMATION

PARENT INVOLVEMENT

The Eaton RESA Career Preparation Center supports parental involvement as both a valuable resource and partnership that supports student learning and achievement. Students whose parents are involved in their education benefit from improved test scores, better attendance, higher rates of program completion, fewer disciplinary issues, higher graduation rates, and increased post secondary enrollment.

The Eaton RESA Career Preparation Center Plan for parent involvement includes information, resources and activities to support student learning and achievement:

- Parents are informed through attendance notifications, and electronic access to student's grades and attendance using PowerSchool's parent/student portal.
- The Career Preparation Center provides this Parent/Student Handbook as a resource to inform and answer questions regarding student issues.
- Parents are encouraged to support their students by attending Bring Your Parent to School Day and Awards Night.

POWERSCHOOL

Eaton RESA Career Preparation Center utilizes a web-based student management system to report grades and attendance. Students and parent/guardian will each receive access to the system's student/parent portal. This will allow parents and students to check assignments, grades, and attendance as needed.

MARKING PERIODS

To accommodate local schools on semesters and trimesters Eaton CPC operates under a 6 marking period system.

| | | |
|------------------|-------------|------------|
| Marking Period 1 | Trimester 1 | Semester 1 |
| Marking Period 2 | | |
| Marking Period 3 | Trimester 2 | Semester 2 |
| Marking Period 4 | | |
| Marking Period 5 | Trimester 3 | |
| Marking Period 6 | | |

CHANGE OF ADDRESS AND/OR PHONE

It is the responsibility of the student or parent/guardian to provide the Career Preparation Center with any changes regarding a student's address and/or telephone number.

All mailed correspondence from the Career Preparation Center will be sent to the address of the parent/guardian given on the student's enrollment form unless otherwise arranged.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The operation of electronic equipment cannot interrupt classroom work. Therefore:

- Cell phones and text messaging cannot be used in the classroom.
- Parents who wish to contact students must do so through the Career Preparation Center office at (517) 483-9966.
- Personal radios, music players, and similar electronic devices are only allowed in a class or lab area with permission from the instructor.
- The Career Preparation Center is not responsible for the loss or theft of electronic devices.

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CURRICULUM CONTENT INCLUDING HEALTH AND SAFETY

As the parent or legal guardian, you have the right to review materials or curriculum content; and/or excuse your child from the instruction without penalty. To exercise these options, or for more information, please contact the office (517) 483-9966.

Students who are to be placed in a co-op, work experience or internship position with a health facility will receive instruction on blood borne pathogens.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents/guardians MUST sign an authorization release and return it to the Career Preparation Center office.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton Regional Education Service Agency.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. **Signed, written request submitted to the Principal of the Career Preparation Center identifying the record(s) to be inspected.**
 - b. Upon receipt of the signed, written request, the Principal of the Career Preparation Center will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Eaton Regional Education Service Agency is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the CPC office, or,
 - c. under certain circumstances, as permitted by FERPA

The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.

4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton Regional Education Service Agency office.
5. The right to protest to:

The Family Policy and Regulations Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20206-4605

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ATTENDANCE

The Eaton RESA Board of Education believes that it has a responsibility to encourage students to attend programs on a regular basis. It is our view that attendance is important because it develops positive work habits which will aid students when they seek future employment, and it allows students the full benefit of their Career Preparation Center training program.

The Board of Education also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for Eaton RESA to maintain good communication with all parties - student, parent, and sending school.

ATTENDANCE PHILOSOPHY AND ADMINISTRATION

Instructors of Eaton RESA's Career Preparation Center will maintain daily attendance records on all enrolled students and submit attendance information to the Career Preparation Center office. The Career Preparation Center will maintain a list of absences and tardies as well as any reasons provided. This record will be open to review by the student and/or parent/guardian.

The Career Preparation Center office will provide each participating local school with a record of attendance for their students on a weekly basis.

Phone calls and/or emails will be sent daily to parents when a student is absent or tardy to class. Students are encouraged to discuss their attendance with an Eaton RESA staff person. Students and parents can also electronically access attendance information through the PowerSchool parent/student portal at any time (see page 8).

ATTENDANCE POLICY / INCENTIVE PROGRAM

The Eaton CPC has a ten (10) day per semester absence limit Attendance Policy in order to continue in the program. Once that limit is reached students will meet with the Student Services Coordinator and Principal to determine if the student will be dropped at the next trimester/semester. Exempt absences do not count towards the ten (10) day attendance policy. Students are expected to be in attendance when the CPC is in session and the sending school requires attendance.

The Eaton CPC has a positive reinforcement attendance program to encourage students to attend on a daily basis.

Attendance will be evaluated and reset at the end of each marking period.

Perfect attendance will receive 3% added to their final marking period grade.

A student with 1 absence will receive 2% added to their final marking period grade.

A student with 2 absences will receive 1% added to their final marking period grade.

A student with 3 or more absences will not be eligible for the attendance incentive.

2 tardies is equal to 1 absence.

The following are attendance examples and not intended to be all-inclusive. We reserve the right to make adjustments based on individual situations, as needed.

| <u>ABSENCES NOT COUNTING TOWARDS INCENTIVE PROGRAM AND TEN (10) DAY LIMIT</u> |
|--|
| Extended illness with medical verification (ex. surgery) |
| Chronic health issues with medical documentation |
| Acute illnesses with medical documentation stating student should not attend school |
| Home school activities excused by the home school |
| Funeral of immediate family |
| Court appointments due to custody issues or subpoenaed as witness |
| Weather closures of home school |
| Severe weather excused by home school/parent for students that do not have bus transportation provided |
| Work Based Learning/Job Shadow experiences |

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Students and parents are expected to follow their sending school's attendance procedures and policies for reporting absences in addition to following the Career Prep Center's procedure. On a day a student is absent, **the parent/guardian is to notify BOTH CPC and the sending school personnel.** Students and parents should make every possible effort to schedule appointments before or after school hours.

Documentation of absences **MUST BE SUBMITTED TO THE CAREER PREPARATION CENTER OFFICE WITHIN TWO (2) SCHOOL DAYS OF THE ABSENCE OF THEIR RETURN TO CLASS** in order for the absences to be considered exempt.

For the purpose of the Attendance Policy, students missing more than 30 minutes of a class will be considered absent. Students arriving late to the Career Preparation Center must sign in at the office before reporting to class.

If, during the first ten instructional days of the year, a student has three (3) or more absences, the student may be dropped from their Eaton RESA Career Preparation Center program and returned to their sending school to reschedule classes.

Students who have earned a grade of a "D" or below for the trimester or semester may be dropped from their Eaton RESA Career Preparation Center class and returned to their sending school to reschedule classes.

Students who do not complete the current semester will receive an "E" for their class unless they enroll in another class/program through their local school or have received administrative approval to withdraw. Students who do not reach Concentrator/Completer status (2.0 minimum each semester) in their program may not be allowed to return the following year.

Students who miss five (5) consecutive days ***without notification*** may be dropped.

Students may not leave campus unless written permission or a phone call by parent/guardian is submitted to the Career Preparation Center office. West campus students must come to the office BEFORE class to get a pass to leave class early. **BEFORE LEAVING CAMPUS, ALL STUDENTS AND IN ALL CIRCUMSTANCES MUST SIGN OUT.** WEST CAMPUS STUDENTS MUST SIGN OUT IN THE EATON RESA CAREER PREPARATION OFFICE. DOWNTOWN AND OFF CAMPUS SITES MUST SIGN OUT WITH THEIR INSTRUCTOR UPON APPROVAL FROM THE CPC OFFICE.

- Students who are absent have the right to make up work. Students missing in-class activities/labs may be given an alternate assignment.
- Students will be granted one day to make up work for every day absent.
- Documentation of absences **MUST BE SUBMITTED TO THE CAREER PREPARATION CENTER OFFICE WITHIN TWO (2) SCHOOL DAYS OF THEIR RETURN TO CLASS** in order for the absences to be considered exempt.
- All student absences may be appealed by following the Appeals Policy in the Student handbook.

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other care giver.

GENERAL INFORMATION

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PEST

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.

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All traditional seated courses may also be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process and must amend their Education Development Plan (EDP) plan to include virtual learning prior to submitting their course request form. For students who do not currently have an EDP, students must complete an EDP within the first two weeks of the start of the semester. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor initiated communications. Failure to meet virtual course requirements may exclude participation in future virtual course enrollment.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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 school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (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.

DRIVING AND PARKING

All students must follow their sending school driving policy. The Career Preparation Center reserves the right to deny or suspend driving privileges. Students must pay all their own costs related to driving and parking their own vehicle.

DRESS AND GROOMING

Eaton RESA Career Preparation Center programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may *be sent to the office at the teacher's discretion* until such time as they are appropriately dressed.

- Students will be expected to wear special protective clothing, uniforms, helmets, safety glasses, etc. to participate in their Career Preparation Center program.
- Clothing/appearance must **NOT** be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug/alcohol related, or are otherwise offensive in nature.
- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the lower garment. No exposed midriff.
- Garments normally classified as "underwear" will not be worn as "outerwear".
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Shorts and skirts must be at least as long as the wearer's fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist.
- Sunglasses, unless prescribed by qualified medical personnel for inside use, are not allowed.
- Prescription glasses, which change to meet differing light conditions, are acceptable.
- No hats will be worn in the Eaton RESA office or classrooms without teacher permission.

EMERGENCY EVACUATION PROCEDURES (FIRE, TORNADO, LOCKDOWN OTHER)

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated as quickly and safely as possible. Each instructor will inform students of the proper procedure for evacuation and practice the evacuation procedure twice per year. If you are not in your classroom/lab when the fire alarm is sounded, you are expected to leave the building immediately at the closest

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available exit, and meet your class at the predetermined class meeting area. No one is to return to the building until notified by an administrator of the building or your instructor.

During Lock Down procedures students are to follow the instruction of their instructor.

HALL TRAVEL / RESTROOM BREAKS

Students are expected to remain within their assigned classroom/lab during the scheduled class time except with permission from the instructor.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) 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 the student, but to all individuals who have access to the Agency's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Staci Anderson, Transition Consultant, at (517) 541-8732 to inquire about evaluation procedures and programs.

Students currently under an Individualized Education Plan (IEP) or 504 Plan will be provided the necessary support and accommodations as identified on their plan. Students are encouraged to meet with their instructor and/or Eaton RESA Student Services Coordinator if they have any concerns.

INJURY AND ILLNESS

All injuries must be reported to the instructor, Eaton RESA staff member, or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An Eaton RESA staff member 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.

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan.

MEDICATION POLICY

Any student who takes medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization (Form 5330 F1) for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.

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4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if: a) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval on Form 5330 F1c.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

School regulations for non-prescription (over the counter) medications are as follows: ie: cough drops, aspirin, Advil, cold medicine, etc

Students are able to possess and self-administer over the counter, or prescription antibiotics. Narcotics or any other prescribed pain medicine, must be turned over to the office for administration. Students are allowed to carry for their own consumption and should not share with other students with in the building. Sharing or supplying may fall under code of conduct for distribution depending on circumstance.

TEXTBOOKS AND OTHER SUPPLIES

The Eaton RESA Career Preparation Center will provide all basic supplies needed by the student to complete the required program. Instructors shall keep a written account of all textbooks issued to students. When textbooks are returned at the end of the school year, or at the time of student exit, they shall be checked against the record. Parents/guardians and students shall be liable for any damages to, or loss of, school property caused by the student. **A hold will be put on your college account keeping students from registering for classes until these damages are paid or property has been returned.**

VISITORS

All visitors, individual or group, MUST REGISTER IN THE EATON RESA CAREER PREPARATION CENTER OFFICE. Students are encouraged to visit during the Eaton RESA Career Preparation Center Visitation Day held in December. Visits for prospective students at other times may be made through the home school guidance counselor. It is the responsibility of each visitor to get to and from his or her desired destination.

WEATHER

In the event of snow or other inclement weather, Eaton RESA Administration will determine if the Career Preparation Center will be open. If classes are cancelled, families will be notified by the School Messenger system and it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47), associated websites (www.wlns.com, www.wilx.com, or www.fox47news.com) and radio (WJIM 97.5, WFMK 99.1, WJIM 1240 AM, WITL-FM 100.7 FM).

In the event that a student's sending school is closed due to inclement weather but Eaton RESA Career Preparation Center is open, the student is **not** required to attend his/her Career Preparation Center program. The absence will not be charged against the student's attendance record.

WITHDRAWAL FROM SCHOOL

Any student who wishes to withdraw from the Eaton RESA Career Preparation Center should contact the principal of the Career Preparation Center or his/her school counselor. Students withdrawing from their program will not be able to return the following year.

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GRADING, CREDIT AND STUDENT RECORDS

HIGH SCHOOL GRADING

- **All high school credit is issued by the student's high school** based on the grades recommended by Eaton RESA Career Preparation Center.
- Students who have not satisfactorily completed the trimester/semester due to behavior and/or a failing grade will need administrative approval to return.
- Eaton RESA Career Preparation Center students will be graded on six (6) marking periods. Each sending school will be given the letter grades for inclusion on the student's home school report cards.
- Students and parents are encouraged to monitor progress regularly using the PowerSchool parent/student portal (see page 8).
- Instructors may evaluate students on Career and Employability Skills weekly. The student's Career and Employability grade may count toward 10% of the total grade. The criteria for earning career and employability skills points is explained in the class syllabus.

Traditional Letter Grade Based On the Following Scale

| Percentage | Grade | Grade Point |
|------------|------------|-------------|
| 94-100 | A | 4.0 |
| 90-93 | A- | 3.75 |
| 87-89 | B+ | 3.5 |
| 84-86 | B | 3.0 |
| 80-83 | B- | 2.75 |
| 77-79 | C+ | 2.5 |
| 74-76 | C | 2.0 |
| 70-73 | C- | 1.75 |
| 67-69 | D+ | 1.5 |
| 64-66 | D | 1.0 |
| 60-63 | D- | 0.75 |
| 0-59 | E | 0 |
| CR | Credit | |
| I | Incomplete | See below* |
| W | Withdraw | |

*In special situations, the instructor and/or principal may grant an incomplete and will allow two (2) weeks immediately following the issuing of that grade to make up all incomplete work.

COLLEGE GRADES AND CREDIT

Students enrolled in an Eaton RESA Career Preparation Center program have the opportunity to earn either direct or articulated college credits while completing their high school program.

Direct credit is awarded to a student who: a) meets the performance objectives for a specific college course; b) obtains the required Accuplacer level prerequisite for the course(s), c) passes the college course final examinations, if one is required. These credits are shown as numerical grades on the student's college transcript.

Articulated Credit is program specific and must follow guidelines for those programs.

Transcripts may be requested through Lansing Community College Enrollment Services Department in August following program completion. Insurance and Risk Management students may request transcripts from Olivet College Registrar's Office. Business and Game Design & Programming Academy students may request transcripts from Davenport University Registrar's Office.

STUDENT RECORDS

In accordance with Federal regulations, Eaton RESA has established the following guidelines concerning student records:

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

The Principal, or a designee, is the Custodian of Records for students attending the Career Preparation Center and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Agency officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Agency's compliance with the Federal Education Rights and Privacy Act.

The Agency has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student completes and returns the Directory Information Opt Out Form indicating that he/she will not permit distribution of any or all of such information: (name, address, and telephone number; date and place of birth; photograph; major field of study; awards and attendance; and any other information the Agency considers would not be harmful or an invasion of privacy, if so disclosed).

A copy of the policy and the accompanying guidelines are available at the Superintendent Office. There will also be a person available to answer any questions concerning the policy or guidelines.

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students regardless of their attainment of the age of majority. Students who are eighteen (18) years of age may request to submit an Age of Majority Form. Age of Majority status signifies that all school business and school communication may be sent to and conducted only with the student. The principal will contact home when this form is completed and turned in by the student. The form is available in the Eaton RESA CPC office.

Students granted "Age of Majority":

1. Have the same privilege as their parents/guardians as it relates to access or control of student records.
2. May represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. May sign themselves in and out of school and may verify their own absences.
4. Are held to the same attendance requirements as other students.

STUDENT SERVICES

In addition to classroom instruction, Eaton RESA Career Preparation Center offers students the following opportunities and services:

CAREER & TECHNICAL STUDENT ORGANIZATION

Students attending the Career Preparation Center have the opportunity to enhance their technical and leadership skills through participation in Career & Technical Student Organizations. Eaton RESA is currently competing in Skills USA, HOSA - Health Occupation Student Association, DECA, and FFA. These are extracurricular activities.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society recognizes outstanding student achievement in career and technical education. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

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NTHS is available only to those students who complete two years at Eaton RESA Career Preparation Center and meet eligibility criteria.

STUDENT AWARDS

Each year Eaton RESA Career Preparation Center recognizes those students who have worked hard during the school year. Awards and recognition are given for:

- **Perfect Attendance:** The Eaton RESA Career Preparation Center recognizes students for perfect attendance (no scheduled days missed; no days tardy; and no days leaving class early during the entire school year.)
- **Superior Commitment**
 - 4 absences or less per year (exception: school related, medical, funeral, court)
 - 3 tardies per year
 - No suspension (CPC, High school, or ISS)
 - A- or better average (90%)
 - Instructor nominated based on leadership/professional behavior in related program as demonstrated by exceeding expectations and excellence through modeling high standards of ethics and professionalism, and inspires and encourages others in a positive manner.
- **High Academic Achievement**
 - 6 absences or less per year (exception: school related, medical, funeral, court)
 - 4 tardies per year
 - No suspension (CPC, High school, or ISS)
 - B+ or better average (87%)
 - Instructor nominated based on professional behavior in related program as demonstrated by meeting expectations.
- **Career & Technical Student Organization Awards**
- **Scholarship Recipients**

TOTAL TUTORING

Eaton RESA Career Preparation Center offers a tutoring program to support students' academic needs. Total Tutoring is available daily at LCC West Campus thirty minutes prior to the start of class. Paraprofessionals will be available to assist students with their Career Preparation Center program needs as well as schoolwork at their sending school.

COMPUTER USE

Students may NOT use Eaton RESA and/or LCC computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming, accessing inappropriate websites, etc.

All users of Eaton RESA or LCC computing resources are required to follow Eaton RESA and LCC Acceptable Use Policies.

EATON REGIONAL EDUCATION SERVICE AGENCY Student Technology Acceptable Use Policy and Safety

Eaton Regional Education Service Agency encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The Agency provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The Agency's information technologies are the Agency's property and are intended to be used for educational purposes. The Agency retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by Eaton RESA information technologies.

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

Users have no reasonable expectation that any information contained on any Eaton RESA information technologies is confidential or private.

The Agency makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All Eaton RESA information technologies are provided on an "as is available" basis.

Users are responsible for:

- Utilizing technologies in the Agency for facilitating learning and to enhance educational information.
- Attending appropriate training sessions in the use and care of available hardware and software.
- Maintaining the privacy of passwords.
- Maintaining the integrity of the electronic mail (e-mail) system. The e-mail system is intended to be used for the educational purposes of Eaton RESA. Personal use of the districts e-mail system is not allowed.
- Adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- Using caution when considering the purchase of goods or services over the Internet. Eaton Regional Education Service Agency is not liable for any personal purchases made while using Eaton RESA resources.
- Making full financial restitution for any damages to or loss of Eaton RESA equipment caused by inappropriate, or negligent use of Eaton RESA information technologies.
- Making full financial restitution for any unauthorized expenses incurred while using Eaton RESA information technologies.
- Deleting files if they have exceeded their storage limit on the Eaton RESA Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
- Any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing Eaton RESA information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long distance service provider.
- Any damages to, or incurred on, a user's home equipment. Users accessing Eaton RESA information technology from home should do so at their own risk. Eaton Regional Education Service Agency assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

Use of the Eaton RESA information technologies is intended for legitimate educational purposes that support and enhance the Agency's mission statement. The following uses are strictly prohibited:

- Unauthorized transfer, deletion or duplication of electronic files.
- Unauthorized use of another individual's login name or password.
- Using Eaton RESA information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications, which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using Eaton RESA information technologies for the advertisement of goods or services for personal financial gain.
- Using Eaton RESA information technologies for private or personal business purposes.
- Vandalism of the Agency's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the Agency's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

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Violations of the Acceptable Use Policy will be dealt with as specific offenses in the Eaton RESA Career Preparation Center's Code of Conduct see pages 19-23.

Each CPC student and their parent/guardian must annually complete and return the Eaton RESA Student Technology Acceptable Use and Safety Agreement to the CPC office to have the privilege of using the districts technology resources.

In addition students will also be expected to abide by Lansing Community College's &/or Davenport University's Acceptable Use Policy, as applicable depending on the program you are enrolled in.

CODE OF CONDUCT

In addition to the Eaton RESA code of conduct students will also be expected to abide by either the Lansing Community College's [Code of Conduct](#), or the Davenport University's [Student Code](#) depending on the program you are enrolled in.

EXPLANATION

Below is a policy that will govern any disciplinary action taken in the Career Preparation programs operated by Eaton Regional Education Service Agency. The purpose of this policy will be to establish guidelines and procedures to insure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The Principal and/or a designated administrator may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the Building Principal or administrator.

Any disciplinary action resulting in the removal of a student from class for more than ten days cannot be accomplished without a hearing involving the student(s), parent(s)/guardian(s), sending school representative (at the option of the sending school), and Eaton RESA representative. Until such time that a hearing is held, a student can be placed on an administrative suspension which will prohibit him/her from attending class until the formal hearing has been held.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

INSTRUCTOR: Any instructor reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Principal. Instructors may send a student from their class or activity for up to a one day in-school suspension with documentation. The suspension must be attributable to student conduct outlined in the Student Code of Conduct. Minor disciplinary offenses should be documented and reported to the assigned Student Services Coordinator or principal.

PRINCIPAL/ADMINISTRATOR: For any incident where the Principal/Administrator will be deciding what action should be taken, the Principal/Administrator will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

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 and other equipment in which to store materials and/or personal items. 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.

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.

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All computers located in classrooms, labs and offices of Eaton RESA, LCC or DU are to be used by students solely for educational purposes. The Agency retains the right to access and review all 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 Agency with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Agency 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 access may be grounds for disciplinary action.

COMMUNICATIONS

To insure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action in excess of a one-day in-school suspension.

Students that receive expulsion or a suspension of three days or more will not be allowed to return the following semester or trimester.

MINOR OFFENSES

Offenses less significant in nature, which are reported by the instructor to the student's assigned Student Services Coordinator. If improvement does not occur or multiple minor offenses repeated, student will be referred to the Principal for appropriate action which may lead to removal from the Career Preparation Center program.

| | |
|-------------------------|--|
| 1 st offense | 1 day in-school suspension |
| 2 nd offense | 1-day out-of-school suspension |
| 3 rd offense | 3-day suspension, does not return following semester |
| 4 th offense | 10-day suspension, does not return following semester |
| 5 th offense | Up to expulsion with no credit, does not return following semester |

Examples of minor offenses include, but are not limited to: disrupting class, dress code violations, exhibiting unprofessional and/or disrespectful behavior, obscene language, minor safety violations, use of cell phone and/or other electronic devices during class, unpreparedness, lacking initiative, and sleeping in class.

MAJOR OFFENSES

Offenses significant in nature that require immediate referral to the Principal. Offenses include, but are not limited to:

Cheating: Cheating is the taking of written materials (whether an entire composition, just paragraphs or particular sentences or ideas) of another and passing it off as one's own product. This includes taking any written material from the internet as well as other sources. Cheating is not permitted.

| | |
|-------------------------|--|
| 1 st offense | Zero/Fails the assignment; notification of parents/guardians |
| 2 nd offense | Grade lowered one letter grade for the marking period; notification of parents/guardians |
| 3 rd offense | Failure for the marking period; notification of parents/guardians |

Inappropriate Computer Use: Students using Eaton RESA, LCC or DU computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming or surfing inappropriate web sites is not permitted. For a full description, see pages 17-18.

| | |
|-------------------------|--|
| 1 st offense | Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense |
|-------------------------|--|

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Driving and Parking Lot Violations: Violating school driving policy (see page 12), loitering in vehicle before and/or after school, and/or during class time, reckless driving on school property and/or to and from the Career Preparation Center. Depending on severity:

| | |
|-------------------------|---|
| 1 st offense | 1-day in-school suspension, possible loss of driving privileges |
| 2 nd offense | 1-day out-of-school suspension, possible loss of driving privileges, does not return following semester |
| 3 rd offense | 10-day suspension, possible loss of driving privileges, and up to expulsion with no credit |

Harassment Including Bullying: Inappropriate conduct that negatively impacts a student's educational, physical or emotional wellbeing (see page 24).

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and Eaton RESA discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment or retaliating against a student who makes a report will also be subject to disciplinary consequences.

Leaving Class/Building Without Permission: Not remaining in class or on school grounds after arriving for class.

| | |
|-------------------------|--|
| 1 st offense | 1 day in-school suspension |
| 2 nd offense | 1-day out-of-school suspension |
| 3 rd offense | 3-day suspension, does not return following semester |
| 4 th offense | 10-day suspension, does not return following semester |
| 5 th offense | Up to expulsion with no credit, does not return following semester |

Physical or Verbal Assault/Fighting - Student to Adult: Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

| | |
|-------------------------|--|
| 1 st offense | Up to expulsion with no credit, additional penalties as determined by administration |
|-------------------------|--|

Physical or Verbal Assault/Fighting - Student to Student: Physical assault defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

| | |
|-------------------------|--|
| 1 st offense | Up to expulsion with no credit, additional penalties as determined by administration |
|-------------------------|--|

Presenting False Documents: The attempt to forge someone else's name and signature for the purpose of personal gain.

| | |
|-------------------------|--|
| 1 st offense | 1 day in-school suspension |
| 2 nd offense | 1-day out-of-school suspension |
| 3 rd offense | 3-day suspension, does not return following semester |
| 4 th offense | 10-day suspension, does not return following semester |
| 5 th offense | Up to expulsion with no credit, does not return following semester |

Selling, Buying, Possessing, Using Illegal Drugs and/or Alcohol - Consumption or Intoxication:

| | |
|-------------------------|--|
| 1 st offense | Up to expulsion with no credit, additional penalties as determined by administration |
|-------------------------|--|

Theft: Willfully stealing any property without the proper consent of its owner.

| | |
|-------------------------|--|
| 1 st offense | Up to expulsion with no credit and costs, additional penalties as determined by administration |
|-------------------------|--|

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Unsafe Work Practice: Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

| | |
|-------------------------|--|
| 1 st offense | 1 day in-school suspension |
| 2 nd offense | 1-day out-of-school suspension |
| 3 rd offense | 3-day suspension, does not return following semester |
| 4 th offense | 10-day suspension, does not return following semester |
| 5 th offense | Up to expulsion with no credit, does not return following semester |

Smoking and/or Chewing of Tobacco on Any School Property: Smoking, including e-cigarettes or any other “vapor”, and/or chewing is prohibited for all students regardless of age.

| | |
|-------------------------|--|
| 1 st offense | 1-day out-of-school suspension and \$50 fine imposed as per state law. |
| 2 nd offense | 3-day suspension |
| 3 rd offense | 10-day suspension, does not return following semester |
| 4 th offense | Up to expulsion with no credit, does not return following semester |

Unacceptable Use, Misuse, or Destruction of School Property: The obvious improper use of, intentional abuse, or destruction of school property in a manner that may limit or prohibit future instructional/educational use of the property.

| | |
|-------------------------|--|
| 1 st offense | Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense |
|-------------------------|--|

Weapons: A student found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will include the carrying of, use of or demonstration of any identified weapon on school property.

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| 1 st offense | Up to expulsion with no credit, additional penalties as determined by administration |
|-------------------------|--|

DEFINITIONS OF RELATED DISCIPLINARY TERMINOLOGY

Suspension:

An administrative act that prohibits students from attending classes for a set period of time. These are generally of three types:

- In-school suspension removes students from the classroom for a period of time, while requiring students to attend school and complete their work in the CPC office.
- A short-term suspension of less than or equal to ten days cumulative, that is given as a disciplinary action for a violation of a rule or regulation.
- A long-term suspension of more than ten days
- Administrative suspension that prohibits students from attending classes until such time as a recommended action to the district's Superintendent has been reviewed through a disciplinary hearing. In the event the recommended disciplinary action is approved by the Board, the student will be removed from class for the identified time frame. In the event the recommended disciplinary action is not approved by the Board, the absences will not be held against the student.
- A parent/guardian or age of majority student has the right to appeal the disciplinary action decision to the Eaton RESA Board of Education.

Expulsion:

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

A formal act by the Board of Education which prohibits a student from attending class for the balance of the school year or longer. An expelled student does not receive credit for the class.

Due Process:

Due process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

EATON REGIONAL EDUCATION SERVICE AGENCY APPEAL POLICY

It is the philosophy and the policy of the Board of Education of Eaton Regional Education Service Agency that any decision involving or affecting a student in the Career Preparation Center programs operated by this Agency is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To insure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority, and have a signed form on file, have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the Agency before the Board will act on them.
- A request for appeal can be made in writing to the principal of the Career Preparation Center within five school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter and request to appeal must be discussed with each level in the order presented before the appeal can be referred to the Board for action.

| | |
|---------|--|
| Level 1 | Eaton RESA Career Preparation Center Principal |
| Level 2 | Eaton RESA Assistant Superintendent for Career and Technical Education |
| Level 3 | Eaton Regional Education Service Agency Superintendent |
| Level 4 | Eaton Regional Education Service Agency Board of Education |

STATE AND/OR FEDERAL REGULATIONS FOR PARENT/STUDENT NOTIFICATIONS

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Regional Education Service Agency at (517) 543-5500.

DRUG-FREE SCHOOLS

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property or leased property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug, any drug-related paraphernalia, or vaping device at any time on District property or leased property, within the Drug-Free School Zone, or at any District-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, "look-a-like" controlled substances, chemicals which release toxic vapors, marijuana, any prescription or patent drug except for those for which permission to use in school has been granted.

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

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 handbook, up to and including expulsion from school. When required by State Law, the Agency will also notify law enforcement officials.

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

TOBACCO USE

Michigan law and Agency policy now prohibit the use of any tobacco product on property owned or leased by the Agency. Non-compliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

DISTRICT OWNED PROPERTY

Instructional Materials: The Agency will provide, at no cost, all instructional materials needed for students to participate in our various programs. These items remain the property of the Agency and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the Agency for their cost. Holds will be placed on your college account until these fines are paid.

Lockers and Other Storage Areas: Several programs provide lockers/storage for student use; however, the Career Preparation Center reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

HARASSMENT OF STUDENTS

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Regional Education Service Agency Board of Education.

Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the Instructor, the Principal, Student Services Coordinator, or may report it directly to the Human Resource Coordinator of Eaton RESA. 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.

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

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

Bullying

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

Intimidation of others by acts, such as 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

Sexual Harassment

It is the policy of this agency to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this agency shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

DEFINITION - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b) Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- c) Such conduct has the purpose or effect of unreasonable interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

Offenses will be dealt with according to the policy for disciplinary action that defines Harassment within the Student Code of Conduct (see page 21.)

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975

NON-DISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, The Board of Education Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

declares it to be the policy of this Agency to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Agency, or social or economic background, to learn through curriculum provided by the Agency.

Section I

Any person believing that the Eaton Regional Education Service Agency or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the Human Resource Coordinator at the following address:

Eaton Regional Education Service Agency
1790 E. Packard Highway
Charlotte, Michigan 48813
(517) 543-5500

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

EATON RESA BOARD OF EDUCATION

1790 E. Packard Hwy.
Charlotte, MI 48813

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

(517) 543-5500

| | | |
|-----------------|----------------|--------------|
| President | Debbie Roberts | Eaton Rapids |
| Vice President | Denise Dufort | Grand Ledge |
| Treasurer | Jack Temsey | Pottsville |
| Board Secretary | Mark Rushford | Maple Valley |
| Trustee | Max Baxter | Charlotte |
| Superintendent | Cindy Anderson | Eaton RESA |

MAPS AND DIRECTIONS



Lansing Community College West Campus

From I-496:

Turn South on Creyts Road to Mt. Hope
Turn Left on W. Mt. Hope for about 1 mile
Turn Left on Entrance, next to Chapman
Insurance Agency

Programs:

Auto Technology
Computer Security
Criminal Justice
Fire Science
Law Enforcement
Mechanical Engineering & Manufacturing
Mechatronics & Robotics
Welding I
Welding II

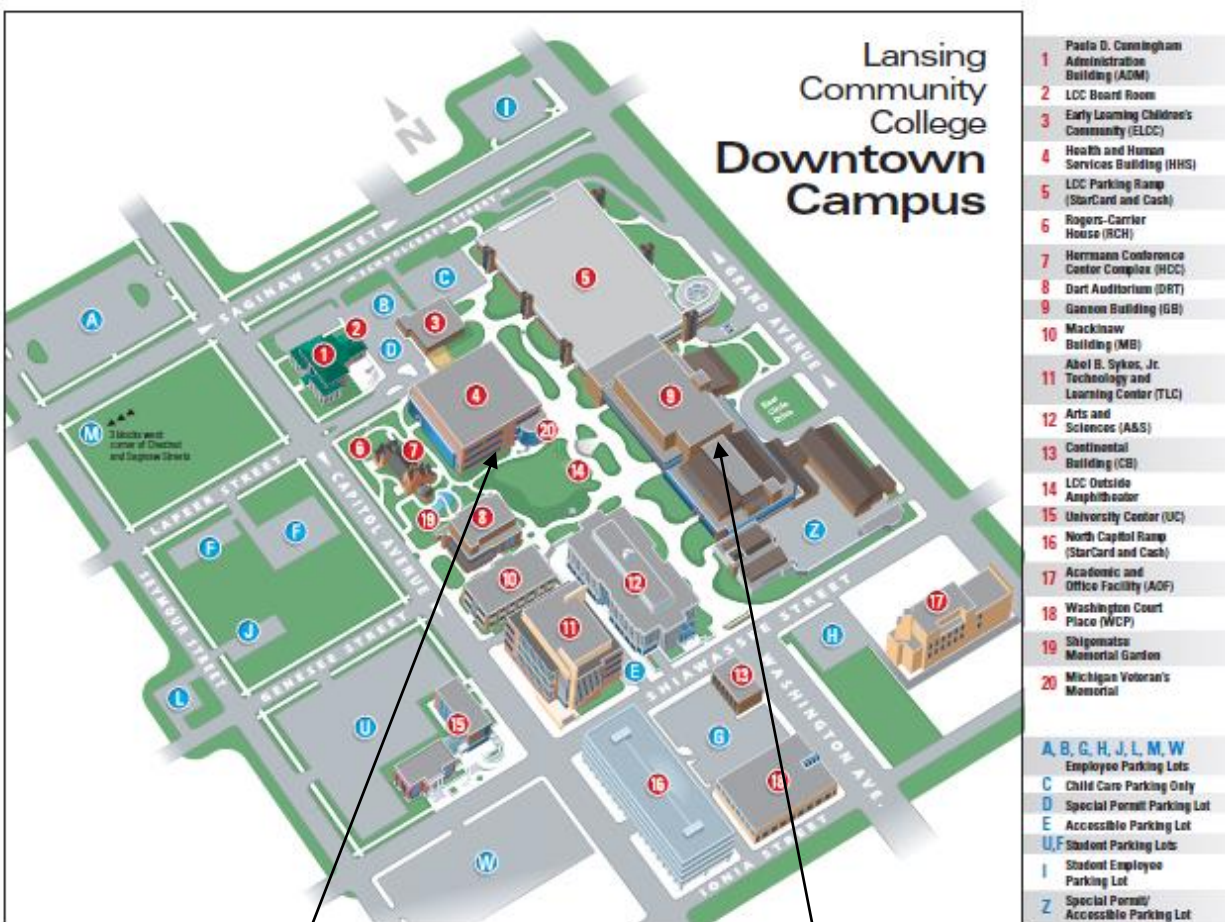
Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.



Potter Park Zoo

1301 S Pennsylvania Ave
Lansing, MI

Program:
Animal Science/Zoo Management



Health and Human Services Building

Programs:
Health Technology I
Health Technology II
Sports Medicine

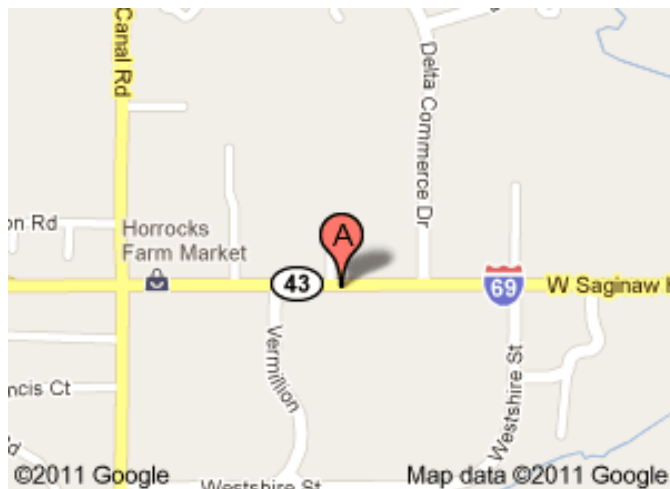
Gannon Building

Program:
Digital Media & Design

Eaton RESA of age, religion (collectively, ensure that Packard Hwy

color, national origin, military status, and activities, including not a barrier to adm regarding the nondiscrim

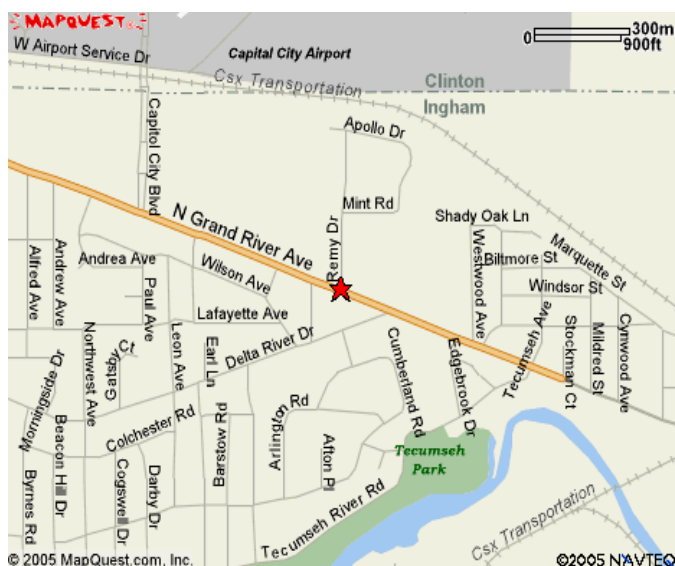
gender identity) disability, legally protected category, arrangements can be made to tors are located at 1790 E. telephone (517) 543-5500.



Michigan Farm Bureau Insurance

7373 West Saginaw Highway
Lansing, MI 48917-1124

Program:
Insurance and Risk Management



AIS Construction

3600 N. Grand River Avenue
Lansing, MI 48906

Programs:
Heavy Equipment Operator/Construction
Heavy Equipment Repair



sex, (including sexual orientation and transgender identity) disability, ancestry, genetic information, or any other legally protected category, collectively, "Protected classes"; in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

Davenport University

200 South Grand Avenue
Lansing, MI 48933

Program:

Business Academy
Game Design & Programming Academy

2020-2021 Eaton RESA CTE student c

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| August 2020 | | | | |
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| November 2020 | | | | |
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| 9 | 10 | 11 | 12 | 13 MP2 |
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| 30 | | | | |
| December 2020 | | | | |
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| January 2021 | | | | |
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Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.