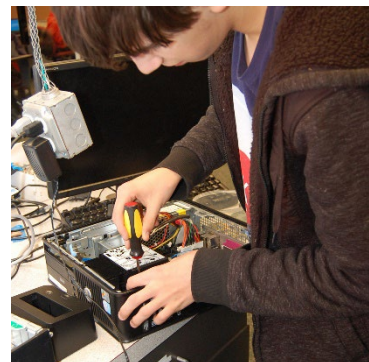
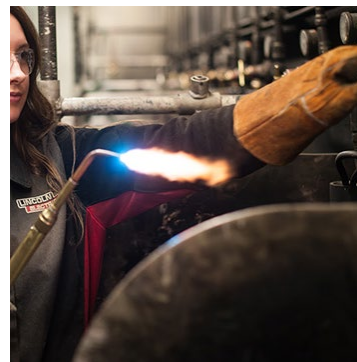




Career Tech

Northwest Education Services



2024-2025 Student Handbook



880 Parsons Rd., Traverse City, MI 49686 Ph: 922-6416 Fax: 922-6472
 Email address: yhwc@gtchd.org Website: www.gtchd.org

Registration / Billing Information

Pt # _____

(For patients less than 18 years old)

Patient's Name		Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>	Preferred Pronouns:	
Address		City	Zip Code	County	Home Telephone #
Parent/Guardian:		Relationship to Patient:	Parent Work Phone #		Parent Cellular #
Name of Emergency Contact		Relationship to Patient:	Telephone #		Cellular #
Race: (Please check one or more) <input type="checkbox"/> Am Indian/Alaskan <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander			Ethnicity: (Please check one or more) <input type="checkbox"/> Arabic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Arabic <input type="checkbox"/> Non-Hispanic		
Insurance: <input type="checkbox"/> Medicaid <input type="checkbox"/> BCBS <input type="checkbox"/> Priority Health <input type="checkbox"/> Other: _____ <input type="checkbox"/> No Insurance					
Policy #		Group #		Immunization Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Prescription Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Laboratory Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Member Name:			Birth Date:		

Patient Cell # _____

Patient attends: ___ CTC ___ TC High Other: _____ ___ Not in school

Name of Primary Care Provider _____ Primary Care Phone # _____

Date of last visit _____ Reason for last visit: _____

Date of last Well Child Exam or Comprehensive Physical _____

SERVICES PROVIDED AT YOUTH HEALTH AND WELLNESS CENTER (YHWC)

Services at Youth Health & Wellness are available to all youth ages 10-21, and their children.

Our services are offered without regard to a patient's sex, race, religion, gender identity or sexual orientation.

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Physical exams (including comprehensive, school, sports, work, camp) which may include vision & hearing tests, basic lab tests, spirometry, etc. • Treatment for acute & chronic illness & injuries • Telehealth appointments for medical and mental health. | <ul style="list-style-type: none"> • Prescription and over-the-counter medications • Administration of immunizations (as recommended by ACIP) and TB skin testing • Referrals for specialty services • Annual health risk assessment | <ul style="list-style-type: none"> * Crisis intervention * Substance abuse education, counseling * Mental Health services * Pregnancy testing and referrals * Sexually transmitted infection testing, treatment and counseling * HIV education, counseling, testing and referral |
|--|--|--|

**Current Michigan Law allows for confidential services to minors in these areas. They do not require parental consent. Information related to these services will be confidential and will not be disclosed without written authorization of the minor unless otherwise required by law such as Child Protective Services and Communicable Disease reporting, or if a life threatening condition is suspected or detected.*

NO birth control pills or devices are dispensed or prescribed at Youth Health and Wellness Center.

Patient Name: _____ Date of birth: _____ Pt # _____

By signing this consent form, I give me consent for the above named patient to receive all provided services listed above at Youth Health and Wellness Center or by a YHWC provider via telehealth. Further, I certify that I am the legal guardian, parent, or representative of the patient named above. This consent will not expire and I understand that I may withdraw my consent for specific service and/or all services at any time by notifying a YHWC staff member and written notice may be requested.

I understand that over-the-counter and prescription medications may be prescribed and dispensed by clinic staff under the supervision of the Medical Director.

I understand that immunizations/vaccines are given in accordance to the recommendations of ACIP which include HPV, Hepatitis A, and Meningitis B.

I authorize the YHWC to release information regarding treatment to third party payers or others for the purpose of receiving payment for services. I further authorize both the YHWC and my child's primary care physician to release information to each other for the purpose of continuity and coordination of care.

I authorize Youth Health and Wellness Center and K-Town Youth Care (both Grand Traverse County Health Department teen clinics) to share health information as necessary for the continuity and coordination of care if my child receives services at both clinics.

I authorize the YHWC to release information regarding appointments to my child's school when needed to coordinate services at school. I understand that I may revoke this authorization at any time by contacting the clinic by phone or in writing. A separate release of information is needed to disclose information beyond appointment time and status.

I authorize YHWC to send communication electronically via text message and email to me and my child. I understand that this service is offered free of charge and that consent for the service can be revoked at any time verbally or in writing. Appointment reminders will contain only the name of the clinic, the date and time of the appointment and a number to call to cancel or reschedule the appointment. I understand that standard messaging rates from my mobile provider may apply, and that information sent via text/email is not secure and others may be able to see what is sent.

I understand that my child may have the opportunity to participate in educational programs related to health and wellness topics, as well as have the opportunity to give feed back on services and programs through questionnaires, focus groups, or the Student Advisory Committee.

I understand that my/my child's privacy is of the utmost importance to YHWC staff and that health information is always handled in a confidential manner as required by law.

I understand my child may be administered a behavioral risk assessment during their appointment at YHWC.

I understand that I have a right to receive a written copy of the Grand Traverse County Health Department *Notice of Privacy Practices* which is available at YHWC.

I understand that the information I have provided on this form will be used to determine eligibility for payment of medical services based on a sliding-fee scale. I further understand that is my child's responsibility to report any changes in their income or health insurance coverage to YHWC before each visit.

I authorize the clinic to bill insurance, Medicaid or another 3rd party payer, if applicable. If the services are not paid by the third party payer, I understand I may get a bill in the mail for a discounted rate. If there is no 3rd party payer to bill, I understand payment is due at the time of each visit. I may be billed at a discounted rate if my son/daughter is unable to cover the amount due at the time of service. I understand my son/daughter will not be denied services, and unpaid balances will not be sent to collections, due to inability to pay.

I understand that I may call to talk with the provider about my child's health care at anytime; however, any information regarding confidential services to minors protected by Michigan Law will be excluded, unless there is a release on file allowing the provider to share this information.

SIGNATURE OF PARENT /GUARDIAN: _____	DATE: _____
REVIEW BY CLINIC STAFF: _____	DATE: _____

Clinic Use Only:

Parent/Guardian has revoked consent for: All Services Vaccines Only, specify _____

Other, specify _____ on (date) _____ at (time) _____.

Clinic Staff Signature: _____ Date: _____

Welcome Students!

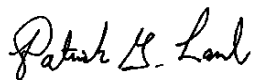
Congratulations and welcome to Northwest Education Services Career Tech. As a division of Northwest Education Services, we are proud of the twenty-two career and technical education opportunities our programs have afforded to students for more than 40 years within the Grand Traverse Region. We are pleased to support our local school districts by offering students the opportunity to participate in one of the finest career and technical education centers in the State of Michigan. We are excited about meeting all first-year students and continuing to work with returning second-year students.

Our mission is to prepare students with skills and learning experiences in high-skill, high-demand, and high-wage careers and post-secondary experiences. The entire staff is committed to ensuring that you, the student, enjoy a meaningful experience as you begin the journey to your future career. Our teaching is relevant to your career pathway. We encourage you to assume personal responsibility by working hard, asking questions, and taking advantage of the numerous opportunities available at Career Tech. It is a great place to learn.

As a student enrolled at Career Tech, you will have the opportunity to participate in a variety of extracurricular activities. We invite you to become involved in Skills USA, FCCLA, FFA, HOSA, NTHS, Student Council, M.I.T.E.S., and/or any of the additional student clubs, community projects and leadership organizations available at Career Tech. Involvement in these will enhance and benefit the entire school community. Your experience at Career Tech is what you make of it.

We believe that Career Tech graduates can find success anywhere in the world. We hope that you are as excited about your possibilities as we are! If you have a question or need some help, please stop and see me. I am looking forward to a great 2024-25 school year for all those connected with Northwest Education Services Career Tech! Please take time to browse our website, <https://www.northwested.org/career-tech>, for information about Career Tech programs.

Sincerely,



Patrick G. Lamb
Assistant Superintendent Career & Technical Education

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Staff Directory

Attendance Line

231.922.6320

Main Office

231.922.6273

Patrick Lamb, Assistant Superintendent

231.922.6260

plamb@NorthwestEd.org

Maggie Johnson, Executive Assistant

231.922.6322

msjohnson@NorthwestEd.org

Matthew Griesinger, Assistant Principal

231.922.6369

mgriesinger@NorthwestEd.org

Matthew Nausadis, Assistant Principal

231.922.6414

mnausadis@NorthwestEd.org

Jan Gac, Receptionist

231.922.6276

jgac@NorthwestEd.org

Student Services

231.922.6328

Chris Haines, Curriculum Supervisor

231.922.6570

chaines@NorthwestEd.org

Barry Bialik, Counselor

231.922.6281

bbialik@NorthwestEd.org

Karmin Olds, Counselor

231.922.6278

kolds@NorthwestEd.org

Jana Miseta, Teacher Consultant

231.922.6381

jmiseta@NorthwestEd.org

Rachel Walmer, Teacher Consultant

231.922.6478

rwalmer@NorthwestEd.org

Darcy Ceglarek, Admin. Assistant

231.922.6308

dceglarek@NorthwestEd.org

Kati Maki, Admin. Assistant

231.922.6296

kmaki@NorthwestEd.org

Colleen Tennant, Admin. Assistant

231.922.6547

ctennant@NorthwestEd.org

Placement Services

231.922.6300

Pat Buron, Placement Coordinator

231.922.6298

pburon@NorthwestEd.org

Keri Puffer, Career Preparation

231.922.6312

kpuffer@NorthwestEd.org

Academic Teachers

Sarah Bernstein, ELA

231.922.6400

sbernstein@NorthwestEd.org

Taffetta Gle, ELA

231.922.6350

tgle@NorthwestEd.org

Kelly Hawkins, ELA

231.922.6379

khawkins@NorthwestEd.org

Erin Kuhn, ELA

231.922.6344

ekuhn@NorthwestEd.org

Raquel Vega, ELA

231.922.6593

rtorres@NorthwestEd.org

Andrew Belanger, Math

231.922.6312

abelanger@NorthwestEd.org

Deborah Menchaca, Math

231.922.6480

dmenchaca@NorthwestEd.org

Program	Instructor	Parapro	Phone	E-Mail Address
Agriscience	Brian Matchett	Julie Copiz	922.6284	bmatchett@NorthwestEd.org jcopiz@NorthwestEd.org
Auto Repair	Kevin Kimble	Mike Williams	922.7869	kkimble@NorthwestEd.org mwilliams@NorthwestEd.org
Aviation Maintenance	Scott O'Dell	Lance Miller	922.6295	sodell@NorthwestEd.org lmiller@NorthwestEd.org
Business Careers	Julie Gauthier	Kelsey Davis	922.6311	jgauthier@NorthwestEd.org kdavis@NorthwestEd.org
Collision Repair	John Ballew	Dan Bowers	922.6290	jballew@NorthwestEd.org dbowers@NorthwestEd.org
Construction Trades	Thomas Sensabaugh	Frank Treadwell	922.6479	tsensabaugh@NorthwestEd.org ftreadwell@NorthwestEd.org
Culinary Arts	Amy Brooks	Anna Byrnes Heather L'Esperance	922.6285	abrooks@NorthwestEd.org abyrnes@NorthwestEd.org hlesperance@NorthwestEd.org
Early Education	Melanie Dahlman	Jackie Orth	922.6366	mdahlman@NorthwestEd.org jorth@NorthwestEd.org
Electrical Occupations	Jessie Fyock George Shumar	Josh Standfest	922.6292 922.6480	jfyock@NorthwestEd.org gshumar@NorthwestEd.org jstandfest@NorthwestEd.org
Engineering Academy	Debbie Oliver Michael George III Deb Menchaca Sarah Kolle		922.7845 922.7850 922.6302 922.7846	doliver@NorthwestEd.org mgeorge@NorthwestEd.org dmenchaca@NorthwestEd.org skolle@NorthwestEd.org
Film & New Media	Zac Wendland	Jodie Rose	922.6387	zwendland@NorthwestEd.org jrose@NorthwestEd.org
Graphic Arts	Rebecca Kinnee Sarah Schwendeman	McKenzie Schaub Nathan Wolfe	922.6294 922.6310	rkinnee@NorthwestEd.org mschaub@NorthwestEd.org sschwendeman@NorthwestEd.org nwolfe@NorthwestEd.org
Health Sciences	Dawn Anton Elizabeth Miller Alison Stephens	Kristie Reicha Dawn Hankins Kate Clair	922.6483 922.6299 922.6355	danton@NorthwestEd.org emiller@NorthwestEd.org astephens@NorthwestEd.org kreicha@NorthwestEd.org dhankins@NorthwestEd.org kclair@NorthwestEd.org
Information Technology	Colin O'Brien		922.6356	cobrien@NorthwestEd.org
Power Equipment	Jared Diephouse	Matt Dorman	922.6286	jdiephouse@NorthwestEd.org mdorman@NorthwestEd.org
Precision Machining	Peter Povolo		922.1302	ppovolo@NorthwestEd.org
Public Safety	Tom Lennox		922.6458	tlennox@NorthwestEd.org
Robotics & Automation	Tim VanderMeulen	Alie Junga	922.7820	tvandermeulen@NorthwestEd.org ajunga@NorthwestEd.org
Teacher Academy	Susan O'Connor		922.6446	soconnor@NorthwestEd.org
Web & App Development	Bruce Provencher		922.6279	bprovencher@NorthwestEd.org
Writers Studio	Teresa Scollon		922.6579	tscollon@NorthwestEd.org
Welding	Mark Stein	Austin Tondu	922.6291	mstein@NorthwestEd.org atondu@NorthwestEd.org

2024-25 Calendar

IMPORTANT DATES TO NOTE

September 4	First Day of School
November 5	Regional In-Service – NO STUDENTS
November 28 and 29	Thanksgiving Break – NO SCHOOL
December 23 – January 3	Winter Break – NO SCHOOL
January 20	Teacher Work Day – NO STUDENTS
March 24 – March 28	Spring Break – NO SCHOOL
May 26	Memorial Day – NO SCHOOL
June 11	Last Day for students (depending on snow days)



End of 1 st Nine Weeks	November 1
End of 1 st Semester	January 17
End of 3 rd Nine Weeks	March 21
End of 2 nd Semester	June 11 (depending on snow days)

This student/parent handbook is based in significant part on policies and administrative guidelines adopted by the Northwest Education Services Board of Education. Those Board policies and administrative guidelines are incorporated by reference in the provisions of this handbook. Policies and guidelines of the organization are periodically reviewed and updated in response to changes in the law and other circumstances. Complete policy documentation can be found on the district's website at www.NorthwestEd.org or by contacting the Northwest Education Services administration office or your school supervisor/principal. A student handbook has the force and effect of Board Policy, per **Board Policy 5205**.

ENROLLMENT

ENROLLING AT CAREER TECH

To be officially enrolled at Career Tech, you must contact your district counselor or enroll with a Career Tech counselor. Students and parents are strongly encouraged to attend an orientation session and complete enrollment by completing the online student forms, once student portal sign-ins have been issued.

MATERIALS/LAB FEES

Program instructors will issue all textbooks, safety equipment, uniforms, supplies, or other items needed by the program. Students may be charged for materials that go into projects they make and wish to keep.

2024-2025 DAILY SCHEDULE

School staff will supervise students on school grounds 60 minutes before their assigned AM/PM session begins and 60 minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

ATTENDANCE POLICY

The following standards reflect **Board Policy 5301**.

RESPONSIBILITIES OF THE STUDENT

Attendance records will be maintained on a per-semester basis. The policy applies to all high school and adult students enrolled. Your skill level, work ethic, and attendance record are very important in determining your potential as an employee. **IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY THEIR ATTENDANCE ON POWERSCHOOL.**

Achieving perfect attendance will grant you special recognition. A letter will be sent to your family and home school. Perfect attendance means no personal absences or make-up days and less than three tardy notices per semester.

ATTENDANCE HOTLINE

Students are expected to attend school every day school is in session. Students are to arrive before class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Student Services (922-6320) **as well as** the student's home school attendance office. Parents can expect to be notified by an automated phone system, School Messenger, for any unreported absences. Parents are

given 48-hours to report or verify student absences. The phone number and message system are available 24 hours a day.

IF ABSENT:

1. **Parents call 922.6320 the day of your student's absence.** Absences not verified by a parent within **48 hours** can't be made up or excused.
2. **Student absences will be reported to the home school on a daily basis.**

Home high school-related absences must be verified by the home high school. Failure to do so will result in the absence being charged against you.

HOME HIGH SCHOOL RELATED ABSENCES (No Penalty)

1. Snow days called by sending school or Career Tech
2. School sponsored activities as determined by home school
3. College visitation with home school approval
4. Home high school calendar conflicts
5. Armed services: ASVAB testing or physical

INCLEMENT WEATHER DAYS (No Penalty)

In the event that school is canceled, delayed, or closed early because of inclement weather or some other event, school officials will notify local media and post an alert on the North Ed social media and website at www.northwested.org. A snow day is a day when Traverse City Area Public Schools are closed. In these instances, North Ed programs are also closed.

For the most current information, please check the North Ed website (www.northwested.org), a local broadcast news or radio station, or call the TCAPS hotline at 231.933.1955. More detailed instructions for school closing alerts can be found at <https://www.northwested.org/services/communication-services/school-closings--alerts/>

PERSONAL ABSENCES* (Must be verified by a parent/guardian within 48 hours by note or phone call.)

- | | |
|---|--|
| 1. Illness/or absences for medical appointments | 7. Homebound students |
| 2. Funeral attendance | 8. Hunting |
| 3. Legal business | 9. Arriving too late or leaving too early |
| 4. Religious holidays | 10. Penalty day assessed every third tardy |
| 5. Family vacations | 11. Time cards not turned in |
| 6. Wedding attendance | 12. More than 15 minutes in sick room |

*Extended illness, bereavement or extenuating circumstances will be reviewed on an individual basis by the administration and teacher. The student is required to obtain a special consideration contract/request prior to review. Students 18 years of age must still have parental notification of absences unless authorized by an administrator.

PLANNED ABSENCES

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

TARDINESS

ALL STUDENTS WHO ARE TARDY ARE REQUIRED TO REPORT TO STUDENT SERVICES.

Every third tardy will affect attendance as a penalty day. If you arrive less than 15 minutes after your home school's start time, or leave less than 15 minutes before the scheduled sending school departure time, you are tardy. A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

LEAVING EARLY

If a student leaves 15 or more minutes before the end of class, it will count as an absence.

Leaving less than 15 minutes before the end of class will count as a "tardy." Parents must call or write a note in order for students to leave early.

CREDIT RECOMMENDATION

Being present for the full class is the student's responsibility. Personal absences will affect Career Tech's recommendation to the Home School for credit in the following ways:

5 or Less Days:	Recommend 1 ½ credits per semester. (Max available)
6 - 10 Days:	Recommend 1 credit.
11 - 15 Days:	Recommend ½ credit.
16 or More Days:	Recommend no credit. Meet with an administrator to determine continued enrollment.

To assist students in meeting their attendance responsibilities, the Career Tech staff will:

At Orientation: Notify students of attendance expectations and provide a link to the Student Handbook.

At Five Personal Absences: Send a letter home reminding student of attendance expectations.

At Ten Personal Absences: A letter will be sent to home and school.

Students on co-op or work experience training agreements are required to turn in time cards on a weekly basis. Failure to do so may result in personal absences or credit reduction which may affect graduation. If time cards are not turned in within two weeks, the absences will stand as personal absences.

MAKE-UP OPPORTUNITIES

With prior approval from the instructor, a student may have the opportunity to make up a personal absence, if verified by the parent within 48 hours, as it relates to credit recommendations. A make-up day can only be pre-arranged through the instructor when the home high school is not in session. Make-up days may only be granted outside of regularly scheduled Career Tech class time, unless special permission has been granted by the home school. Students should arrange for make-ups on a timely basis and not wait for the last minute. **A student may make up no more than six verified (parent called) absences per semester.**

Career Tech will offer four Saturday make-up sessions per semester. Students are required to sign up in advance. Each two-hour time block equals one make-up day. Saturday School attendance is a privilege and may be revoked due to disciplinary issues and/or lack of production.

Make-up days have to be completed during the same semester that the verified personal absence occurs. Make-up slips should be turned into Student Services. This must be done before the end of the semester. **Skips/unverified absences cannot be made up.**

EARLY CHECKOUT

Once you arrive at the Career Tech, you must remain on the grounds until your class is over. If leaving early or arriving late, please report to Student Services.

HOME SCHOOLED STUDENTS ATTENDANCE EXPECTATIONS

Home schooled students will follow the calendar and arrival/departure times of the district in which they reside. Home schooled students are not eligible for no-penalty absences for pep rallies, sporting events, field trips, early dismissals and other related activities that are sponsored by the district of residence. They are expected to attend Career Tech on those days. For safety, home schooled students will follow the weather-related cancellations of the district in which they reside.

GRADES AND COURSE CREDITS

CAREER TECH PROGRAM CREDIT

Credit for successful completion of a Career Tech program is recommended by Career Tech and is granted by the home high school (**Board Policy 5409**). Through Articulation Agreements with Northwestern Michigan College and other post-secondary institutions, you may receive college credit for skills attained in many programs at the Career Tech.

GRADING

A copy of student reports will be kept on file at Career Tech, one will be sent to the student's home high school, and a copy will be given to the student. At any point in time, students and parents are encouraged to check grades online in PowerSchool (passwords will be provided).

All programs have implemented Evidence-Based Reporting (EBR) which focuses on mastery of core standards and is often referred to as *standards-based grading or competency-based grading*. EBR emphasizes mastery of skills rather than completion of tasks, and students will be required to show a level of desired proficiency in each standard. Standards for each program will be identified on their course syllabus.

A student's grade will be based upon the body of evidence a student produces over time in relation to their level of proficiency in each of the program's major learning concepts. Each semester is divided into 18 weeks. Students will be assigned a grade at the end of each semester. All academic scores for both Math and/or ELA will be combined into the gradebook for the technical program. In other words, there is only one final grade for combined technical and academic proficiency. Grades are reported to home schools which then report these grades on a student's official transcript. Career Tech does not produce a student transcript.

Students will have to provide EVIDENCE of learning/proficiency for each of the course standards. Each assignment will be graded on a 4, 3, 2, 1 scale. Please note that a 3 is the target rating and is equivalent to an "A." The 4 is rare and is only used when a student exceeds expectations. (**Board Policy 5418**)

GRADING SCALE – EBR

A	Student earns a rating of 3 or 4 for each of the class standards.
B	Student earns a rating of 2 for any one standard, and a 3 or 4 for the remaining class standards.
C	Student earns a rating of 2 for two or more standards with no score of 1 for any class standard.
D	Student earns a rating of 1 for any one class standard.
E	Student earns an M (missing) for any assignment or Student earns a rating of 1 for two or more class standards / IE (insufficient evidence) in any standard

ACADEMIC CREDIT OPTIONS

Academic credit may be earned at Career Tech. Each program offers academic credit taught by a highly-qualified instructor. Home school counselors will help a student determine the credit reflected on their transcript.

CERTIFICATES

Students may earn:

1. **Principal's A or A- Honor Roll:** Students who earn a grade of A or A- will receive a Principal's Honor Roll certificate each semester.
2. Most programs offer industry-specific certification.
3. Quarterly Perfect Attendance

CAREER PREPARATION SKILLS

In addition to technical skills, each student at Career Tech will experience career preparatory instruction including but not limited to the following: job shadow, reverse job shadow, work experience, co-op, resume writing, interviews, rights on the job, career information, and future educational needs.

BUILDING AND PARKING ACCESS

VISITORS

All visitors must check in at the Main Office window. **Students be advised:** We will have visitors throughout the year. Carry on with your work as usual. If asked a question, please answer as accurately as possible and in a polite, mature manner.

Food delivery services are not considered to be authorized visitors. As such, they will not be permitted on campus, and students shall refrain from having food or other goods delivered to campus. Strangers on campus take away from valuable instructional time and day-to-day operations of the building. Prompting such an instance will be considered a disruptive and insubordinate action.

STUDENT GUESTS

You may bring friends to visit your program only if you:

1. Receive permission from your program instructor before bringing friend(s).
2. Obtain a written admission slip from the Attendance Office the day of the visit. (If the visitors are from a school in our district, they are expected to have permission to visit from their school.)

ID BADGES

ID badges are recommended for school safety by the Department of Homeland Security. Students at Career Tech are required to wear their Career Tech picture ID at all times when they are in the building when Career Tech is in session. The ID badge must be presented to any staff member or security person upon request. Guests will be given a name tag upon check-in at the front office.

Students will be issued ID badges as soon as possible after enrolling in a Career Tech program. Students must wear their own ID, "face out," and in plain view, hanging around the neck on a lanyard. Lanyards will be provided by Career Tech. IDs attached to program hats are not acceptable. It is the responsibility of each student to maintain possession of their ID badge. Lost, damaged, or altered IDs will be replaced at a cost to the student of **\$5.00** each.

Not wearing your ID badge, wearing the ID badge of another student, altering an ID badge in any manner, or wearing an ID badge incorrectly or inappropriately can result in loss of driving privilege, parental contact, or suspension from the Career Tech.

DRIVING/PARKING

It is recommended that students use the transportation provided by their home high school. If granted permission to drive a private car to Career Tech, students **must** park in the designated student lot on the northwest side of the building. All students driving to Career Tech are required to possess an official Career Tech student parking tag. Visitor parking is available at the main entrance of the building. **NO student parking is allowed in the back parking lot or the visitor lot.**

A **\$10.00 fee** will be used to maintain the parking lot or offset costs for student activities. The tag can be purchased in the main office and must be placed on the rearview mirror with the number facing outside. Visiting students should get a "Visitor Parking Permit" from the main office on the day of their visit. NMC current year parking stickers are also recognized as valid permits for our Career Tech student parking lot. **The transfer or selling of Career Tech parking tags is not permitted.**

All vehicles must be operated in a safe manner and comply with all existing laws. Driving is a privilege. Vehicles may be subject to search while on school property. Students who drive to Career Tech must maintain a vehicle that is both safe and orderly. Career Tech reserves the right to ban a vehicle that is not safe and/or contains any profane gestures, paraphernalia, or displays that may be viewed as inflammatory, intimidating, or discriminating, including Confederate flags and other controversial symbols that interrupt the educational process.

Upon arrival at Career Tech, students are to park in the designated student parking area, immediately leave the parking lot, enter our Career Tech building, and not return to the parking lot until it is time to depart for home. Please keep music at an appropriate volume.

Upon arrival at Career Tech, do not leave the property until class is over. If found loitering in the parking lot at other than the above times, a student may lose driving privileges and/or receive other disciplinary action. Career Tech assumes no responsibility for damage or theft relating to personal vehicles. If tardiness becomes an issue, a student may lose driving privilege. (**Board Policy 5803**)

STUDENT EXPECTATIONS

SAFETY

Students must follow the safety rules established for each Career Tech program. Students in designated programs must wear safety glasses according to law.

Each instructor will explain procedures that must be followed in case of lock-down drills, fires and tornadoes. All completed school safety drills are documented and posted at www.northwested.org.

It is recommended that all enrolled students carry personal medical insurance. High school

students should contact their local school office to take out a school insurance policy if they have no other insurance. **Career Tech does not carry accident insurance for students.** Injuries occurring at Career Tech must be reported to the program instructor or the main office and an Accident Form completed.

FIRST AID, ILLNESS, or INJURY AT SCHOOL

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

HEAD LICE

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

CLEAN-UP FACILITY CARE

Students will be expected to help keep labs and classrooms clean on a daily basis. Maintenance of facilities, equipment, and supplies is an important part of training. It is expected that the hallways and snack areas are kept clean by putting paper, wrappers and other trash in the containers provided.

CELL PHONES

Students may use cell phones or other electronic devices while at school, so long as they do so

safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices. School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Northwest Education Services and Career Tech may utilize video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including removal from the program.

CLASSROOM BEHAVIOR

Teachers may establish classroom conduct rules that students must follow.

FIELD TRIPS

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

LOCKERS - Board Policy 5102

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

SEARCH AND SEIZURE – Policy 5103

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag, vehicle) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Pursuant to **Board Policy 5103**, the following guidelines shall be used when there is reasonable suspicion that a student may have in his/her possession evidence, that a specific rule or law has been violated, or that the student possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff or district property.

- School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.
- A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.
- School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.
- The District may use detection dogs to search for contraband on District property consistent with Policy 3107.
- A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.
- Strip searches are prohibited.
- The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.
- This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.
- All lockers and desks provided by Career Tech for student use remain the property of the district and are subject to inspection and search.
- Authorized searches include: a student's pockets, purse, backpack/briefcase or any other object in the possession of the student, including vehicles of a student. *Policy 5103 (Revised 10/2021)*

ADDRESS CONFIDENTIALITY PROGRAM

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits

disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

THREAT ASSESSMENT AND RESPONSE

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity, or expression, sexual orientation), pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation may be referred to the District's applicable Coordinator and an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator

Emily Quinn - Director of Human Resources, 231.922.6417, equinn@NorthwestEd.org

Designated Section 504 Coordinator

Matthew Olson - Assistant Superintendent of Professional Learning and Innovation, 231.922.6495, molson@NorthwestEd.org

Designated Civil Rights Coordinator/Employment Compliance Officer

Emily Quinn - Director of Human Resources, 231.922.6417, equinn@NorthwestEd.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at www.northwested.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the determined Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with **Policy 5206**.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.

REPORTING REQUIREMENTS

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected

unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS – POLICY 5207

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

Career Tech recognizes that bullying is a serious issue that has damaging effects on our students and society. Bullying behaviors take different forms and are NOT acceptable in our society nor our school. Students and parents are encouraged to report any and all incidents of bullying either directly to teachers, secretaries, school administrators, or anonymously after 5:00 PM, via 922.6320. Go to www.northwested.org for the complete policy.

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

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

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

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

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

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

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

“Bullying” is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person’s

movement without good reason.

“Staff” includes all school employees and Board members.

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

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Career Tech. This will include but not limited to:

1. touching, pinching and grabbing body parts.
2. sexual notes, pictures, or sexting.
3. making suggestive or sexual gestures, looks, or verbal comments.
4. spreading sexual rumors or making sexual propositions.
5. suggestions regarding students' sexual orientation.

Some forms of harassment may also be crimes and will be reported to police or prosecutors. Students who experience Sexual Harassment should report incidents to a teacher, counselor, or assistant principal.

STUDENT SERVICES

To help prepare students for success on the job, Career Tech offers programs of assistance. Students receive Career Preparation instruction including resume writing, letters of application, and interviewing skills. Counselors provide assistance in areas ranging from personal help to career guidance. Teacher Consultants assist those students with individualized educational plans or special accommodations (please notify Career Tech if your child has special needs). Placement Coordinators assist in securing and monitoring work experiences for students.

FIELD TRIP TRANSPORTATION

All Career Tech students must ride Career Tech provided transportation. Students wishing to use alternate transportation must seek approval from Career Tech administration prior to the date of departure.

STUDENT CLUBS AND ORGANIZATIONS

FCCLA – Family Career Community Leaders of America
FFA – Future Farmers of America (Agricultural Science)
HOSA – Health Occupations Students of America
MITES – Michigan Industrial Technology Education Society
NRC – National Robotics Competition
Skills USA
Square One Innovative Vehicle Design

Joining one of the skill and leadership clubs listed above and others as defined within our

programs, will give students many leadership opportunities, and provide opportunities to participate in local, regional, and state skill competitions related to a technical program. When participating in student clubs or organizations sponsored by Career Tech, students are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriate by club sponsors. Violations of the rules will be subject to possible removal from the club, removal from competitions, and/or other penalties.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Membership requirements include:

- Completion of one semester at Career Tech
- Must be eligible for full credit recommendation in a Career Tech program.
- Grade of B or better.
- Positive standing at the student's home school.
- Ability to follow instructions, be safety conscious, work well with others, be dependable, trustworthy, responsible, honest, take pride in their work, exhibit a good attitude, exhibit leadership, and exhibit good citizenship.
- NTHS members are expected to attend scheduled NTHS meetings and complete ten hours of community services per semester.

A student who meets these eligibility requirements will be responsible for completion of the NTHS nomination form, securing Career Tech instructor and home school recommendations. Any NTHS member who fails to meet any of the membership requirements listed above may be removed from NTHS.

STUDENT COUNCIL

Student Council has officers and members in AM and PM sections. Council members meet monthly to represent all technical program students at Career Tech. Students on the Council plan Career and Technical Education Month activities, participate in community service projects, and are involved in many other school initiatives.

SCHOLARSHIPS/AWARDS

Each year, Career Tech offers graduating seniors the opportunity to apply for post-secondary scholarships and tools for those entering the workforce. Scholarships and awards are partially generated through the Career Tech Scholarship Golf Outing.

PLACEMENT SERVICES

Placement services are available to all enrolled students and to students who have completed programs at Career Tech. Assistance provided will include those activities designed to help people secure employment consistent with their training and career goals. These services are provided through an established placement center, instructors will make recommendations and referrals to the Placement Department regarding potential placement sites, known employer needs and corresponding student abilities and student readiness.

Work-Based Learning Eligible Students must:

- Be at least 16 years of age and obtain approval from parent/guardian.
- Be in compliance with school attendance (**not in credit reduction**) and academic

policies – **minimum overall grade of a “C” (minimum of a “2” in each standard) average achieved and maintained in both program and academic class.**

- Complete at least **8 program segments** of their Career Tech program to be eligible for a paid co-op.
- Complete all program safety practices and assessments.
- Be employed not less than an average of 10 hours and a maximum of 24 hours per week, while school is in session, when participating in a paid co-op.
- Participate for a maximum of **45 hours per specific training experience** if unpaid work experience.
- Be able to provide their own transportation (few exceptions) to/from the worksite.
- Adhere to all school policies, worksite safety, company policies and procedures.

ARTICULATION

Articulation is a process of transition from one educational institution to another. Articulation agreements are formal, written documents agreed upon by two or more institutions. Students may have an opportunity to earn college credit for competencies attained in career and technical education programs at Career Tech depending on their program.

Articulations Benefits for the Student

- Start college studies while still in high school; begin college in classes higher than entry level.
- Receive college credit for course work taken at the secondary level.
- Spend less money on tuition and less time obtaining a post-secondary education.
- Accelerate progress by reducing duplication creating motivation to continue schooling.
- Improves job readiness skills and job placement potential.
- Articulation credit appears on the student’s college transcript.

EARLY COLLEGE

Early College is a program for high school students within the Grand Traverse region to earn college credits by completing course work at their home high schools, Northwest Education Services Career Tech, on college campuses, via online and blended learning environments and/or through field experiences. For more information, please call 231.922.6425.

CAREER TECH STUDENT CODE OF CONDUCT

As a person and a student you have certain rights. Along with these rights go certain responsibilities. You have the right to pursue your own fulfillment, but your rights must end when they begin to impinge on the rights of others. Some of the most significant rights and responsibilities in the school setting are:

THE RIGHT TO:

- Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on

an equal basis.

- Practice freedom of speech, freedom of expression of ideas, and freedom of the press, keeping in mind recent Supreme Court decisions.
- Express views or protest symbolically so long as the manner of expression does not disrupt the orderly operation of the school or the rights of others.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures. Privacy in regard to their personal possessions will be respected unless there is reasonable suspicion that the student or student's vehicle is concealing materials prohibited by law or school regulation.
- Student lockers are the possession of the Career Tech and may be subject to search. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy.

THE RESPONSIBILITY TO DEMONSTRATE AN APPROPRIATE WORK ETHIC BY:

- Attending class daily
- Being on time to class
- Demonstrating job-desirable behavior
- Displaying a positive attitude and demonstrating the initiative to complete job tasks
- Obeying school rules
- Maintaining a reasonable standard of wearing apparel which is appropriate to your role as a student and meets occupational specific standards
- Fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other, and to respect the dignity and worth of other individuals.
- Refraining from libelous, slanderous remarks, and obscenity in verbal or written expression, and harassment or intimidation of other students.
- Developing tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
- Respecting the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property and to accept the consequences for articles stored in a school locker. It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school and in the workplace. The Career Tech staff will continue efforts to develop each student's personal pride and understanding of appropriate dress and avoidance of extremes.

PERSONAL APPEARANCE/DRESS CODE

Board Policy 5204 states student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- Program-specific attire and PPE must be worn as designated by the instructor(s).
- Any clothing or accessories associated with gang activity or membership are prohibited.

Students who represent the District at an official or school-sponsored function or public event may be required to follow specific dress requirements as a condition of participation or attendance.

STUDENT DISCIPLINE

Discipline Generally

The District may discipline students who engage in misconduct up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately

minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

STUDENT CODE OF CONDUCT

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this document. Depending on the circumstances of a particular situation, separate extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

DUE PROCESS RIGHT – Board Policy 5206A (Revised 10/2021. Summary below)

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

- A. **Students subject to short-term suspension:**

- Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the seven factors provided in the Student Code of Conduct before suspending a student.
- B. **Students subject to removal from program:**
As deemed appropriate by administration, a student may be removed from their program when, after due process, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that removal is the appropriate consequence. Career Tech administration will work with the student's high school to arrange appropriate academic programming.
- C. **Reciprocity:**
Career Tech will honor all disciplinary decisions of sending schools as they relate to suspension and expulsion. For example, when a student is expelled from their sending school, they will be removed from their program at Career Tech.

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

CATEGORIES OF STUDENT MISCONDUCT AND PENALTY GUIDELINES

Note: Parents/guardians and home school may be contacted for each disciplinary referral.

Prohibited Conduct	1st Offense	2nd Offense
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> ● Up to 5 days out of school suspension (OSS) ● Parent Contact ● Assessment (SSW) ● Possible Police Referral 	<ul style="list-style-type: none"> ● Removal from Program ● Parent Contact ● Police Referral
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> ● 1-2 days out of school suspension (OSS) ● Parent Contact ● Assessment (SSW) ● Possible Police Referral 	<ul style="list-style-type: none"> ● 3-5 days out of school suspension (OSS) ● Possible Program Removal ● Parent Contact ● Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Referral to Administrator ● Parent Contact ● Possible 1 Day Out of School Suspension (OSS) ● Possible Behavior Contract ● Possible Police Contact 	<ul style="list-style-type: none"> ● Referral to Administrator ● Parent Contact ● Out of School Suspension 1-3 Days (OSS) ● Behavior Contract ● Possible Police Contact
<p>Dangerous Weapon Possession or Threat: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, fireworks, explosives, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact ● Refer to MI School Code 380.1311 	
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) ● Possible Program Removal ● Possible Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) ● Possible Program Removal ● Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact

<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 3-5 days (OSS) ● Possible Program Removal ● Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact
<p>Physical Assault / Violence: causing or attempting to cause physical harm to another person or property through intentional use of force or violence. Including verbal or written threats thereof.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact 	
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> ● IE on the assignment ● Alternative assignment provided ● Possible 1 day of Out of School Suspension (OSS) ● Parent Contact 	<ul style="list-style-type: none"> ● Parent Contact ● IE on the assignment ● Alternative assignment provided ● Possible up to 3 days of Out of School Suspension (OSS) or program removal
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact 	
<p>Misuse of School and/or Personal Technology</p>	<ul style="list-style-type: none"> ● Parent Contact ● Loss of privilege or confiscation of device ● Possible Out of School Suspension up to 3 days (OSS) or Program Removal ● Possible temporary removal from program pending parent meeting ● Restitution ● Possible Police Contact 	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 3-5 days (OSS) or Program Removal ● Possible temporary removal from program pending parent meeting ● Restitution ● Possible Police Contact
<p>Persistent Disobedience (Insubordination)</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days or program removal ● Possible temporary removal from program pending parent meeting 	

<p>Gross Misbehavior: deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days or program removal ● Possible temporary removal from program pending parent meeting ● Possible Assessment (SSW) ● Possible Police Contact
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SCHOOL RESOURCE OFFICER

The North Ed School Resource Officer (SRO) is a law enforcement officer who is assigned to serve Career Tech, Oak Park, New Campus and North Ed needs as well as collaborate with nearby TCAPS schools when necessary. The main goal of the SRO is to prevent juvenile delinquency by promoting and cultivating positive relations between youth and law enforcement. The SRO position encompasses three major components which allow the SRO to achieve this goal: law enforcement, education, and counseling. These three components allow the SRO to take a proactive approach to law enforcement. SRO's are not just "cops" on campus. They provide all law enforcement duties to each respective campus. They educate the students by teaching law related classes and other related subjects in the classrooms and counsel both students and parents on various topics. The SRO becomes involved in the students' lives as a positive role model. The intent is that the positive experiences students have with the SRO bridge the gap between juveniles and law enforcement, and in doing so, help prevent juvenile crime. The other critical role they play within each campus is facilitating "lock down" duties, intruder concerns and any other safety concerns found in this section.

DISTRICT COMPLIANCE OFFICER

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. Northwest Education Services Civil Rights Compliance Officer is Emily Quinn, Director of Human Resources, 231.922.6717.

Family Education Rights and Privacy Act

STUDENT RECORDS

The Family Education and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's educational record.

These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access.
2. The right to request an amendment of the student's educational record that the parent or eligible students believe is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained

- in the student's educational records, except to the extent FERPA authorizes disclosure without consent. Exceptions to consent include: disclosure to school officials with legitimate educational interests and disclosure to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

If you have questions about your student's educational records, please contact the program supervisor for assistance.

Cumulative records are available for review by parent/guardian after a written request has been made. The program supervisor or designee will be present during the review following Northwest Education Services Policy 5309. Student records are confidential. Parents of students, eligible students, and persons designated in accordance with Northwest Education Services Board of Education Policy 5309 as representing the parents of students with disabilities, may inspect and review the student's educational records upon request. Inspection of student records shall be consistent with **Policy 5309** (*Revised 10/2021*).

STUDENT PRIVACY

The Board of Education respects the privacy of parents and their children. No student shall be required as a part of the school or the district's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals personal information, beliefs or practices in accordance with **Board Policy 5308** (*Revised 10/2021*).

DIRECTORY INFORMATION (STUDENT)

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- A. student names, addresses, and telephone numbers;
- B. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- C. major field of study;
- D. grade level;
- E. enrollment status (e.g., full-time or part-time);
- F. dates of attendance (e.g., 2013-2017);
- G. participation in officially recognized activities and sports;
- H. weight and height of athletic team members;
- I. degrees, honors, and awards received; and
- J. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

ARMED FORCES RECRUITING

Selective Service Obligation – Male students reaching the age of 18 are reminded they are required by law to register for the selective services. See **Board Policy 5309** for additional information.

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian wants the student’s directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

DRUG-FREE SCHOOLS

Memorandum To Parents Regarding School Board Policy

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM - Policy 5401 – (Summary below)

The Board of Education recognizes and values parents and families as children’s first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student’s parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student’s academic achievement, the District’s continuous improvement, and individual school improvement plans. The plan will be

distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Northwest Education Services Career Tech is an Affirmative Action, Equal Opportunity Institution

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Youth Health & Wellness Center

Medical and Counseling Services for Ages 10-21, and their children.

*Medical
Services:
Physicals,
Immunizations,
Illness and
Injury*

*Confidential
Services:
STD Testing,
Substance Abuse,
Pregnancy Testing
and Prevention*

*Counseling
Services:
Short-term,
Long-term,
Individual
and Group
sessions*

We are located on the Career Tech Campus

Open on Monday-Friday (8:30 am – 4:30 pm)

Open year round including vacations and summer break.

Call for an appointment: 231-922-6416

All services are charged on a sliding scale based on client's income.

Services can also be billed to insurance. We can also help you apply for Medicaid.