



Newaygo County Regional Educational Service Agency

**Career-Tech Center**

**2009-10**

**STUDENT HANDBOOK**





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## ***Welcome Letter to Students***

*It is my pleasure to welcome you to the NCCTC. You have chosen the opportunity to gain valuable training in one of many technical areas that are at your fingertips here in Newaygo County.*

*We are committed to training and to making available the highest quality education possible. Our staff is experienced in their trade and have full teaching certification from the State of Michigan. Our goal is simply put: **To give our students the opportunity and skills to find quality gainful employment in their chosen field.***

*As you progress in your educational quest we offer assistance in any area that you may need in attaining the career goals that you have set for yourself. It is important to note that your educational choice to attend the NCCTC is exactly that, **a choice**. In your lifetime you will be bombarded with choices that will determine your direction from your internal compass. We hope that we can help you point that compass in the right direction.*

*Sincerely,*

A handwritten signature in black ink that reads "Kirk P. Wyers Jr." The signature is written in a cursive style with a large, stylized 'K' and 'W'.

*Kirk P. Wyers, Jr.  
Director of Career and Technical Education*

## History

The Newaygo County Career-Tech Center was founded in 1972 by the Newaygo County Intermediate School District. The 2009-10 school year marks 38 years of service to 11<sup>th</sup> and 12<sup>th</sup> grade students in the Newaygo County service area.

The Center currently serves students from 8 different high schools, which include:

### In County

Fremont

Grant

Hesperia

Newaygo

Providence Christian

White Cloud

### Surrounding Areas

Shelby

Tri-County

## **Program Operations**

The program you are enrolled in and all other programs at the Newaygo County Career-Tech Center are designed to give students job entry level preparation and/or advanced placement into post-secondary institutions and apprenticeships.

Program instructors are experienced in the trade they are teaching and also have full teaching certification from the State of Michigan's Department of Education.

Your future career begins here. From the training you receive, you can advance to an infinite number of employment avenues. As you accomplish each job area, your employment options will grow. Also, with training and experience you can progress to business ownership, sales, or consulting careers.

Now is the time to set your goals and begin the process. Take this training seriously and it will return many rewards in the future.

## **Student Evaluations**

The Career-Tech Center is committed to providing well-designed, professionally delivered, and relevant course material. In turn, we expect interested and hard working students. The grade is a tool used to communicate to students, employers, and parents how well the student is progressing toward their employment goal. A parent contact will be made to communicate any problems or concerns regarding student progress. The recommendation you receive from your instructor will be very valuable when entering the job market.

Employers and post-secondary institutions are looking for individuals with:

1. Proven records of attendance and dependability
2. Good attitudes
3. Demonstrated skill and knowledge



# **Homework**

## **Definition**

Homework is defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom.

## **Philosophy**

The Board of Education acknowledges the importance of current research in developing and implementing homework policies and guidelines that will maximize the effectiveness of homework as a strategy for improving student success.

## **Grading Scale**

Homework grading scale will be a sliding scale as follows:

- 1 day late = 90% value
- 2 days late = 80% value
- 3 days late = 70% value
- 4 days late = 60% value, etc.

## **Student Responsibility**

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

1. have a system for recording homework assignments on a daily basis;
2. have a clear understanding of the homework assignments before leaving school;
3. have the books and materials necessary to complete the assigned homework;
4. allocate an appropriate amount of time daily for the completion of homework;
5. turn in homework assignments when requested.

## Student Services Center

The Student Services Center is designed to provide support services for students who attend the Career-Tech Center. Career planning, scholarship assistance, work-based learning programs and placement assistance are available to students who seek those services.

A Career Development Specialist is available to assist with career planning and post high school opportunities as they relate to Career-Tech Center programs.

## Safety

A primary concern in all program areas is student safety. The Newaygo County Career-Tech Center will not allow unsafe working conditions.

Students are expected to observe all safety rules and to wear safety apparel when required. Appropriate shoes, eye protection, and ear protection must be worn in all areas.

Personal and laboratory cleanliness as well as good care of equipment will prevent accidents.

**In addition, pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.**

Horseplay is a safety hazard and will not be tolerated. To keep accidents to a minimum, it is essential that all students follow the safety program outlined by your instructor. If you should be involved in an accident, report it immediately to your instructor so it can be recorded and proper attention can be given. **PLEASE OBSERVE ALL SAFETY RULES.**

A student's consistent failure to follow safety rules will result in a "recommendation for a dismissal" hearing. This is intended to protect both the student and his/her classmates.

## **Center Policies**

The Newaygo County Career-Tech Center functions as an extension of the sending high schools. School rules, policies and enforcement including expulsion, in effect at the sending school will also apply at the Center.

Where there are unique concerns for safety, dress, and workplace expectations, the Career-Tech Center will have specific rules and policies. They may exceed those of the local school. Following is a summary of student conduct expectations.

**Visitors:** Past graduates, parents, members of the community, advisors, and representatives of business and industry are all encouraged to visit the Newaygo County Career-Tech Center.

In order to make visits informative and to maintain security in the building, we do require all visitors to register at the front desk.

**Dress for Success:** In developing appropriate habits of dress and grooming, it is necessary that our “dress” policy reflect that of business and industry. Uniforms will be required in many laboratories.

No hats or sunglasses are to be worn in the classroom. Clothing that advertises or promotes controlled substances, that exhibits sexually-oriented statements, or that might contribute to disorder in the classroom, is not allowed. All students attending the Center are expected to display proper respect for the building, students and faculty.

**Attendance:** Regular attendance and being on time are very important. Students should be prepared to begin work prior to class start-up times. You are expected to be in attendance whenever the class is in session. Center policy does not allow students to be dismissed from class or leave class early for the purpose of attending assemblies or programs at the local high school without prior approval by the Center administration and the local high school principal.

**Lockers:** Each student will be assigned a locker by his/her instructor which is to be used for clothing and instructional materials. Care and cleanliness of the locker will be the students' responsibility.

To maintain order and discipline at the Newaygo County Career-Tech Center and to protect the safety and welfare of students and school personnel, school authorities hold the right to search students' personal belongings, locker, or vehicle where there is reasonable suspicion that a student possesses stolen property, fire hazards, explosive devices, alcohol, drugs, weapons, etc. The school has a responsibility to protect its students, even at the expense of any one student. Full cooperation with law enforcement authorities shall be given under the following conditions:

1. All warrants shall be honored, but school staff shall accompany and assist the officers.
2. Upon request from authorities, the administration will search a locker in the presence of a police officer but shall also protect the rights of the students as prescribed in the dictum "in loco parentis".

**Program Changes:** If you find your program selection does not meet with your needs and you are interested in pursuing another selection at the Center, contact our Assistant Director. The possibility of program change is limited, but every effort will be made to meet your needs.

**Change of Address/Telephone:** If your address or telephone number has changed since the time you registered for the Center, or if it changes any time during the year, please notify the Student Records Secretary in the main office.

**Radios or Recorders:** The possession of pagers, radios, CD players, or recorders in the building for personal use is not permissible.

**Cellular Telephones:** A student may have a cellular telephone in his or her possession on school premises. A cellular telephone may not be used in any manner in a school building or on property being used for instruction during the school day. During all times when its use is not permitted, a cellular telephone's power, including its ring and vibrate functions, must be completely turned off, telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur. Classroom teachers may, in their discretion, prohibit the possession of cellular telephones in their classrooms in particular circumstances, such as during examinations, demonstrations, presentations, or laboratory situations.

**Personal Digital Assistants:** A student may possess and use a personal digital assistant on school premises. To the extent they can be used as cellular telephones or communication devices, personal digital assistants are subject to the rules governing cellular telephones. Classroom teachers may, in their discretion, prohibit the use and possession of personal digital assistants in their classrooms in particular circumstances, such as during examinations, demonstrations, presentations, or laboratory experiences.

**Other Personal Communications Devices:** A student may not possess on school premises during the school day any other electronic paging device, any audio / visual recording device, or communication device (i.e., other than a cellular telephone or a personal digital assistant as described above) without the express written permission of a school administrator following a parent written request.

**Use and Care of the Building:** Please help us keep our building clean and in good condition. The Student Commons has been specifically designed for your use. It is your responsibility to see that it is kept clean and orderly. All food and beverages are to be consumed in the Commons. Please pick-up all trash, papers and cans and dispose of them as you leave the Student Commons. There are to be no food items or beverages in the hallways, laboratories, or classrooms.

**Leaving the Building:** Students who are leaving the building must have parent and high school approval before signing out at the Center office. If you have an appointment or some other valid reason to leave, obtain a “pass” from your home school first, permission from your instructor second, and sign out in the main office prior to your appointment.

**Administration of Medication:** An employee shall not give medication, such as Aspirin, Bufferin, Anacin, etc., to pupils without the written personal consent of their parents and prior knowledge and approval of the building administrator.

Many pupils have health conditions which make it dangerous for them to take varied types of medication, and providing such to the pupil could be dangerous. The employee could be assuming liability.

*If there is a condition that requires the Office to dispense medication to a student, there must be written consent from a doctor and parent/guardian. The Office will dispense medications appropriately.*

**Tobacco-Alcohol-Drugs:** The possession or use of tobacco, alcohol, and drugs by students on school property is prohibited regardless of age. Students who possess such substances or are under the influence of alcohol or drugs will not be permitted into class and will be referred for legal action. “Look-alike” drugs and alcohol will be treated the same as the real thing.

**Internet Statement:** Students will be permitted to have Internet access at the Center when supervised by their instructor as part of a planned educational activity. All students and parents must complete a student consent form and abide by the rules and guidelines established.

**Theft and/or Destruction of Property:** If a student is caught stealing or destroying school or personal property, the following may result:

1. Personally repair the damage
2. Pay for the damage
3. Suspension/Expulsion
4. Parent and school notification
5. Return of the missing items
6. Legal action

Care of personal property is the responsibility of each student. Be sure your locker is locked at all times.

**Weapons:** Weapons of any kind are not allowed on school property including in cars, lockers, on persons or accessible to students in any way.

**Sexual Harassment:** Sexual harassment is undesired sexual attention. This can be verbal, written or a computer image. The offender can be another student, a staff member, or any other person in a position to intimidate you. If you feel you might have been subject to sexual harassment, report it to any staff member with whom you feel comfortable discussing it. The Newaygo County Career-Tech Center will investigate all reports of sexual harassment.

**Harassment / Slurs:** The Newaygo County Intermediate School District recognizes that regardless of intent racial, ethnic, sexual and other harassing slurs have the capacity of substantially harming both individuals toward whom the slurs are addressed and the educational community as a whole. Slurs are defined as derogatory remarks, words, phrases, pictures or gestures referencing or directed toward any individual or group(s). Such actions among members of the same group are also considered slurs. Students who make racial, ethnic, sexual or other harassing slurs shall be subject to disciplinary action and may be subject to criminal charges. Students should report all incidences of intimidation or harassment to an administrator and file a complaint.

**Student Driving:** Driving to and from the Newaygo County Career-Tech Center is a decision that is made by the local high school principal and is at the discretion of the Center Administration. If necessary, for a reason such as constant tardiness, reckless or careless driving, the local school will be notified and the student will be required to ride the bus rather than drive their car. Cars and personal property are subject to search by school authorities where there is reasonable suspicion that rules or laws are in violation. Students are to park in the large parking lot in front of the Center. In order to enhance your educational opportunities at the Newaygo County Career-Tech Center, students will enter the building upon arrival. Loitering in the parking lot will not be permitted.

**Fire Drills:** The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated without fail, in a calm, organized manner when the alarm sounds. If the alarm is sounded when you are not in the classroom, you must use the nearest exit and join your class. Specific information about procedures to be followed will be given by your instructor. The fire alarm is a loud *intermittent buzzing alarm with strobes flashing.*

**Tornado Information (Severe Weather):** In the event of a tornado warning, all instructors will have students move to the assigned area in the main hallways. Students must stand two or three deep facing the permanent interior wall. Stay away from windows. Specific information about procedures to be followed will be given by your instructor. The tornado warning alarm is *preceded by a voice announcement followed by an intermittent bell.*

**Student Activities:** All student rules and school policies apply whenever a student is involved in any Center activity including but not limited to student clubs, field trips, fund raising events, etc.

**Doctors' Excuses and Medical Appointments:** Local school principals must approve any appointments to leave the Center early before permission will be granted to the student. The pass from the local high school must then be presented to the Newaygo County Career-Tech Center instructor for approval, preferably one day in advance, and finally the student must sign out in the Newaygo County Career-Tech Center Office before leaving school on the day of the appointment.

**Parent Contacts:** Establishing good communications among the Center instructors, students and parents is essential. Time will be made available for parent conferences as determined by the instructor/administrator or at the request of parents.

**Student Grievance:** If a student feels their rights have been violated, they may request a hearing with the grievance officer. Such requests must be made at the front desk in the main office, and they will be referred to the Center Director.

**Notice:** All State of Michigan school laws supersede this handbook and will be enforced as legislated. All students should familiarize themselves with the laws outlined on the following pages.

### **State of Michigan School Laws**

Following is a selection of State of Michigan School Laws that pertain to public school students. This is not intended to be a complete list. It is provided for your information.

**Alcohol:** It is a violation of Michigan law for a person under age 21 to purchase, consume or possess alcoholic liquor. MCLL 436.33b. In addition, the Michigan Constitution states:

“A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption. An alcoholic beverage is any beverage containing one-half of one percent or more alcohol by volume.” Const. 1963, Art. 4, 40.

**Alcohol Look-Alikes:** Malt beverages labeled as ‘non-alcoholic’ (including but not limited to Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

**Arson:** Section 1311(2) of the Revised School Code mandates permanent expulsion for a student who “commits *arson* in the school building or on the school grounds ....” This Revised School Code section defines “*arson*” as meaning “a felony violation of Chapter X of the Michigan Penal Code.” MCL 750.71-750.80. Under limited circumstances the school board may reinstate the student, pursuant to MCL.1311(5).

**False Alarms:** “Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of a misdemeanor and punished by imprisonment for not more than one year and may be fined not more than \$500:

- ( a ) Raise a false alarm of fire at any gathering or in any public place;
- ( b ) Ring any bell or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm of fire;
- ( c ) Raise a false alarm of fire orally, by telephone or in person.” MCL 750.240

**Illicit Substances:** Suspension or expulsion for the use or possession of alcohol or drugs on school premises is a reasonable exercise of the Board of Education's authority. Birdsey v. Grand Blanc Schools, 130 Mich App 718 (1983).

**Paraphernalia:** Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances as defined above. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

**Physical Assault - Student to Student:** Section 1310 of the School Code extends the mandatory expulsion provision to physical assaults by a student upon another student which occur on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault against another student, and the assault is reported to the administration, the student could face expulsion for *up to 180 school days*.

**Physical Assault - Student to Adult:** Revised School Code Section 1311A adds the category of physical assaults upon school employees, volunteers, or contractors to the misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, CSC, and

arson, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines "physical assault" as "intentionally causing or attempting to cause physical harm to another through force or violence."

**Verbal Assault:** Section 1311A(2) also mandates expulsion for *up to 180 school days* of any student in grade 6 or above who commits a "verbal assault" against a school employee, volunteer, or contractor. This School Code provision states that bomb threats and "similar threats directed at a school building, other school property, or a school-related event" are considered a "verbal assault."

**Tobacco:** On August 3, 1994, Governor Engler signed Senate Bill No. 459, which amended the Public Health Code to prohibit tobacco use in all buildings owned by public schools. The legislation also restricts tobacco use on school property. Persons may not use tobacco on school property before 6:00 p.m. on regularly scheduled school days. Violators will be subject to a criminal misdemeanor penalty, punishable by a fine of not more than \$50. This legislation affects **all persons** – students, employees, and visitors. MCL 750.473.

In addition, Act No. 314 of 1988 ("Youth Tobacco Act") makes it unlawful for persons under 18 to possess, buy, or use any type of tobacco product. MCL 722.641.

Section 1 of the Act prohibits the sale or furnishing of a tobacco product to any person under age 18 and provides penalties for violation of that prohibition.

Section 2 prohibits the public possession of any tobacco product by a person under 18 years of age and prescribes the penalties for such violation.

The school district's authority to prohibit students from possessing or using tobacco products also derives from Section 1170 of the Revised School Code, which requires school districts to provide instruction regarding "the abusive use of tobacco." MCL 380.1170. Even though it is not a violation of the Youth Tobacco Act for 18-year-olds to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students. Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age.

**Vandalism/Destruction Of Property:** A school district: "May recover damages in an amount not to exceed \$2,500 in a civil action case in a court of competent jurisdiction against the parents or parent of an unemancipated minor, living with his or her parents or parent, who has maliciously or willfully destroyed real, personal, or mixed property which belongs to . . . school district . . . or who has maliciously or willfully caused bodily harm or injury to a person." MCL 600.2913.

**Weapons:** A. Revised School Code 1311(2)-Mandatory Expulsion for Dangerous Weapons.

1. “If a pupil possesses a weapon in a weapon-free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently. . . .”

## **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, it is the policy of the Newaygo County Regional Educational Service Agency that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Students should report all incidences of discrimination and file a written complaint with the Career-Tech Center Office. Any questions concerning discrimination should be directed to:

Dr. Lori Tubbergen Clark, Superintendent  
Newaygo County Regional Educational Service Agency  
4747 West 48<sup>th</sup> Street  
Fremont, MI 49412  
(231) 924-0381

# Student Handbook Agreement and Signatures

I, \_\_\_\_\_ (Print Student Name), have read and fully understand the policies and guidelines stated in this handbook.

If I should violate any of the Career-Tech Center's policies and/or Michigan State Laws, I understand I will be subject to the disciplinary action as stated in this handbook.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature



# Notes

Important Phone Numbers:

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Newaygo County Career-Tech Center  
4645 W. Career Pathway  
Fremont, Michigan 49412  
(231) 924-0380