



Newaygo County Regional Educational Service Agency

**Career-Tech Center**

**2020-21**

**STUDENT HANDBOOK**





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## Welcome Students!

It is with great pleasure that I welcome you to the 2020-21 school year at your Newaygo County Career-Tech Center (NCCTC). This year you will join over 600 students to gain valuable training in one of many technical areas that are at your fingertips here in Newaygo County.

We are committed to providing and making available the highest quality education and training possible. Our staff is experienced in their individual trades and have full teaching certification from the State of Michigan. We also offer our students the opportunity to attain academic credit towards the Michigan high school graduation requirements as well as articulated, direct and dual enrollment college credit throughout our programs. Personal management and employability skills are considered the “Soft Skills” that influence academic and career success. These skills include showing up on time and prepared every day for class, communicating effectively, and taking responsibility for one’s actions. 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 education program, I encourage you to take advantage of all the opportunities provided to you at NCCTC. Take active part in field trips, ask questions, get involved in your class, and don’t forget to share your experience with others.

Thank you for choosing NCCTC. We look forward to a great school year.

Sincerely,

Mrs. Gretchen Spedowske  
Director of Career & Employability Services

# **HISTORY**

The Newaygo County Career-Tech Center was founded in 1972 by the Newaygo County Intermediate School District. In 2004, the agency's name was officially changed to the Newaygo County Regional Educational Service Agency.

The 2020-21 school year marks 49 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 nine different high schools, which include:

<u>In County</u>	<u>Surrounding Areas</u>
Fremont	Shelby
Grant	Tri-County
Hesperia	Kent City
Newaygo	Cedar Springs
White Cloud	Holton

## **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 have or are in the process of obtaining 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

Therefore, the student evaluation will attempt to present a fair and consistent approach to evaluating all these areas. Note: programs using evidenced-based reporting (EBR) will send home a program specific document with details on how students will be evaluated within their program. All other programs will follow:

**1) WORK ATTITUDE  
30% of your grade**

The work attitude section of the evaluation is worth 30% and is evaluated on a student's **Professionalism, Attitude, Integrity, and Dependability**. The indicator of a good work ethic and dependable individual will be discussed and evaluated by your instructor.

**2) PROJECTS  
40% of your grade**

Students will be evaluated on objectives and tasks completed. This includes jobs, units, modules, machine operation, or other experiences as determined by the instructor.

**3) TESTS AND QUIZZES  
30% of your grade**

This includes all testing which may be written, oral, or performance based.

**GRADING SCALE**

93.01	=	A
90.00	=	A-
87.00	=	B+
83.01	=	B
80.00	=	B-
77.00	=	C+
73.01	=	C
70.00	=	C-
67.00	=	D+
63.01	=	D
60.00	=	D-
0.00	=	F

**EMPLOYABILITY SKILLS & WORK ATTITUDE INDICATORS (P.A.I.D.)**

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21<sup>st</sup> Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct. *Adopted September 12, 2006, by Michigan State Board of Education.*

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing behavioral supports and social culture that is needed for all students in a school to achieve social, emotional, and academic success.

The Newaygo County Career-Tech Center has embedded PBIS systems through our Employability expectations: **Professionalism, Attitude, Integrity, and Dependability (P.A.I.D.)**

# Employability Matrix and P.A.I.D Expectations for the Career-Tech Center



## Newaygo County Career-Tech Center's Employability Matrix

P.A.I.D.	Learning Areas	Common Areas	Restroom	Retail	Office	Arrival / Departure
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>Follow policies and safety rules</li> <li>Come prepared to learn</li> <li>Demonstrate leadership</li> <li>Be a team player</li> <li>Communicate professionally</li> <li>Appropriate dress and hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Appropriate public displays of affection</li> <li>Communicate professionally</li> <li>Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Flush</li> <li>Wash hands for a minimum of 20 seconds with soap and water.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate professionally</li> </ul>	<ul style="list-style-type: none"> <li>Communicate professionally</li> <li>Use Professional Courtesy</li> </ul>	<ul style="list-style-type: none"> <li>Store electronic devices in locker upon arrival</li> <li>Communicate professionally</li> <li>Travel in designated areas and maintain social distancing</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>Show pride in your work</li> <li>Demonstrate respect for others and property</li> <li>Welcome differences</li> </ul>	<ul style="list-style-type: none"> <li>Respect others and school property</li> <li>Welcome differences</li> </ul>	<ul style="list-style-type: none"> <li>Honor privacy</li> <li>Demonstrate respect for others and property</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Demonstrate respect for others and property and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Be patient</li> <li>Accept and follow directions</li> <li>Respect people, property, and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and depart quietly through all common areas</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>Be accountable for your actions</li> <li>Be honest</li> <li>Be accountable for absences</li> <li>Keep learning area clean and disinfected</li> </ul>	<ul style="list-style-type: none"> <li>Keep common areas clean, do your part and then some</li> </ul>	<ul style="list-style-type: none"> <li>Report concerns</li> <li>Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Pay for your items</li> </ul>	<ul style="list-style-type: none"> <li>Wait quietly</li> <li>Notify office personnel of your need</li> </ul>	<ul style="list-style-type: none"> <li>Sign in/out at office if late or departing early</li> <li>Park in main entrance (south side) approved areas only</li> </ul>
<b>Dependability</b>	<ul style="list-style-type: none"> <li>Attend and be on time</li> <li>Manage time wisely</li> <li>Follow through - do what you say you will</li> <li>Meet assigned deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Manage time wisely</li> <li>Move through the building appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Manage time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Bring pass</li> <li>Manage time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to and from the office</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and depart on time</li> <li>Follow all safe traffic driving expectations</li> </ul>

# **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. (Ref. Administrative Regulation 8420) All jewelry/accessories need to be stored in the student's locker for the duration of the class.**

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 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. If a student is suspended at their home school the student is suspended from the Career-Tech 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. Discipline is recorded by the local school and is part of each student's behavioral record. Following is a summary of student conduct expectations.

### **Visitors:**

Past graduates, parents, members of the community, advisors, and representatives of business and industry are encouraged to visit the Newaygo County Career-Tech Center. To make visits informative and to maintain security in the building, **we do require all visitors to register at the front desk.**

- Any visits during instructional time, need to be planned at least 48 hours in advance with instructors. Instructors will notify the main office prior to the visit of your purpose and time of your visit and how it will enhance student learning.
- Unplanned visits will be given instructors' contact information and their non-instructional availability.
- All other visits will need to take place during non-instructional time:
  - 8:00 to 8:30 a.m., 11 to 11:30 a.m., or 2:45 to 3:15 p.m.

### **Dress for Success:**

While teaching students a skilled trade is the educational focus in NC RESA programs, it is also important for students to learn employability standards, in other words, how to "dress for success". While many positions might not require a "suit and tie" on a daily basis (i.e., welding, mechanics, chefs, cosmetologists, etc.), most companies still expect candidates to dress in professional business attire in the recruitment and interview process. As with the prohibited attire listed below, piercings (other than the ears), dog collars, etc., should be removed and tattoos must be covered. (Ref. Administrative Regulation 8240)

#### **The following shall be prohibited attire at the NC RESA programs:**

- Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendos, sexual innuendos or sexually explicit or poor conduct, is strictly prohibited. Clothing or any attire with inappropriate words, phrases, or graphics will not be allowed. Undergarments should not be visible at any time.
- Body art, such as tattoos, may not be visible.
- No hats or sunglasses are to be worn in the classroom.

### **Attendance:**

Attendance/Truancy Policy: Truancy is when a student has missed 10 days of school during the school year or has had a continuation of a school attendance problem from past years. Two or more periods of the day is a significant part of the school day for student attendance purposes will be counted as an absence.

- A. (4) Days Absent and absences not valid\*: Attendance letter mailed home.
- B. (8) Days Absent and absences not valid\*: Truancy Letter mailed home and meeting with parent(s) or guardian(s) scheduled.
- C. (10) Days absent and absences not valid\*: Referral made to the Newaygo County Truancy Program and NC RESA Truant Officer to begin formal investigation.
- D. If absences continue and are not valid\*: Case sent to Prosecutor for review, court date scheduled for Truancy Diversion Program or Traditional Juvenile Justice Proceedings.
- E. \*Valid Absences are: (and are not included in credit determination)
  - a. School Related Absences
  - b. In-School Suspensions
  - c. Out of School Suspensions
  - d. Absences due to a death in the immediate family
  - e. Documented Court Appearances
  - f. Documented Medical Appointments
  - g. Parent request pre-approved by administration
- F. Attendance Policy for **CREDIT** at the Newaygo County Career-Tech Center:
  - a. Students must be in attendance the first 30 minutes in order to be considered present for class.
  - b. Students will be allowed (5) non-valid absences in their program during a semester. Parents/Guardians will be notified after (2) non-valid absences, by an instructor's phone call. An attendance deficiency will be mailed home after (4) non-valid absences.
  - c. On the (5) non-valid absence, student will be required to achieve at least an 75% on the final exam or proficiency/performance project to earn credit.
  - d. If credit is not earned (less than 73.01%) first semester, student will not continue in second semester and will return to their sending school.
  - e. If credit is not earned (less than 73.01%) second semester, student will not continue as a second-year student in their current program.

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the administrator to be late to class. Each such permit will expire on Friday at 4 p.m. each week and must be renewed at the beginning of school each Monday morning. Students with injuries must present a physician's statement prohibiting activity to the administrator at the time the student re-enter school after sustaining his/her injury.

**Second Year Application Process:**

All students wishing to return to the Career-Tech Center for a second year will complete an application, **independent of the program they wish to attend**. All students will complete a letter of intent as part of their classroom assignment and interested students will submit their letters in mid-February along with an application that requires counselor and current Career-Tech Center's instructor's signature.

- A. Applications will be reviewed for the following:
  - a. Attendance meets employability expectations: less than (5) non-valid absences for first semester and less than (8) non-valid absences by the time of application deadline.
  - b. Consistently meeting the P.A.I.D. expectations, explained on page 3.
  - c. On-track to be a completer or concentrator in the Career-Tech Center's program.
- B. Students who submit a completed application with signatures and meet the 3 evaluation criteria will receive an **Admitted Pending Final Results of Second Semester**.
- C. Students who do not meet the criteria above will be assigned an interview to review their application and to ensure their program selection is an appropriate selection.

**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.

### **Changing Program:**

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 Principal. 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.

### **Student Records/Data Management:**

NC RESA provides database software, information processing equipment, networks, and support materials to best use computer technology in support of Agency administrative functions. A student database shall be maintained which contains student administrative and instructional information. School student records are confidential and information from them shall not be released except as provided by law (under the Freedom of Education Rights and Privacy Act, FERPA). The information contained in student records shall be kept current, accurate, clear, and relevant.

(Ref. Board Policy 4500, 8940)

### **Cheating Policy:**

Fraudulently using (in writing) the name of another person, falsifying times, dates, addresses, grades or other data used by the school, and/or cheating on tests, quizzes, exams, projects or other assignments, and/or plagiarism will result in completing an alternative assessment/assignment when available, along with a warning, loss of credit, suspension, or removal from the program.

### **Radios or Recorders:**

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

### **Cellular Telephones / Personal Digital Assistants:**

A student may have a cellular telephone or other personal digital devices in his or her locker on school premises. A cellular telephone device may not be used in any manner in the 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. If a student needs to be contacted at the Career-Tech Center, **please call 231-924-0380**, as many of our programs have multiple spaces in which our students work.

While many cell phone and/or Personal Digital Assistants (PDA) have the capability to capture photographs, using this feature of the cell phone and/or communications device during the school day, on school grounds, or at school-sponsored events is prohibited if the photograph is derogatory in nature.

Violations of personal technology expectations:

1. Instructor will collect, and student will pick up from teacher at the end of their session
2. Instructor will collect, and student will pick up from the main office and an Employability Deficiency will be mailed home noting a parent pick up will be required at the next offense.
3. Instructor will collect, and a parent/guardian will be required to pick up the device.
4. Instructor will collect, and a parent/guardian will be required to pick up and an intervention plan will be developed.

### **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 guardian's and high school approval before signing out at the Career-Tech Center's office. If you have an appointment or some other valid reason to leave, obtain a "pass" from your sending school first, permission from your instructor second, and sign out in the main office prior to your appointment.

### **Inappropriate Displays of Affection:**

There is an appropriate time and place for the expression of affection between students. The school setting and at school sponsored activities is not the venue for this activity. Students are always reminded to think of the Career-Tech Center as a place of employment and to follow our P.A.I.D. expectations and display professionalism.

### **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-Steroids-Vaping:**

The possession or use of tobacco products, electronic cigarettes, tobacco-related devices, alcohol, drugs, vaping/alternative nicotine products, or mind-altering chemical agents by students on school property is prohibited regardless of age. **All NC RESA campuses are tobacco-free.** Students who distribute/possess such substances or are under the influence of such substances will not be permitted into class and may be subject to disciplinary action including civil infraction tickets (fines/legal action), suspensions, and required educational coursework. "Look-alike" drugs and alcohol will be treated the same as the real thing.

The term "*tobacco product*" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include, but are not limited to, cigarettes, cigars, little cigars, dry snuff, moist snuff/chewing tobacco, snus, dissolvables, hookah, and blunt wraps.

The term "*electronic cigarette*" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

The term "*tobacco-related devices*" means ashtrays, cigarette papers or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.

Students who possess, attempt to possess, use, or distribute alcohol, inhalants, steroids, vaping products, alternative nicotine products, mind-altering chemical agents, and/or illicit drugs unlawfully on school premises or at a school-activity or event will be subject to discipline up to and including expulsion and referral to the police

for prosecution, in accordance with the Agency's "Student Code of Conduct" and Section 722.642 of Public Act 18 of 2019, which includes fines and misdemeanor consequences. Students may also be required to complete an appropriate rehabilitation program successfully.

**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. (Board Policy and AR 5225)

**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 always locked.

**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 having discussion. The Newaygo County Career-Tech Center will investigate all reports of sexual harassment.

**Harassment/Slurs:**

The Newaygo County Regional Educational Service Agency 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.

**Bullying:**

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

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

\*Hazing is a crime in the State of Michigan and will not be tolerated by NC RESA. NC RESA will comply, in all ways, with Michigan law regarding any hazing events. Students engaging in hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State law.

**Cyber Bullying:**

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form, which disrupts or prevents a safe and positive educational or working environment, may also be considered cyber bullying. Students and staff shall refrain from using personal communication devices or district property to harass, annoy, intimidate, or stalk another individual.

**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.

Students are to park in the large parking lot in front of the Center. 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.

\*Students who are observed driving recklessly on or near school property will be reported to an administrator. The administrator will warn the driver involved in the incident at the first opportunity thereafter and a written notice will be mailed to the parent(s)/guardian(s) of the driver. After a second warning, the student will be reported to the local civil authorities. Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

**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. Students must follow the Dress for Success expectations found on page 4.

**Gifts:**

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

**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 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. See Parent/Guardian Involvement Plan.

### **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 then be referred to the Center Director.

### **Instructional Program Prohibitions:**

A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the Agency receives prior consent from a student over eighteen (18) years of age, or prior written consent from a parent/guardian of a student less than eighteen (18) years of age.

### **Inspection by Parent(s)/Guardian(s) of Instructional Material:**

Parent(s)/Guardian(s) shall be permitted to inspect all instructional materials used by the Agency in evaluating, surveying, or analyzing students in furtherance of an instructional program.

### **Volunteers:**

The purposes of the school or program volunteer program are:

1. To increase the educational attainment of students.
2. To provide enrichment experiences beyond those that the school or program can provide.
3. To provide more effective utilization of teacher time and skills.
4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the Agency.

(*Ref. to Board Policy 9230 and Administrative Regulation 9230 for details on our General Principles and requirements for being a volunteer.*)

### **Acceptable Religious Speech and Actions:**

Students may be excused from participating in practices that are contrary to their religious beliefs (i.e., pledge of allegiance, etc.), unless there are clear issues and overriding concerns that would prevent it. However, such students shall not cause a disturbance or interfere with the participation of others.

## **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. 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.

### **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 \$1,000:

- 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, vaping products 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 Products On/In Agency Premises:**

Effective September 1, 2010, tobacco products shall not be used by any person in Agency buildings or on Agency property at any time. (Board Policy 9300)

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:**

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

1. “If a pupil possesses a weapon in a weapons-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. . .”

**Seclusion and Restraint:**

In 2006, the Michigan Department of Education, State Board of Education adopted “Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint.” In December 2016, the State of Michigan adopted new laws restricting the use of seclusion and restraint in schools. MCL 380.1307 now states: It is the intent of the legislature that sections 1307 to 1307h [MCL 380.1307 to 380.1307h] shall provide for a uniform policy regarding the use of seclusion and restraint in the public schools that accomplishes the following objectives:

- Promotes the care, safety, welfare, and security of the school community and the dignity of each pupil.
- Encourages the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensures that seclusion and physical restraint are used only as a last resort in an emergency and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.
- Clearly defines the terms “seclusion,” “restraint,” “emergency seclusion,” and “emergency physical restraint,” and clearly states the procedures for the use of emergency seclusion and emergency physical restraint.

For more detailed information about Newaygo County RESA’s board policy pertaining to seclusion, please refer to the following resources:

Seclusion and restraint guidance from the Michigan Department of Education can be found by following this link: [http://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint\\_247533\\_7.pdf](http://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint_247533_7.pdf)

## **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, gender, age, height, weight, marital status or other trait or characteristic protected by federal or state employment discrimination statutes 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

## **SEXUAL HARASSMENT**

“Sexual Harassment” is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Agency conditioning the provision of an aid, benefit, or service of the Agency on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the Agency's education programs or activities; or
3. Sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 §U.S.C.12291(a)).

The Agency shall not retaliate against a person who reports or opposes sexual harassment. The Agency shall fully comply with Title IX of the Civil Rights Act of 1964 and the accompanying regulations.

The Superintendent shall designate not less than two Title IX Coordinators responsible for coordinating the Agency's compliance with Title IX and its regulations, and for investigating reports of sexual harassment. NC RESA Title IX Coordinator are Corinne Toth, Human Resources Specialist, 231-924-8853 and Lynette Hodges, Director of Intervention & Prevention Services, 231-652-3678.

A student who believes he or she has been or is the victim of sexual harassment should immediately report the situation to a teacher, counselor, social worker, the building principal, the Superintendent, or a Title IX Coordinator. An Agency employee who observes, has knowledge of, or learns that a student has been or is the victim of sexual harassment shall immediately report the situation to the building principal, Superintendent or Title IX Coordinator. Complaints against the building principal should be filed with the Superintendent or Title IX Coordinator. Complaints against the Superintendent should be filed with the Board President or Title IX Coordinator.

Dr. Lori Tubbergen Clark, Superintendent  
*Newaygo County Regional Educational Service Agency*

## **PARENT/GUARDIAN INVOLVEMENT PLAN**

The Newaygo County Regional Educational Service Agency (NC RESA) believes that the education of all students should be a partnership between the school and the parent community. Both the Agency and the parent community play an essential role in the success of all students.

The NC RESA has a parent involvement plan that reflects practices that enhance parent and community involvement and reflect the specific needs of each program within the Agency.

- 1. Communication:** NC RESA programs and parents will communicate regularly and clearly about academic opportunities, school performance, student progress and parent/guardian activities.

### **Communication Activities:**

- Parent-Teacher-Student Conferences/Meetings
- NC RESA Agency, School and Classroom Newsletters
- NC RESA Annual Reports
- E-News (Electronic communications sent from school and Agency staff)
- Agency, Program, and Teacher Websites

- 2. Parenting:** NC RESA and the parent community will work together to support parenting skills and activities that prepare students for school and support ongoing achievement.

### **Parenting Activities:**

- Curriculum/Open House Nights
- Parent Workshops/Evenings
- Parent Orientation Presentations
- Family Activity Nights

- 3. Student Learning:** NC RESA will encourage parents to support the academic achievement of their children.

### **Student Learning Activities:**

- Continuous communication on academic progress

- 4. Volunteerism:** NC RESA will encourage parents and community members to volunteer in schools to support school improvement and student success.

### **Volunteer Activities:**

- Classroom Volunteers
- Local business partners as tutors, job shadows, internships, etc.
- Agency and Program Committees (i.e. Advisory Committees)
- Chaperoning Activities

- 5. School Decision Making:** NC RESA will encourage parents and community members to collaborate on educational decisions that affect students and schools.

**Decision Making Activities:**

- Continuous Improvement Committees
- Program Advisory Groups
- Parent Advisory Committees
- Parent feedback/input on current/new programs, initiatives and practices

- 6. Community Collaboration:** The NC RESA will encourage collaboration with local community organizations, local governments, businesses, members of the community, and other agencies to improve the academic achievement and learning opportunities for all students.

**Community Collaboration Activities:**

- Facilitate Community members as volunteers in the schools
- Collaborate with local business to co-sponsor events and programs
- Encourage business partnerships with schools

# **BOARD POLICIES**

Following are NC RESA Board policies that are required (by policy) to be shared with parents/students on an annual basis. If you have any questions regarding these policies, please contact the Superintendent's office at 231-924-8853.

## **Social Networking Conduct Board Policy 5225**

The Newaygo County Regional Educational Service Agency values social networking as a useful educational tool and effective communications tool. Therefore, the Agency will provide social networking in a controlled environment to ensure student safety while allowing students to experience and gain fluency in the collaborative and communication tools businesses and higher education institutions expect from our graduates.

The lines between public and private, personal and professional are blurred in the digital world. Even when using a disclaimer or use a different username, staff will always be considered to be a district staff. Sound judgment and due care should be exercised when using social media inside and outside the school setting.

The Superintendent and school administrators will annually remind staff and students; and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Staff and students must conduct themselves in ways that represents them in a professional manner and does not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following:

1. Social networking sites representing NC RESA and its programs and services must have prior approval of the Superintendent or designee. All access, usernames and passwords will be maintained by the Director of Technology Services.
2. Improper fraternization using Facebook, MySpace and similar Internet sites or social networks, or via cell phone, texting or telephone is prohibited.
  - a. Staff may not send private messages to students via social networking sites. All individual private messages should only be sent through district provided resources such as e-mail, Skyward, or a district phone or a classroom social networking website that is exclusively used to discuss classroom assignments, homework, projects, or other topics that relate to the subject matter of the class (i.e., Moodle, Blackboard, etc.) There is no expectation of privacy in these communications. This does not prohibit mutual membership between a student and a staff on a "fan page," or community or group social networking website.
  - b. All contacts and messages by staff/volunteers with students/team members shall be sent to all students/team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the school administrator.
  - c. Staff, volunteers, and contracted service individuals will not give out their private cell phone or home phone numbers to students without prior approval of the Superintendent/designee.
  - d. Improper private contact via e-mail or phone is prohibited.
  - e. Staff may not use their NC RESA e-mail address when setting up accounts on any social networking platform (i.e., Facebook, MySpace, etc.)
3. Inappropriateness of posting items with sexual content.
4. Inappropriateness of posting items exhibiting or advocating the use of drugs.

5. Examples of inappropriate behavior, as behavior to avoid. (Examples include, but are not limited to: staff fraternizing or communicating with students as if staff and students were peers such as writing personal letters or emails; “texting” students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.)
6. Monitoring and penalties for improper use of Agency computers and technology.
7. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

#### Enforcement

The Superintendent or designee will periodically conduct Internet searches, on Agency equipment, to see if staff, volunteers or contracted service individuals have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school administration and/or Superintendent will review the information and consider appropriate disciplinary action.

*Approved: 11/12/12*

## **Social Networking Conduct Administrative Regulation 5225**

NC RESA recognizes the importance of social media to our daily lives and to our school organization. Just as the Internet changed the way we work, we expect that social media will continue to change the way we receive and share information internally and externally with our students and their families.

### **Participating in Social Media**

1. NC RESA employees and students should use good judgment in their engagement of Agency resources (computers, time, I-pads, phones, etc.) for personal use, and such use shall not interfere with work.
2. NC RESA employees and students are personally responsible for their own personal posts, whether at work/school or away from work/school, and whether or not Agency resources are being used for such posts.
3. NC RESA employees and students should not post any content that:
  - a. Is or could be interpreted as containing NC RESA confidential information about employees or students or customers; or
  - b. Relates to the Agency or its employees or its students and would be in violation of the NC RESA staff and student conduct policies or the policy against harassment; or
  - c. Creates a material conflict of interest related to the Agency's interests.

### **Identifying Yourself as an NC RESA Employee or Student**

1. NC RESA employees and students may identify themselves as such on personal sites.
2. If employees/students identify themselves as NC RESA employees/students, the employee/ student must also state that their opinions do not represent the opinions of NC RESA if their opinions could be interpreted as contrary to NC RESA's mission or established policies and procedures.
3. Employees/students must identify themselves as NC RESA employees/students if testimonials, endorsements or comments about the Agency or its services in any social media forum are posted. Employees must avoid making any claims about the Agency's services.

### **Social Media Content**

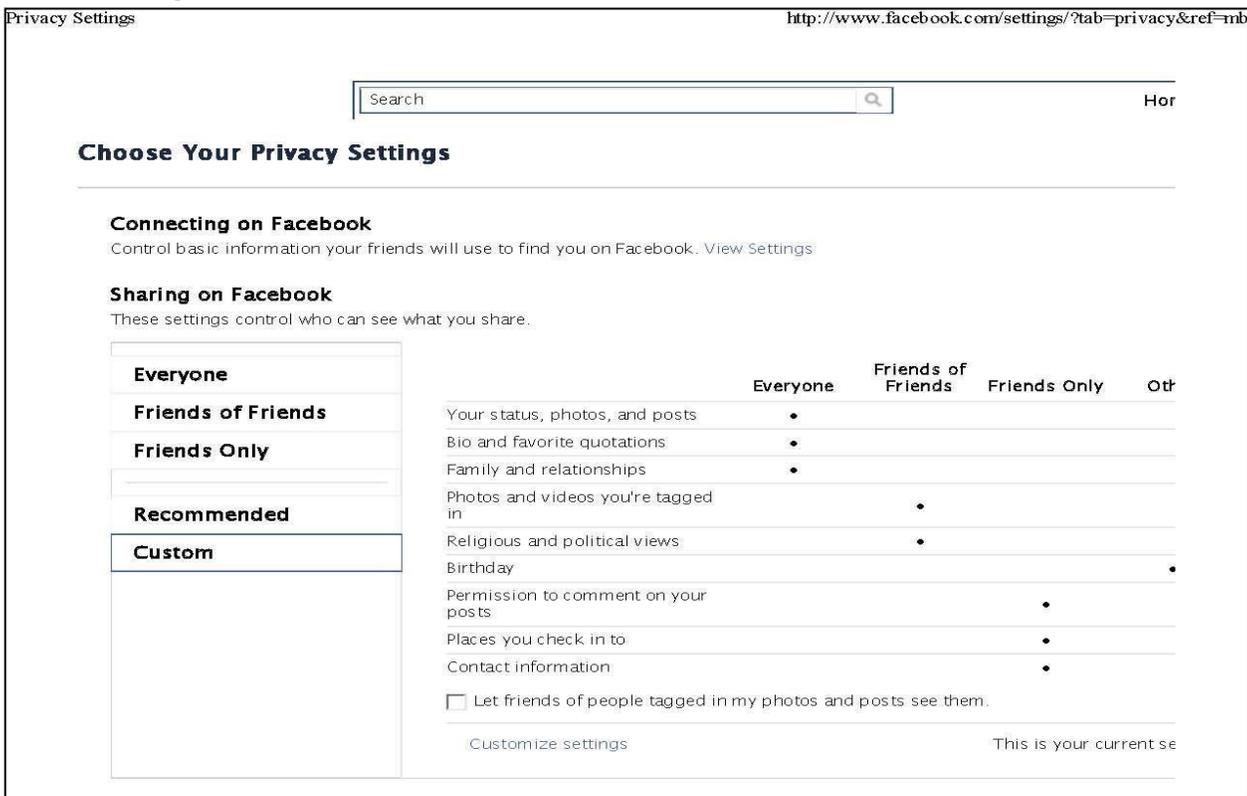
Social media is a way for people to converse and build relationships in ways other than the traditional methods. The NC RESA uses this medium to communicate and deliver information to their stakeholders. Social networking 1) allows a more personal approach to sharing your program's news, 2) gives fans and visitors something positive to talk about to others that have questions about the program, 3) fosters two-way communication, and 4) creates a broadcast vehicle and listening post to understand the questions and concerns of those served by your program.

It is important that Facebook pages launched by NC RESA staff be set up in a consistent manner and include guidelines for acceptable use.

To create an NC RESA Facebook page, the following guidelines must be followed:

1. Complete Board Policy Form 5225 in its entirety.
2. Upon your direct supervisor's approval, submit an online Tech Request to NCATS to create a program Facebook page.
3. NCATS will work with you in Facebook to create a custom username (email address) that reflects your program.
4. Create a fan page for your program. This fan page is linked to your username's Facebook account. A Facebook fan page is the best Facebook tool for communicating and marketing. (Only use groups for clubs, committees, etc.)
5. Create a "Welcome" custom tab that appears the first-time visitors log on that includes the following guidelines for acceptable use.
  - 1) All Facebook visitors must create posts which:
    - i. Are lawful and respectful of others.
    - ii. Contain appropriate language.
    - iii. Do not easily identify students and/or staff in defamatory, abusive, or generally negative terms.
    - iv. Show proper consideration for others' privacy and are not meant to offend or provoke others.
    - v. All posting or removal of comments is at the sole discretion of the NC RESA and your program name.
6. Use your program's logo as your fan page picture.
7. Fill in basic information about your program and include a link to your program on the NC RESA website.
8. Determine your privacy settings. For a full description of these settings go to:  
<http://www.facebook.com/privacy/explanation.php>
9. Set up how the wall will display posts: You + Fans
10. Determine what your fans can post – Wall content, comments, photos, videos or links (Consider your audience and whether you foresee any misuse or violations of privacy)

The following is recommended:



11. Consider language use and having a voice. Have a personality.
12. Watch other school districts or programs like yours and see if there is anything you can use to meet your goals.
13. Interact with your fans.
14. Post notes, photos, links, videos, etc. that highlight and showcase your program. Be especially cautious not to post items that are not approved by a child's parents or adults photographed or videotaped.
15. Advertise the presence of your Fan Page and encourage your stakeholders to become fans and to interact with others on the page.

**All NC RESA-sponsored social media sites will be subject to:**

1. Policies and guidelines that will be used for determining allowable topics of discussion and the types of comments that will be prohibited (e.g. obscenity, profanity, inappropriate content, etc.)
2. Approval by administration executed by the Director of Technology.
3. A designated individual who is responsible for the maintenance of the site and to post public information. This designee will monitor user-posted content to check for posting violations at least three (3) times per week.

4. A process to preserve or archive content posted by the school district on its social media site that are consistent to applicable laws, including the Freedom of Information Act.

All NC RESA-sponsored social media sites will include:

1. A notice that student “fans” of the Agency’s social media sites understand that the sites are extensions of NC RESA programs and may not post content that is not tolerated in the school setting.
2. A waiver or disclaimer posted on the site informing the public that the views and comments posted on the social media site are not necessarily those of the Agency or its employees.
3. A 2” X 2” branding of NC RESA’s logo.
4. Closed discussion posts that disable the public comment feature, allowing only designated individuals to post public information, and prohibit members from the general public from commenting. (This does not apply to class discussions on closed social media outlets such as Moodle, Blackboard, etc.)

### **Notes on What to Post**

IMPORTANT NOTE: Facebook is highly social and interactive. It must be monitored at least twice daily, more if there is a high level of activity. High-quality, interactive content is important, but so is listening and responding to your audience in real time. Asking questions, posting contests, or “steering” the conversation is all part of managing your Facebook site. Research shows that Facebook users prefer to remain on Facebook. They typically don’t follow links to other sites. Facebook users view their communications through this media as authentic as it is peer driven.

1. Photo Albums (groups) of neat things (avoid kids) Examples: Artwork, new playground equipment, facility upgrades, turning on the boiler for the first time, shoveling snow, backs of kids on playground – PHOTOS are a primary way to build your site (CAUTION: Be sure your privacy settings don’t allow others to tag your photos)
2. Invite photo or stories sent via email “We’re always looking for interesting photos, but for safety reasons please don’t send photos that clearly identify students or are negative.”
3. Quick (4 sentence) summary of a story from your building/department newsletters
4. Reminders about scheduled days school will be closed; Snow Days
5. Reminders about Parent Letters that were sent home or via email; URGENT messages
6. Reminders for Parent-Teacher Conferences, Open Houses, Orientations, etc.
7. Results of Competitions or other events (i.e. Robotics, Skills USA, etc.)
8. Congratulations to students for achievements (CAUTION: Be sure student name is OK to post)
9. Mention of positive newspaper articles or MLIVE posts
10. Interesting Fieldtrips: “Today Mrs. Smith’s preschool students milked a cow on their field trip

to the local dairy.”

11. Points of Pride

12. Positive Enrollment Figures – “The CTC is 560 students strong today!”

13. Changes to Bus Schedules! Changes to Anything!

14. Links to Positive/Educational YouTube Videos

**Connect Your Social Media Sites to Save Time**

□ Manage your social media sites with <http://hootsuite.com/>

The Agency reserves the right to investigate any use of social media that may be in violation of this Policy. Any employee who violates this Policy will be subject to discipline up to and including discharge.

Implemented: 1/9/12

Amended: 1/14/13

## **Field Trips and Excursions Board Policy 7490**

Field trips and excursions are encouraged when a reasonable educational objective can be established. All trips to foreign countries and overnight trips must be approved in advance by the Board. The Superintendent shall provide the Board with a recommendation concerning any overnight or foreign trip. The recommendation shall take into account any foreign travel warnings or cautions of the U. S. Department of State. In addition, before making any recommendation, the Superintendent may seek advice concerning overnight or foreign travel from the Agency's legal counsel and insurance carrier. The Superintendent shall develop rules and regulations regarding educational field trips.

Approved: 12/10/07

LEGAL REF: MCL 380.1321-1332; R 340.241-243

## **Field Trips and Excursions Administrative Regulation 7490**

Instructors shall notify their Administrator of each trip planned and of the resources needed in advance of the trip. Administrators shall provide appropriate forms to notify parents/guardians of forthcoming field trips and excursions. Said form shall include the nature of the trip, departure time, expected return time, names of program/sponsors, mode of travel, anticipated costs to the student, if any, and a space where a parent/guardian may ask that his/her child be excused, said parent/guardian to state the reasons for the requested exemption.

### **Chaperones**

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones for field trips or excursions are free of criminal convictions for any offenses involving children. Such processes may include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children, gathering of personal references, and other methods to assure that adult chaperones are suitable and acceptable for accompanying children on field trips or excursions.

When serving as a chaperone for district field trips, the parents/guardians, or other adult volunteers, including employees of the Agency, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of, and agree to, these rules before being allowed to accompany students on any field trip or excursion. Any chaperone found to have violated these rules shall not be used again as a chaperone for any Agency sponsored field trips or excursions and may be excluded from using Agency sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

All chaperones who are responsible for student transportation to/from the activity must be 21 years of age.

### **Modes of Transportation**

Whenever possible and feasible, Agency vehicles operated by Agency employees will be used to transport students on Agency sponsored field trips or excursions. If the use of Agency vehicles and employees is not possible, such as for overnight trips outside of the community where the rental of commercial buses is indicated, the administrator responsible for student transportation will oversee and coordinate the rental of commercially operated vehicles. In no case shall an instructor or building administrator be authorized to contract for the rental of commercial vehicles for use with field trips or excursions without the prior review and approval of the Superintendent.

If the use of privately owned vehicles for a field trip or excursion is contemplated, all requirements set forth in Administrative Regulation 4350 – Student Transportation in Private Vehicles – shall be followed.

### **Non-School District Sponsored Trips or Excursions**

Any information given verbally, in writing, or electronically regarding any non-Agency sponsored trip or excursion must:

- Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.
- Include in all information provided to students and parents/guardians that use of tobacco, alcohol, inhalants, and controlled substances will be prohibited.

## **National Competition Framework**

### National Competitions Defined

All CTC programs have the opportunity for qualifying students to participate in national competitions each year. Currently, the national competitions supported are Skills USA, Business Professionals of America (BPA), Future Farmers of America (FFA), Distributive Education Clubs of America (DECA), Future Business Leaders of America (FBLA), Family Career and Community Leaders of America (FCCLA), Health Occupation Students of America (HOSA), Technology Students of America (TSA) and Future Educators Association.

By no later than October 1<sup>st</sup> of each school year, instructors will commit to participation in student organizations and participation in the regional, state and national competitions through a written e-communication with the NCCTC Principal. After October 1<sup>st</sup>, instructors who have not expressed intent for their program to participate will not be considered for instructor or student participation in regional, state or national competitions for the school year. If partnering with another CTC program, both programs must commit their involvement by October 1.

### Participation

#### Students:

The student must first qualify with a first place/gold medal at the state CTSO competition recognized by the Office of Career and Technical Education. The state competition must directly align to the technical standards and/or career and employability standards covered in the CTE program of study and be approved PRIOR to competition by the NCCTC Principal. Student competitors who earn a place other than first place/gold medal at the state competition will not qualify to compete at national competitions.

Parent permission and required NC RESA competition paperwork must be on file within the established deadlines for the student to travel and compete at national competitions. Students must also meet NC RESA expectations regarding academics, attendance, behavior, etc. as indicated in the Student Handbook in order to participate in national competition.

Staff: Staff participation will be determined by administration recommendation and approved for out-of-state, overnight travel by the NC RESA Board of Education per Board policy.

### **Instructional Implications**

If it is determined that the instructor will travel to the competition and the competition occurs within the instructional days of the school year, staff will develop an instructional plan to be implemented in their absence to compensate for the loss of direct instruction by the CTC instructor. The plan will be approved by the NCCTC administration.

### **Staff Compensation**

NC RESA will assume the costs for travel, lodging and food for staff (Board Policy 5330). Teacher advisors will receive a stipend per the current master agreement for advisory duties (Master Agreement, Section 5.8). Paraprofessionals will be paid their established wage for each work day they supervise students at the competition up to an additional six hours (Master Agreement, Article 13, D). An NC RESA status change form will be completed by the NCCTC Principal prior to the competition.

## **National Competitions Funding**

Funding for student travel, lodging, food and registration fees will be paid through:

- Endowment Fund: All available funds from the TFACF National Competition Endowment Fund will be utilized first to cover expenses. Available funds will be reported to staff in the fall of each year and are based upon return on investments and will be divided equally among participating programs.
- NC RESA Superintendent and CTC administrators: \$100 each\*.
- Other Board member or community donations: varies.
- CTC participating program instructors: \$100 each\*.
- Participating students: (10% of total cost or \$100, whichever is less).
- Program contribution: The “last” dollar source of balance due, if needed. For example, funds derived from entrepreneurial ventures and other fundraising activities, upon approval from the NCCTC administration.

*\*Donations are tax-deductible via check to TFACF Maynard Mathers Career-Tech Competition Endowment Fund.*

## **Example**

3 programs commit to participate in a school year

endowment fund:	\$3,078
administrator donations:	\$ 400
instructor donations:	<u>\$ 300</u>

amount available:	\$3,778
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divided by 3 =	\$1,259.33 for each program (assuming students qualify)
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CTC student competitor contributes 10% of the total cost or \$100, whichever is less.

Additional funds for the trip, if needed, will be raised from each participating program, as approved by the CTC administration.

## **Post-Trip Requirement**

All student competitors, along with their instructor and/or paraprofessional, will deliver a presentation to the Board of Education, at a minimum. Other presentations to student groups, advisory council(s), etc. are encouraged. Implemented: 1/12/09; 8/13/12; 3/13/17; 3/19/18

## **Truancy Board Policy 8030**

The Board shall select attendance officers in accordance with current law.

The Superintendent shall include in his/her annual report any information relative to students not attending school, which he/she feels should be called to the attention of the Board and the community. The Superintendent shall attempt to enlist the support and cooperation of local authorities and the constituent districts in dealing with school problems created by students not attending school.

Truancy is when a student has missed ten (10) days of school during the school year or has had a continuation of a school attendance problem from past years. Two or more periods of the day is considered to be a significant part of the school day and for student attendance purposes will be counted as an absence.

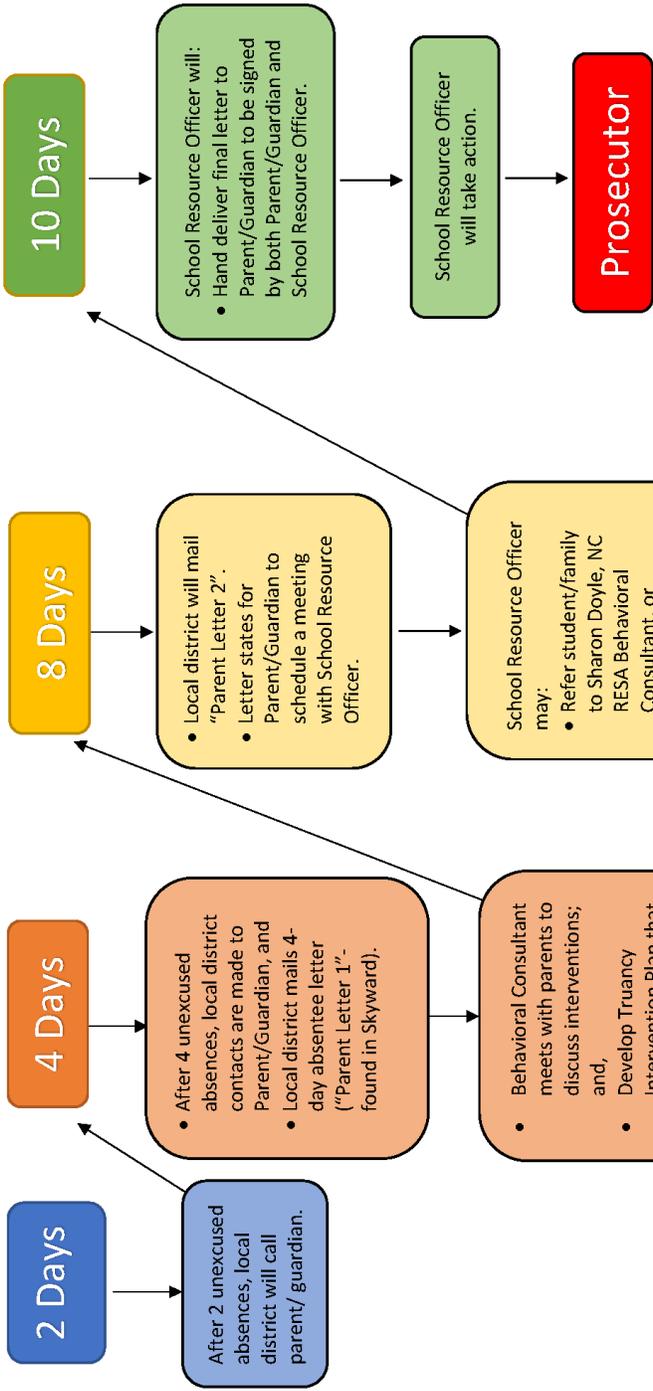
*Approved: 5/21/12*

# Truancy Administrative Regulation 8030

Administrative Rule 8030 – 2/24/16, Revised 8/30/18



## Newaygo County Truancy Process



- What is a valid absence?
- Doctor's excuse/note
  - Parent requests pre-approved
  - Court date
  - School Activity
  - Funeral/Death
  - Homelessness
  - Other, as approved by school administrator

## **Searches of Motorized Vehicles, Lockers and Students Board Policy 8130**

Searches of lockers, motorized vehicles, and students shall be conducted under the appropriate legal standard to maintain the safety and security of students, teachers, guests, and school property.

### **Lockers**

All lockers assigned to pupils are the property of the Agency. At no time does the Agency relinquish its exclusive control of its lockers. The program director or supervisor or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the program director or supervisor or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the program director or supervisor or designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The program director or supervisor or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the program director or supervisor or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are neither illegal nor against school policy and rules, shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms,
- Explosives,
- Dangerous weapons,
- Flammable materials,
- Illegal controlled substances or controlled substances analogues or other intoxicants,
- Contraband,
- Poisons, and/or
- Stolen property or suspected to be stolen property.

Law enforcement authorities shall be notified immediately of the seizure of such items, or of items that must be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student eighteen (18) years of age or older, shall be notified by the program director or supervisor or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and the parent/guardian of the pupil assigned a school locker.

### **Motorized Vehicles**

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the program director or supervisor or designee, without notice or consent, if the program director or supervisor or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

### **Students**

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction, the program director or supervisor or designee, are authorized to search students. All searches shall be carried out in the presence of an adult witness.

### **Communication Devices (Cf. 8280)**

Reasonable suspicion that a communication device has been used to violate Agency policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated and law enforcement agencies notified.

### **Strip Searches**

No strip searches shall be conducted by school authorities.

### **Law Enforcement Searches**

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

Approved: 1/14/08; 9/10/12

LEGAL REF: MCL 380.1306, 380.1308(5), Statewide School Safety Information Policy, *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

## **Searches of Motorized Vehicles, Lockers and Students Administrative Regulation 8130**

### **Search of Motorized Vehicles**

The administrator or designee may search any motorized vehicle brought onto school premises by a student at any time upon reasonable suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety, and welfare of students, personnel, or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long-term suspension or expulsion.

Prohibited items recovered from motorized vehicles shall remain in the custody of the administrator until such items are turned over to law enforcement officials. The administrator shall receive a receipt for such items so delivered.

### **Search of Lockers**

The lockers in the schools of the Agency shall be under supervision of the administrator or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer school supplies, garments, footwear, grooming aids, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the administrator or designee. Students are responsible for the content of their lockers and should not share lockers or divulge locker combinations unless authorized to do so.

The administrator shall have sole custody of the combination or keys to all locker locks in a storage place designed to guard against unauthorized access or use. He/She may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Law enforcement officers may be asked to assist, but school officials must supervise searches that school officials instigate pursuant to policy 8130.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the administrator shall take such person to the student's locker immediately and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the administrator.

If a law enforcement officer desires to search the student's locker without a warrant, the administrator shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the administrator is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The administrator shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the administrator until such items are turned over to law enforcement officials. The administrator shall receive a receipt for such items so delivered.

## **Search of the Person**

When it has been determined by the administrator that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building administrator's office. This determination may be based on any information received by the administrator, by an employee, or by another student. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use, or the student's exhibiting such objects as bullets or a knife sheath that could be associated with dangerous weapons.

Once in the administrator's office, the student shall be advised of the reason why he/she has been ordered to report to the administrator's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that the administrator believes may be connected with illegal activity may remain in the custody of the administrator, until such items are turned over to law enforcement officials, and if this is done, the administrator shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the administrator shall notify the student's parent(s)/guardian(s) and request that they come to the school at once. The administrator shall advise the parent(s)/guardian(s) of the situation. If the parent(s)/guardian(s) of the student are unable to persuade the student to comply, the parent(s)/guardian(s) and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency.

If the parent(s)/guardian(s) refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the administrator shall notify law enforcement officials and inform them of the facts, which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if law requires a warrant. Once the administrator has relinquished control of the student to the law enforcement officials, the administrator or representative shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

Upon any search, a written report shall be made indicating:

1. The name of the student,
2. The time, date and place of the search,
3. The reason(s) for the search,
4. Whether or not law enforcement officials were called,
5. Name of the person conducting the search,
6. Name(s) of person(s) present while search was conducted, and
7. Item(s) confiscated.

The Superintendent shall keep a copy of the written report on file.

Implemented: 3/9/09

## **Bullying Board Policy 8260**

### **Bullying Prohibited**

Bullying is a form of harassment and is prohibited. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as “cyber bullying”) either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender-based putdowns, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this Agency, and is prohibited. All students are protected under this policy and bullying is equally prohibited without regard to its subject matter or motivation. In addition, retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any Agency sponsored activity or event, while in route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials may be notified of bullying incidents.

The Superintendent shall ensure this policy is implemented and shall develop administrative regulations and programs that will increase awareness of the problem of bullying, train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention and provide procedures for reporting acts of bullying. This policy shall be included in all student handbooks. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Approved: 1/14/08; 12/13/11; 8/17/15

LEGAL REF: “Policies on Bullying,” Michigan State Board of Education, 7-19-01; *Tinker v Des Moines Independent School Agency*, 393 US 503(1969). See also: *Saxe v State College Area School Agency*, 240 F3d 200(CA 3, 2001)

## **Bullying Administrative Regulation 8260**

### **The Policy**

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

Bullying is a form of harassment and is defined as inappropriate conduct that if repeated enough, or is serious enough, may 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 race, color, religion, national origin, gender, age, 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.

See Board Policy 8260 for complete policy statement.

### **The Publication**

The bullying and harassment policies shall be included in the Student Handbook and shall be provided to students each fall during the student orientation period. The building administrator shall be responsible for determining the timing and nature of information, discussions, presentations, etc. and shall keep a record of when and how it was completed.

### **The Procedures**

Anyone who receives a bullying complaint shall refer it to an appropriate administrator for investigation. The administrator shall be responsible for promptly beginning an investigation. The administrator shall determine and record the name of the person complaining, the nature of the complaint, the person(s) allegedly engaging in the inappropriate conduct, and any witnesses to the complained of behaviors. When appropriate, signed, written statements should be requested from the individuals interviewed. At a minimum, the administrator must make a written report on the interviews.

When students are involved as the complainant or the alleged bully/harasser, the parents or guardian, of both the victim and the perpetrator, will be notified of the complaint and investigation if the student is under eighteen (18) years old. Confidentiality as to other students involved should be maintained to assure compliance with the Family Education and Privacy Rights Act.

If the investigation discloses Child Abuse, the required report to the Department of Social Services shall be made.

If the matter can be mutually resolved, the resolution shall be reduced to writing signed by the individuals involved, and their parents/guardians for students under eighteen (18). This resolution shall remain in the file, and a copy shall be provided to the Superintendent.

If the complainant indicates that s/he does not wish to pursue the matter further, that should be reduced to a signed writing, if possible. If not, the request should be witnessed by another Agency employee. However,

where the complaint or investigation reveals unlawful harassment, the administrator must still prepare a report and recommended action. This recommendation may be impacted by the complainant's desire not to be further involved but does not excuse the Agency from taking prompt and appropriate remedial action, when it knows or should have known of prohibited harassment.

Appropriate remedial action will depend on the circumstances, but may include counseling, segregating the individuals, suspension, expulsion, termination of employment, or school service projects, among other options.

The complainant and the respondent may provide any concerns to the Superintendent. The Superintendent shall determine what action, if any, will be taken, and then implement any appropriate remedial action. Notice of the Superintendent's decision shall be provided to both the complainant and the respondent. The Superintendent's decision shall be final, except in the case of student expulsion or staff termination.

While there are no set timelines for completion of the investigation and recommendation, it should be done as quickly as possible. Generally, if the administrator cannot conclude the investigation within five (5) business days, the reason for the delay should be recorded and the individuals involved advised of the reasons for the delay and estimated time for conclusion. If necessary, separation of the individuals, suspension, or administrative leave may be used to avoid further problems during the investigation.

### **Confidentiality**

The administrator and Agency staff will make all reasonable efforts to maintain confidentiality in the investigation and protect the rights of the complainant and the respondent during the process. Student confidentiality under the Family Education and Privacy Rights Act will be maintained. However, absolute confidentiality cannot be guaranteed. The need to investigate specific charges and the availability of public records though the Freedom of Information Act may allow identification of individuals and/or facts relating to the investigation.

Implemented: 10/12/09; 12/13/11; 8/13/12; 6/26/17

## Head Lice Policy Board Policy 8515

The Agency may periodically conduct “head checks” to screen for head lice infestation. Designated school personnel trained to look for head lice will conduct the screening.

If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent/guardian.

The student shall not be readmitted to school until the child, parent/guardian can show proof, acceptable to designated school personnel, of an approved treatment.

The student must remain nit-free upon inspection at school. If the student is found to still have nits after returning to school, the parent/guardian will be notified, and the child will be sent home for nit removal.

Copies of this policy, along with Agency rules and regulations governing head lice control and advice to the parent/guardian on head lice control in the home, will be distributed to students and the parent/guardian in a manner to be determined by the Superintendent.

Approved: 1/14/08; 9/10/12

LEGAL REF: *Michigan Head Lice Manual*, Michigan Department of Education, Michigan Department of Community Health, July 2004 – Version 1.0

## Head Lice Policy Administrative Regulation 8515

Agency personnel shall review and follow the *Michigan Head Lice Manual*, Version 1.0, July 2004. Copies of the *Michigan Head Lice Manual* shall be available online at [www.ncresa.org](http://www.ncresa.org).

Although head lice are highly contagious, Agency personnel are encouraged to use the following measures to reduce the number of outbreaks in the classrooms of the school:

- Encourage students not to share clothing and hair accessories.
- Give each student, particularly at the elementary grades, his or her own plastic bin for school supplies or provide individual lockers or separate hooks for clothing.
- Have children put their hats and scarves in their plastic bin, in the sleeve of their own coat, or in a zip-lock bag.
- Encourage children with long hair to keep it tied or braided, especially during the months of August to November, when infestation is most likely.
- Have children lay their heads on their own blanket or towel during rest time.
- Make certain carpeted surfaces are vacuumed regularly and the vacuum bags are disposed of away from the classroom setting.
- Do not keep stuffed animals, “dress-up clothing,” or hats in the classroom for children to share.
- Any headphones used by more than one student must be cleaned, wiped down, or sprayed after use by each child. Older students can be taught to do these things themselves after each use.
- Reinforce these precautions before vacation or holiday times when students are away from school.
- Provide education to children and parent(s)/guardian(s) about lice.
- Be alert to telltale scratching that might indicate head lice. If a student is suspected of having head lice, the parent/guardian is to be contacted immediately and the child should have a “head check” by a trained employee to confirm if lice are present.
- Infested children are to be sent home until proof of treatment is submitted and subsequent “head checks” show no infestation.
- Discourage “random” or repetitive treatments. Parent(s)/Guardian(s) should always be advised to consult their physician or health official before treating a child a second or third time. Over-the-counter remedies are types of pesticides, which can be neurologically toxic to children if misused.
- In no case are school personnel to administer head lice medication, either over the counter or prescription, to students. Agency personnel may demonstrate, however, to the parent/guardian or students the use of non-medicinal means of live lice removal such as use of a “Robi-Comb.”™

### **When Dealing With Parent(s)/Guardian(s)**

- Understand that no parent/guardian wants to hear that their child has head lice and some may become quite upset. It is up to school personnel to deal with the situation factually and to anticipate the parent/guardian concerns and accusations they may make.
- School personnel should try to maintain control of the situation by adopting a calm, neutral stance with the objective of calming the person down so they can be educated and informed on how to manage and treat the infestation.
- Use information about head lice prevention and control, stressing the fact that head lice are not carriers of other diseases and head lice infestations are not indicative of an “unclean” or “unwholesome” atmosphere in the home.
- Realize that the parent/guardian may try to place “blame” on the school or on specific other children in the classroom for causing the infestation. Avoid any discussion of other children or families focusing, instead, on information about the infestation.
- Understand that what the parent/guardian needs the most is information about head lice; what they are, how they spread, how to treat them, how to “de-louse” the home. The sooner the parent/guardian learn the facts, the sooner the need to blame someone will diminish or disappear.
- Direct them to call their doctor or the local health department if they have any questions about lice that handout information does not cover.

Implemented: 3/9/09; 8/13/12

## **School or Program Volunteers Board Policy 9230**

The purposes of the school or program volunteer program are:

1. To increase the educational attainment of students;
2. To provide enrichment experiences beyond those that the school or program can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the Agency.

### **General Principles**

Volunteers are assigned to a school or program only upon the request of the teacher or program director or supervisor.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the program director or supervisor or other certified school or program personnel.

A volunteer is not a substitute for a member of the school or program staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school or program where they wish to serve.

The relationship between volunteers and the school or program staff should be one of mutual respect and confidence.

All school or program volunteers work under the direction of the school or program staff and provide supportive services to them. Volunteers are not teachers or licensed professionals; they assist professional staff and will only be assigned to those staff members who request them. The volunteers shall never replace the paid school or program staff, nor will their presence mean that fewer paid staff members will be needed.

All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the Agency. Failure to abide by directives and instructions given by an authorized Agency volunteer may result in disciplinary action under the Student Code of Conduct up to and including suspension from the school or program.

Persons interested in volunteering time or services to the Agency should contact the program director or supervisor for assignment.

School or Program Volunteers

School or program volunteers serving in the Agency without financial compensation are bound by the policies, rules/regulations, and procedures of the Agency. They, as any other employee, are to be supervised by each program director or supervisor or other authorized school or program employees. All volunteers shall be at least eighteen (18) years of age, unless their volunteer work is included as part of an Agency class offering or recognized student organization of the Agency and approved, in advance, by the Superintendent.

At the discretion of the Superintendent, the Agency may conduct criminal and/or professional background checks and/or check the sexual offender's list on volunteers in the same manner as for employees of the Agency. If a volunteer is a convicted felon, the individual will not be allowed to volunteer. If a volunteer is not a convicted felon but has other criminal history (i.e., misdemeanors), the Superintendent will determine if the individual can/cannot volunteer.

## **Staff and Volunteer Relationships**

NC RESA strives to provide a safe and secure environment for all volunteers. Personal relationships between volunteers and staff members must not interfere with, be seen to interfere with, or influence practices in the workplace.

NC RESA requires all volunteers to disclose an actual, potential, or perceived conflict of interest arising from the existence of a personal relationship with staff members. The requirement to disclose the existence of a relationship is based on the potential for, or perception of, a conflict of interest, such that there is the possibility that a decision may be biased or prejudiced, either in favor of or against, a person with whom there is a personal relationship. This policy seeks to assure that no undue advantage or disadvantage occurs because of the existence of a personal relationship.

Personal relationships are defined as relationships which extend beyond professional relationships, based on factors irrelevant to the working competencies of staff. Personal relationships can include:

- Family relationships (siblings, parent/child, husband/wife, partner, cousins, or relations by marriage);
- Emotional relationships (including sexual relationships); or
- Financial relationships (commercial relationship where there is monetary interest).

The general principle to guide behavior is that it is unethical and undesirable for a personal relationship to intrude, or be perceived to intrude on, or influence working practices and decisions.

Approved: 2/11/08; 3/14/11; 5/13/19

## **School or Program Volunteers Administrative Regulation 9230**

### **The Role of the Administrator**

It is the administrator's responsibility:

1. To determine the scope and nature of the volunteer program in the building and if a criminal history check is required.
2. To provide whatever orientation is necessary in the acceptance of volunteers by instructors, students and parent(s)/guardian(s).
3. To provide orientation of school or program policies and procedures to the volunteers.
4. To provide a sign-in, sign-out sheet for all volunteers.

### **The Role of the School Staff Member**

An instructor should take part in the program only because the instructor has a desire to use the volunteer in an effective way; the instructor shall:

1. Make requests for volunteer services to the administrator.
2. Determine what specific duties a volunteer can perform in the particular classroom/department and give specific instructions when assigning tasks to a volunteer.
3. Help train and use volunteers in any way that will be helpful to the students.
4. Plan ahead to provide meaningful activities for volunteers.
5. Help volunteers feel comfortable among employees and students.

Implemented: 4/20/09

## **Student Appearance Administrative Regulation 8240**

### Prohibited Attire

The following shall be prohibited attire at the NC RESA programs:

- Pierced jewelry shall be limited to the ear. Body piercings, other than in the ear, must be removed or covered.
- Dog collars, tongue rings, wallet chains, large hair picks, chains that connect one body part to another, or other jewelry/accessories that pose a safety concern for the student or others shall be prohibited.
- Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendos, sexual innuendos or sexually explicit or poor conduct, is strictly prohibited. Clothing or any attire with inappropriate words, phrases, or graphics will not be allowed. Undergarments should not be visible at any time.
- Body art, such as tattoos, may not be visible.
- No hats or sunglasses are to be worn in the classroom.

### Discipline for Non-Compliance

Students who wear prohibited attire shall be subject to disciplinary action.

### Dress for Success

While teaching students a skilled trade is the educational focus in NC RESA programs, it is also important for students to learn employability standards, in other words, how to “dress for success”. While many positions might not require a “suit and tie” on a daily basis (i.e., welding, mechanics, chefs, cosmetologists, etc.), most companies still expect candidates to dress in professional business attire in the recruitment and interview process. As with the prohibited attire listed above, piercings (other than the ears), dog collars, etc, should be removed and tattoos must be covered.

Implemented: 5/13/19

CLOTH FACIAL COVERINGS

***While on school premises, students and staff must wear facial coverings except when eating. While a staff and student member have their mask off to eat, they must maintain six feet of physical distancing between others. Any staff and student member who cannot medically tolerate a facial covering must not wear one. Any person that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.***

***Facial coverings must cover your nose and mouth and be secured under your chin to help protect others in case you are infected with COVID-19. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All cloth facial coverings must be clean and washed before use each day.***

HANDWASHING

***Handwashing must be repeated no less than every three hours.***

SPACING

***To the extent possible, maintain six feet of spacing between yourself and others.***

SCREENING

***Complete the COVID-19 questionnaire screening protocol prior to arrival at the building each day. Temperature scanners will be on-site for anyone who needs to check their temperature prior to going to class.***

FERPA

***Student communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test.***

MI-SAFE START PHASES 1-3

***Schools will be closed for in-person instruction. Students will continue their Career-Technical Education remotely. REMIND app will be the primary communication tool for instructors and students to stay connected. Each program will continue to use the online learning platform that has been used in the classroom during phase 4.***

**1-Q: What happens if I (student) test positive for COVID-19 and need to stay home from school?**

**1-A:** Students will need to follow the Health Department Guidelines for staying home to ensure their health and wellbeing. Teachers and support staff will provide appropriate levels of learning supports once the student is medically released to return to school.

**2-Q: What happens if I (student) am in contact with someone who has tested positive for COVID-19? For example, a family member, someone who lives with you, someone you have been in close contact with for more than 15 minutes.**

**2-A:** Students will need to follow the Health Department Guidelines for staying home to quarantine. During quarantine, if a student is not experiencing symptoms they will work remotely with their teacher and work on assignments that can be done remotely to maximize hands-on learning once they are cleared to return to school.

**3-Q: Will my attendance impact my enrollment at the Career-Tech Center?**

**3-A:** All unexcused “non-valid” absences will be tracked and monitored to ensure students are not truant. Any COVID-19 related absences will have documentation from the Health Department and/or a medical release and these are “valid” absences according to Newaygo County Truancy Process, please refer to Truancy Administrative Regulation 8030. Continued enrollment at the Career-Tech Center is based on Academic performance and students must maintain a C (73.01%) or better to continue forward in their program. Note, all students not meeting academic standards will result in regular Teacher and Family communication until a student is meeting expectations. Also, Career-Tech Center administrative stay will notify the student’s sending school as academic credit wavier will also not be earned if a student does not have C (73.01%) or better in the course.

**4-Q: What happens if I have symptoms but do not know if it is COVID-19?**

**4-A:** You will need to get tested and stay home until results are received. Please contact your primary care physician and/or make an appointment for a COVID-19 test. During this period of time of waiting for the diagnosis you will need to rest and take care of yourself. Once you have a medical determination of a return date you will be allowed to return, and attendance will be adjusted by your sending school (Local Education Agency).

**5-Q: What is the difference between isolation and quarantine?**

**5-A:** **Isolation** is for people who are COVID positive. It separates people who are infected with the virus from people who are not infected. It usually lasts ten (10) days. **Quarantine** is for people who are well but are exposed to someone who is COVID positive. It keeps someone who might have been infected with the virus away from others. It lasts fourteen (14) days since the last possible exposure.

**6-Q: The pandemic is making me very anxious, stressed, or depressed. Is there anyone I can speak to?**

**6-A:** A lot of people are feeling anxious, stressed or depressed because of the pandemic – even people who have never worried about their mental health in the past. This is normal and there are resources to help you.

- You may speak with your teacher, administrator, or Coordinator of Health and Prevention services and they will connect you with school-based supports.
- You may call 2-1-1 to find resources in your local community.
- You may go to Okay2Say.com and/or download their app for support.

Help is also available 24/7 for everyone through:

- National Disaster Distress Helpline Phone: 1-800-985-5990 | Text: TalkWithUs to 66746
- National Suicide Prevention Lifeline Phone: 1-800-273-8255 | Text: TALK to 7417413

# Notes

Important Phone Numbers:

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Newaygo County Career-Tech Center  
4645 W. Career Pathway  
Fremont, Michigan 49412  
and  
Regional Center for Agriscience and Career Advancement (RCASCA)  
5479 W. 72nd Street  
Fremont, Michigan 49412  
(231) 924-0380