LETTER FROM THE SUPERINTENDENT

September 2019

Dear Student,

Welcome to the Careerline Tech Center. We’re pleased you’ve chosen our Center as a way to enhance your education and focus on your future.

The Tech Center administrative team, the teachers and support staff have worked hard to develop a challenging, fast-paced, realistic program for you. Their on-going work with business and industry, colleges and technical schools ensures that our programs afford you an excellent opportunity to succeed in your career. In addition, you’ll be able to pursue college credit and get a jump start on your post-secondary plan!

We’re proud of our former students’ success and look forward to including you among them.

Our mission statement, written below, outlines our commitment to you. Please take a few moments to read it. And then, as the year progresses, let us know if there is anything additional we can do to make our mission happen personally for you.

Best of luck now and in the future.

Sincerely,

Pete Haines
Superintendent
Ottawa Area Intermediate School District

David Searles, Director
Careerline Tech Center

Amy Dickinson, Student Services Associate
Careerline Tech Center

Kris Doenges, Student Services Associate
Careerline Tech Center

Mindy Plank, Curriculum Associate
Careerline Tech Center

Careerline Tech Center Mission Statement

Careerline Tech Center prepares students for tomorrow’s workforce by providing career and technical education for employment and post-secondary opportunities while promoting life-long learning and personal success.
GENERAL INFORMATION

TELEPHONE NUMBERS
1-877-702-8601 General Careerline Tech Center Number (Toll Free)
1-877-702-8601 ext. 4311 Student Services Office (Direct line: 1-616-796-1914)
1-877-702-8601 ext. 4335 Attendance Hotline (Holland area: 1-616-796-1335)
1-616-399-3480 Student Services Fax Number

CALENDAR INFORMATION
All Careerline Tech Center (CTC) students are required to follow the Careerline Tech Center’s calendar. Infrequently, the sending school district will require students to remain at the sending school (example: semester exams). It is the student’s responsibility to be aware of such requirements. Some school districts post this information on their website. If you have any questions regarding the 2019-2020 CTC calendar, please contact your instructor or the Student Services Office. The CTC 2019 - 20 calendar is located on the back of the Student Handbook.

CTC/DISTRICTS CALENDAR INFORMATION
Students attend their CTC programs for a minimum of 2 hours each day, during one of the following sessions - A.M session: 8:00 – 10:45 a.m. and P.M. session 12:00 – 2:45 p.m. Missing a session creates an academic hardship for the student—particularly because the learning is hands-on and difficult to duplicate upon the student’s return. For that reason, CTC students are required to attend CTC even if they are not required to attend their district classes (such as: teacher in-service day, no school due to parent/teacher conferences, etc.) Home school students follow their resident district schedule.

However, there will be days when the district requires their students to remain at their district school and not attend Tech. Listed below are examples:

- **EXCEPTIONS:**
  - Students are not required to attend CTC if their school district requires them to be present for:
    - trimester exams
    - assemblies
    - senior graduation rehearsal
    - any other calendar exception determined by the sending school district administrator

- **VACATION:**
  At times, vacation days will not exactly match the CTC calendar vacation days. Students are required to attend CTC if CTC is in session. However, if the student’s school district determines their students do not have to attend CTC during their break, the student’s absences will be recorded as school-related. It is the students’ responsibility to obtain clarification from their local school district prior to the day(s) not in attendance.

- **WEATHER CANCELLATIONS OR DELAYS:**
  If a student’s sending school is closed due to inclement weather, students are not required to attend the Careerline Tech Center. However, if the Center is open, students may attend, but should only do so if parents determine that it is safe for the student to travel. The stations listed below will broadcast our delays and closings:
    - Students are to follow their district schedule when there are weather related cancellations or delays. The CTC student is not required to attend CTC. Student safety is primary.
    - In the case of inclement weather, home school students are to follow the weather cancellations of their local public school district wherein they reside.
    - If CTC is closed due to inclement weather, notification will be shared via local media stations. A phone message and/or e-mail will be sent from Infinite Campus messenger if this option is selected on the Parent Portal account.

- **HOME-SCHOOLED STUDENTS:**
  - Home Schooled students are required to follow their resident district calendar (with the exception of inclement weather—see above).
    - Home schooled students attend either the AM session (8:00 – 10:45 a.m.) or PM Session (12:00 – 2:45 p.m.).
      - If your student is riding his/her residing district’s bus, which may leave at 10:00 a.m. or 2:00 p.m. you may need to modify your student’s CTC class schedule. A written request must be submitted to Student Services prior to this change.

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COLLEGE INFORMATION
Students may contact their CTC counselor to obtain college information.

FINANCIAL ASSISTANCE
Counselors are available to help students with any college planning materials. They can also assist with information regarding financial aid, as well as forms and computer assistance related to financial aid.

SCHOLARSHIPS
Counselors are also available to answer questions about scholarships awarded each year to Tech Center students. Some of the scholarships available to Careerline Tech Center students are: Careerline Tech Center Teacher’s Association Scholarship, Careerline Tech Center Paraprofessional Scholarship, Careerline Tech Foundation Scholarship, Race Foundation Scholarship, and the Muskegon Community College Counselor Scholarship. Students should begin the application process for these scholarships in mid-January.

DIRECT CREDIT AND ARTICULATED CREDIT:
Direct credit is actual college credit which may be earned while in a Tech Center program. A reduced tuition is charged to the student for a transcripted credit. The credit appears on a college transcript and can be transferred to many colleges and universities throughout Michigan.

Articulated credit is credit that a specific college or university grants for classes taken at Careerline Tech Center. Credit is posted to the transcript after the student has completed a certain number of classes at the college or university. Articulated credit can generally not be transferred from one college to another.

Both Early College credit and Articulated Credit are available in many Tech Center programs. Students will receive more information from their Tech Center counselor.

EMERGENCY PROCEDURES
Informational signs stating directions and instructions to follow in the event of a tornado, fire, or lock-down event are posted in each classroom. The fire alarm is a constant sound. The tornado and lock-down alarms are made by P.A. Attention and cooperation are necessary during all drills and emergencies. If necessary, teachers and staff members will give further instructions about exiting the building during emergencies. In case of any emergency, students must remember to be quiet and follow all the instructions of staff.

STROBE LIGHTS
During an actual lock down, amber strobe lights will flash on the four outdoor corners of the CTC building. If one arrives and sees the amber lights flashing on the outside of the building, leave the area immediately.

During practice fire drills, a white strobe will flash throughout the building. Students are to exit the building as directed by their instructor.

During practice lock down drills, amber strobe lights will flash in high noise programs. There will also be a building wide Public Address announcement. Students are to follow the direction of their instructor.
FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Occasionally, programs will schedule field trips to employers, businesses and/or colleges in the area. If the field trips extend beyond the normal class period, sending school approval is necessary. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students are required to hand in to their instructor their completed field trip permission slip, a minimum of two days prior to the trip.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

CHAPERONES

Adults who volunteer to serve as a chaperone will be required to comply with a background check. This procedure is in place for student safety.

PARENT INVOLVEMENT AND VISITATION

Parent involvement and communication are encouraged. We request that parents make arrangements prior to their visit. Visitors are required to check in with the Front Office and receive a Visitor Badge immediately upon entering the building.

STUDENT VISITORS

The Careerline Tech Center does not allow students to bring visitors into the programs. Local high school students who wish to visit the Careerline Tech Center programs should arrange for those visits through their sending high school.
DRESS AND UNIFORMS

In developing habits of dress and apparel that are acceptable to business and industry, it is appropriate that our dress policy reflects that of business and industry. In addition, student dress and apparel may not interfere with and/or distract from the educational process.

A number of programs will require students to meet industry specific dress standards. This will be explained in greater detail by the program instructor.

The overall dress and apparel of students must be deemed appropriate for business/industry and for our educational setting. Apparel which is disruptive to the educational process, or which is deemed inappropriate for business and industry, is prohibited at the Careerline Tech Center.

**Examples of dress and apparel requirements include, but are not limited to:**

- Student dress (including accessories) may not advertise, promote, or depict alcohol, profanity, illegal drugs, drug paraphernalia, violent behavior, gang association, tobacco products, or explicit sexual messages or sexual innuendo, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- No visible underwear or other undergarments.
- Halter tops, tank tops, spaghetti straps, muscle shirts cannot be worn alone—they are to be covered by a shirt. No bare back, skin tight clothing, bare midriff or excessive cleavage is permitted.
- Outdoor wear, such as jackets and hats are not to be worn in the classrooms/labs unless approved by the program instructor.
- Excessively sagging pants, or clothing with rips or tears that create a safety hazard are prohibited.
- Skirts, dresses, and shorts are to be long enough to touch the tip of the thumb when the arm is fully extended.
- Appropriate footwear must be worn at all times.

Individual programs may have additional dress or uniform requirements. These expectations will be shared with students by their instructor.

If a student is able to modify their inappropriate attire while at CTC, they may remain at Tech. Otherwise, they will be asked to make arrangements to go home. They will be marked absent for the session. All members of the staff are expected to monitor and address student attire.

A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If there is any doubt about dress and appearance meeting expectations, Student Services Administrators will make the final decision.
TRANSPORTATION

Many of our local sending schools provide bus transportation to and from the Careerline Tech Center. Students must follow their sending school policy regarding riding the bus and/or driving/riding with others to the Careerline Tech Center. Students who choose to drive or ride with student drivers to the Careerline Tech Center must follow the procedures in this handbook regarding driving and parking at the Careerline Tech Center. Under no circumstances will a Careerline Tech Center/OAISD staff member drive a student back to their sending school or other location if they miss their bus/ride. A parent/guardian will be responsible for transporting the student to the desired location. Transportation to and from the Center for “before school and after school detention” is the responsibility of the parent/student. Students who ride in another student’s vehicle share responsibility for compliance with established student driving guidelines. Riders also are subject to revocation of riding privileges should driving violations occur.

DRIVING/PARKING

Transportation is provided to and from the Careerline Tech Center by most sending schools; in addition, some schools require that students use their bus transportation. However, if the local high school allows driving or riding with other drivers to the Careerline Tech Center, the following procedures are required:

1. All vehicles must be registered in order to park in the student parking lot at the Careerline Tech Center. The registration process involves completing and returning a registration form.

2. Student parking is restricted to the student lot (NORTH LOT). Students are to use the student entrance/exit located off 136th Street. Students are to park in designated parking spots only – not in fire lanes, client parking, or designated handicapped spaces near the building. Students are not to park in the front or sides of the building. Parking on the street, at the Township Hall, the Educational Services Building, M-TEC, or private property such as the Mobil Station is prohibited.

3. Drivers are not to exceed 10 mph while on CTC property. Vehicles must be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed, towed or booted at the discretion of CTC. This will occur at the vehicle owner’s expense or inconvenience. Vehicles must be operated in a courteous manner at all times. Irresponsible driving that cause’s property damage will result in loss of driving privileges and restitution, as well as a report filed with Ottawa County Sheriffs’ Department.

4. Issues such as failing to register a vehicle, excessive tardies, littering, squealing of tires, loitering or sitting in vehicles, or other unsafe, disruptive, or hazardous actions may result in a loss of driving privileges and/or other disciplinary actions. Students who drive or park at the Careerline Tech Center while on a “driving suspension” will permanently lose their driving privileges and be subject to further disciplinary action.

5. Students who attend a high school that does not allow driving or riding with other drivers to the Careerline Tech Center, must follow their high school’s policy. If a student needs to drive to the Careerline Tech Center for field trip purposes, they must obtain permission from their high school administrator before they drive to the Careerline Tech Center.

6. Students who are either in route to or from CTC are required to adhere to State of Michigan speed limits.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, parking lot supervisors, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parking on school grounds may be subject to search. Prohibited items discovered during the course of a search will result in discipline, including, but not limited to expulsion from school, as well as referral to law enforcement.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

UNAUTHORIZED VEHICLES

Unauthorized or abandoned vehicles left in the Careerline Tech Center parking lot(s) will be towed away. The owner of the vehicle will be responsible for towing and storage fees.
STUDENT SERVICES AND SUPPORT SERVICES

The Student Services Office provides a number of services to students enrolled at the Careerline Tech Center. These services include academic, career, and personal counseling. Attendance issues and student record issues are also managed in the Student Services Office. Students may request to use these services by making an appointment with their assigned counselor. The Student Services Office is open from 7:30 a.m. until 3:30 p.m., Monday thru Friday.

Student Support Services:

- **Student Services Associate** provides student support, monitors attendance, behavior issues, transportation, and student records, while also providing administrative oversight for all student support management at the Careerline Tech Center.

- **Counseling Staff** provides personal, academic, and career counseling to students. They act as a liaison between the Careerline Tech Center and the sending school counselors, teachers, special education staff, and parents. They will refer students to available community agencies when necessary.

- **Special Education Staff** provides support services to special education students. They work with community agencies to provide transitional services to graduating special education seniors and act as a liaison between the Careerline Tech Center staff, sending school teachers, counselors, community agencies, and parents.

- **Paraprofessional Staff** provide support services to students and help to monitor student progress while assisting in their assigned programs. They communicate and team with instructors and student support staff.

- **Liaison Officer** provides legal assistance to students and staff. In addition, the officer assists with the safety and security of the Careerline Tech Center campus.

LOCKERS

Many programs have lockers available for student use. Lockers are to be used for school-related items and personal effects. (See Search & Seizure Policy). Students are strongly encouraged to keep any item of value in their CTC locker (if provided).

WORK BASED LEARNING:

Work-Based Learning opportunities are available within each program. Work based learning activities vary from program to program, but may include job shadows, field trips, paid and non-paid work experiences and co-op. The career and work-based learning specialist is available to assist students with all work-based learning activities.

SCHEDULING

Initial scheduling is done by the sending school. Once the initial scheduling is completed, all schedule changes are conducted through the CTC Student Services Office in collaboration with the sending school.

CHANGE OF ADDRESS

Students are to promptly inform the Student Services Office of any change of address and/or telephone number.

LEAVING THE BUILDING

Students who are leaving the building must have approval of a parent and the approval of the Student Services Office. Teachers will explain the sign-out procedure. Students who leave class without permission may be considered absent and in violation of school policy.

ACCIDENT/ILLNESS POLICY

In the event of an injury or illness while at the Center, the student is to immediately inform the instructor. When ill or injured, DO NOT LEAVE THE CLASSROOM OR THE BUILDING WITHOUT PERMISSION or without a staff person. If the injury is of a serious nature, every attempt will be made to notify a parent. It is essential that parents provide CTC with current contact information. If CTC is unable to contact a parent, the student will be transported by medical personnel TO A MEDICAL FACILITY for care. The parent’s insurance is primary for costs incurred.
AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students regardless of their attainment of the age of majority. Students who are eighteen (18) years of age may request to submit an Age of Majority Form. Age of Majority status signifies that all school business and school communication may be sent to and conducted only with the student. This form requires a parent/guardian signature. The form is available in the Student Services Office.

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

IMMUNIZATION/PHYSICALS/BACKGROUND CHECK INFORMATION

Certain CTC programs require physicals, background checks, and immunizations for participation in related clinical placements. If you have any questions, please call Student Services at 616-796-1914.

SPECIAL HEALTH CONCERNS

Students who have health issues are required to inform the Careerline Tech Center by contacting the Student Services Office at 616-796-1914. It is essential that CTC personnel are aware of any health issue.

STUDENT MEDICATIONS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess cough drops or antacids (such as tums, Rolaids, etc.). In addition, students may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian and physician has completed and signed an Authorization for Student Self-Medication Form. This form is available in the Student Services Office.

If it is necessary for a student to bring medications to school, the medication must be stored in the Student Services Office for the safety of the student and others. In order to facilitate a standard practice in dispensing, storage, and administration of medication, the following guidelines are to be followed:

Prescription Medication:
1. Parent or guardian of the Careerline Tech Center student shall provide the school with written permission (completion of medical permission form) to store and dispense the medication. The medical permission form is available in the Student Services Office.
2. Medication must be in the original container which clearly identifies the contents, the dosage, and the student’s name.
3. Medication shall be under the exclusive and secured control of designated school employee(s).
4. Medication shall be dispensed only in accordance with the instructions of the assigned physician.
Non-Prescription Medications: (Such as aspirin, cough medication, etc.)
1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.).
2. Must be clearly identified as to the name and type of medication and dosage instruction.
3. A note, signed and dated by the parent or guardian giving the student’s name, medication name and dosage instruction, specific dosage time and other necessary instructions must accompany the medication.

We will not dispense any medication that has not been supplied by the parent or guardian of the student requesting medication. All medications will be disposed of after July 1.

STUDENT AWARDS
Student awards have been established to recognize excellence in each individual program. The two CTC program awards are: “Excellence in Achievement” and “Superior Commitment”. The award criteria are the following:

Excellence in Achievement
- 4 Absences or less per year (exceptions: school related, medical, funeral and court)
- 3 Tardies or less per year
- No Suspension or CTC Detentions (CTC, High school, or ISS)
- A- or better (89.6%)
- Leadership/Professional Behavior in related program as demonstrated by exceeding expectations in Skills4Success Personal Accountability
- This outstanding student displays excellence through modeling high standards of ethics and professionalism, and inspires and encourages others in a positive manner.

Superior Commitment
- 6 Absences or less per year (exceptions: school related, medical, funeral and court)
- 4 Tardies or less per year
- No suspensions or CTC Detention (CTC, High School or ISS)
- B or better (83.5%)
- Professional Behavior in Related Program as demonstrated by meeting expectations in Skills4Success Personal Accountability

PERFECT ATTENDANCE
The Careerline Tech Center also recognizes students for perfect attendance. With the exception of funeral absences, students must be present every day to qualify for perfect attendance. Students are able to earn Perfect Attendance awards for the school year, and perfect attendance for two years.

Two-Year Perfect Attendance Awards will be presented to students at an awards ceremony in late spring.

TESTING/PROGRAM ADVISORY COMMITTEES
All Careerline Tech Center programs have an Advisory Committee. This committee is made up of employers, a parent, and a student, who are knowledgeable in the program area. In many programs, advisory members conduct an annual student skills evaluation. Advisory testing is considered very important and attendance is required. The instructor will explain testing in greater detail.
ATTENDANCE POLICY AND PROCEDURES

Regular attendance is an important work habit and component of educational and occupational success. Often school success or failure is closely related to attendance patterns. Occupational research indicates employees are often dismissed from jobs due to excessive absenteeism and/or tardiness. The Careerline Tech Center programs use a lab setting as an integral part of the instructional process. The lab setting and experience are often difficult to duplicate outside of the Center making regular attendance and punctuality essential for learning. Careerline Tech will provide support and excellent instruction, but it is up to the student to earn his/her credit.

CTC is required to report student attendance to the sending high school. Attendance, per the Michigan Revised School Code, will be recorded on the student’s transcript. Additionally, CTC attendance is included on the CTC report card.

ABSENCES

PRE-ARRANGED (PLANNED) ABSENCES: Students should pick-up a pre-arranged absence form in the Student Services Office prior to the planned absence. Pre-arranged absences count toward the six (6) day attendance policy. Students are responsible for all make-up work and are encouraged to request the assignment(s) from their instructor and return the completed assignment(s) to their instructor by the end of the grace period (see Make-Up Policy.) If assignments are not handed in by the end of the grace period, the Late Policy goes into effect.

The Careerline Tech Center has a six (6) day absence limit per trimester Attendance Policy in order to be eligible to receive credit. Students are expected to be in attendance when the Careerline Tech Center is in session and the sending school requires attendance. If absences are due to extenuating circumstances, classroom work is satisfactory, and course requirements are being met, this absence-cap may be appealed. The attendance appeal process requires that the parent or student complete the Appeal Form for the trimester and provide all required documentation as stated on the form. The appeal committee, consisting of counselors and administrators, will review all appeals.

All attendance appeals should be submitted to Student Services by the end of the trimester. The end of each trimester is the following:

- Fall Trimester: November 22, 2019
- Winter Trimester: March 6, 2020
- Spring Trimester: June 5, 2020

PROCEDURE OF NOTIFICATION OF ABSENCE

When a student is absent from the Careerline Tech Center, a parent or guardian is to call the Careerline Tech Center Attendance Office within 24 hours of the absence.

The attendance hotline number is toll free and available 24 hours a day, 7 days a week.

1-877-702-8601 extension 4330
(Holland area: 1-616-796-1335)

Students and parents are expected to follow their sending school’s attendance procedures and policies for reporting absences in addition to following the Careerline Tech Center’s procedure. On a day a student is absent, the parent/guardian is to notify BOTH CTC and the SENDING SCHOOL PERSONNEL. Students and parents should make every possible effort to schedule appointments before or after school hours.

EXCUSED ABSENCES: Student is absent for a valid reason that is accepted by the Careerline Tech Center and cleared according to the attendance procedure. Excused absences count towards the six (6) day per trimester Attendance Policy. Missed assignments and lab work are expected to be made up and are the responsibility of the student.

UNEXCUSED ABSENCES: Student is absent and has unacceptable or no explanation, and/or fails to clear the absence in accordance with the procedure. Unexcused absences count toward the six (6) day per trimester Attendance Policy. Missed assignments and classroom work are expected to be made up and are the responsibility of the student.

INFINITE CAMPUS INSTANT ALERT SYSTEM:

CTC has an automated calling system to notify parents of their student’s absence from CTC, if a parent has not called in to excuse the student. Parents have the option of selecting their notification preferences, such as: cell phone, work phone, email, home phone, etc. If parents receive an automated call from CTC, we ask that they call the Attendance Hotline to share the reason for their student’s absence.
EXEMPTED ABSENCES

(ABSENCES NOT INCLUDED IN THE SIX-DAY ATTENDANCE POLICY)

**College Visit:** A student is permitted two college visits per year. For the absence to be exempt, the student is required to provide documentation from the college stating the student was present on the date recorded by the college personnel. This documentation is to be on the college’s letterhead.

**Family Funeral:** Family funeral absences only apply to immediate family members; all other funeral absences will be counted as excused absences. Family funeral absences do not count toward the six (6) day absence Attendance Policy as long as documentation is provided from the funeral home that the student was present at the visitation/funeral.

**School Related Absences:** School-related absences are absences for a pre-approved school function. The student and the sending school must verify such absences with the Student Services Office. School related absences do not count towards the six day absence Attendance Policy. Missed assignments and classroom work is expected to be made up and is the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

**Medical Absences:** Medical absences are when a student has seen a physician or other medical professional. In order for medical absences to be exempted from the attendance policy, a signed doctor’s note stating the date and time the student was seen for an appointment is required within 24 hours of returning to class. Please attempt to schedule medical appointments before or after school. Missed assignments and classroom work is expected to be made up and is the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

**Court Absences:** Court absences are when a student has been ordered to appear in court or to participate in other judicial activities. In order for a court absence to be exempt from the Attendance Policy a signed note from the court stating the date and time the student was seen for such an appointment is required within 24 hours of returning to class. Missed assignments and classroom work are expected to be made up and are the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

**Sending School/Careerline Tech Center Suspensions:** These absences do not count toward the six (6) day trimester absence Attendance Policy. Missed assignment and classroom work is expected to be made up and is the responsibility of the student. The student must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

**Jail:** Student is absent from the Careerline Tech Center because they are incarcerated in a jail or juvenile facility. In order for a jail absence to be exempted from the Attendance Policy the student must present documentation of the dates of incarceration to the attendance office upon their return. Missed assignments and classroom work are expected to be made up and are the responsibility of the student. Students must request the assignment(s) from their instructor and return the completed assignment(s) to their instructor on the due date established.

**Plus Day:** Plus days are allowed to reduce accumulated absences from a student’s attendance record. There are a limited number of days each school year, when a sending school may not require students to attend CTC. Students may earn a plus day on those days by attending CTC when their sending school is not in session and they are not required to be at the Careerline Tech Center. Students must attend a full session in their program to earn credit for the plus day. One accumulated absence will be deducted from the student’s total absences for that trimester when a plus day is served.

Although the exception, on occasion plus days may be earned when the student is involved in an activity that is directly related to the program and occurs outside of the student’s school day. For consideration of this exception: the activity must have a curricular focus directly related to the CTC course, in contrast to an activity that is a designated community service project; the focus is primarily on curriculum and not fund raising; the student must be involved for a minimum of 2 hours; no more than one plus day will be granted per activity; and the teacher will submit a proposal for plus day consideration prior to the event. Plus Days are not granted for time spent at competitions or fund-raising events.
TARDIES
Students are responsible for arriving to class at the designated start time. Tardiness creates disruptions and a loss of instructional time. In an effort to promote punctuality, the following tardy policy is in effect:

It is considered a tardy when a student arrives after the designated start time: 8:00 a.m. for morning session students and 12:00 p.m. for afternoon session students.

Students will be marked tardy by their instructor when they arrive after the bell. A student may be issued a 60 minute detention by the Student Services staff for every fourth tardy. If the detention is not served within one week, the student may be suspended for one day.

If a student is more than thirty minutes late to class, they are to report first to Student Services before going to class.

GRADING & ACADEMIC SUPPORT
Students will receive an evaluation at the end of each instructional trimester. Mid-way through the trimester, progress reports are sent to parents/guardians of all students. Program instructors will explain their grading criteria and process in greater detail.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
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<tr>
<td>B</td>
<td>Good</td>
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<tr>
<td>C</td>
<td>Average</td>
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<tr>
<td>D</td>
<td>Below Average</td>
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<tr>
<td>E</td>
<td>Failure</td>
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<tr>
<td>CR</td>
<td>Credit</td>
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<td>NC</td>
<td>No Credit</td>
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<tr>
<td>W</td>
<td>Withdrawal/Drop</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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</tbody>
</table>

MAKE-UP WORK
If a student is absent, he/she is permitted to make up any missed work, including homework and tests. The student will be provided an equal number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her instructor.

PARENT PORTAL
Parents/Guardians will have electronic access to the CTC Student Handbook as well as access to their student’s attendance and grade records at the www.oaisd.org website by mid-September. In a separate mailing, a password and log-in information will be sent to each parent/guardian. If a student has returned to the Tech Center for a second year, parents may continue to use their log-in that they received the previous year.

STUDENT RECORDS
Student records include a listing of acquired skills, student report card grades, student attendance letters, and work-based learning paperwork. Students may review their records by making an appointment in the Student Services Office.
STUDENT CODE OF CONDUCT

The Careerline Tech Center’s policies and rules apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

A primary responsibility of the schools in Michigan is to provide an atmosphere in which learning can take place. The school functions as a specialized learning community and establishes reasonable rules in order to function within this role. In the establishment of its rules the school must take into consideration the student’s rights as granted by the United States Constitution and subsequent amendments, the responsibilities of the students and the school, and the process by which the school takes away the “rights” of the student when they fail to fulfill their responsibilities. The following guidelines for student conduct have been developed with this in mind.

The following incidents are prohibited by criminal law and must be reported to a local law enforcement agency under Public Act 102. The following violations of any such rules shall warrant a student’s exclusion, suspension, and/or expulsion from the Careerline Tech Center and possibly the sending school. This list is not all inclusive.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials. This includes e-cigarettes and related materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. This includes any device that can be used to inhale vapor (including e-cigarettes).

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing, bomb threat (any person who communicates a false bomb threat by way of telephone, fax, E-mail, written or other means of assisting another in making a bomb threat), explosives (illegal possession, use and/or transfer of explosives on school property or at any school activity), vandalism or destruction of property (willful or ignorant damage to or destruction of property, or attempts to damage or destroy property belonging to another or others), causing or attempting to cause damage to, vandalize, steal, or attempting to steal, school property or another person’s personal property.
- Arson: Any person who starts an unauthorized fire on school property, or assisting another in starting an unauthorized fire. State Statue calls for a mandatory permanent expulsion.
- Physical Confrontation, Assault and/or Battery, Physical threats or violence to persons. Physical assault is defined as: “Intentionally causing or attempting to cause physical harm to another through force or violence.
• **Illegal Drug/Narcotics Use or Overdose Drug/Narcotics Possession or Drug/Narcotics Sale**, Consumption, use, manufacture, possession, transfer, and/or being under the influence of narcotics, drugs and/or look-a-like substances that may produce abnormal behaviors.

• **Robbery or Extortion**, Taking property from a person by force or threat while unarmed or armed with a weapon or article representing a weapon. Threatening another person for the purpose of extorting money and/or property or to compel the threatened person to do an act or acts against the threatened person’s will.

• **Weapons**, Illegally possessing, using and/or threatening to use any weapon, instrument or device capable of inflicting injury. The term weapon includes: firearms or facsimiles, bombs, double-edged non-folding instruments, dagger dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, switchblade, slingshot, billy club, iron bar, metallic knuckles, laser or stun gun, CO2 powered gun, pellet gun, gas ejecting device that is not a self-defense spray or any other article carried or possessed for use as a weapon.

**Weapon-Free Schools**, In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. **Michigan law requires** the Board of Education to consider permanent explosion for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of local District policy, Boards of Education may also exercise their discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, airsoft gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray, bow/arrow, or machete.

School officials shall immediately contact the student’s parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

*Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. The following incidents are not mandated to be reported to a local law enforcement agency (but may if applicable) but any violation of such rules and expectations shall warrant a student’s exclusion, suspension, and/or expulsion from the Careerline Tech Center and possibly the sending school. This list is not all inclusive.*

• **Academic Dishonesty (Cheating)**: All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the teacher specifically says that it is not necessary. Academic integrity means representing oneself and one’s work honestly. Misrepresentation is cheating since it means a student is claiming credit for another’s ideas or work and is, thereby, trying to receive a grade not actually earned. CTC students will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline. Schools have a right to employ companies like iParadigms to determine if plagiarism has occurred.

• **Attendance and Truancy**: Daily attendance and punctuality are required in accordance with state law and school policies for all students. Placing a “false call” to excuse an absence will minimally result in the student receiving a detention. See the Attendance Policy and Procedures section of this handbook for further details.

• **Bodily Condition**: Students shall not remain in attendance at school or at school activities, if they have or are reasonably suspected of having a communicable disease or other bodily conditions adverse to the health, safety, and well-being of students or others.
Bullying, Intimidation & Harassment: Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, electronically or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. This prohibition includes written, physical, verbal or psychological abuse, including hazing, gestures, comment, threats, or actions to a student which cause or threaten bodily harm, reasonable fear for personal safety, or personal degradation.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a building administrator or a counselor. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

Cell Phones, laptops, tablets/IPad, Pocket Pagers, or other Electronic Devices: Students at the Careerline Tech Center may be in possession of a cellular telephone, tablet/IPad, pager/beeper, gaming device, or other electronic communications device subject to the terms of this policy and the administrative rules of the District, building, and instructional program. The device(s) may be used during instructional time only with the permission of the instructor and in accordance with the class policy and procedures. If use of the device becomes a distraction to the student’s learning or causes a disruption during class, the student may lose the privilege of using the device and may be asked to turn it over to a staff member.

If a student does not comply with the classroom cell phone policy:

1st Offense: the cell phone/device will be housed in class or Student Services until the end of the session.
2nd Offense: will result in the cell phone/device being kept in the office and returned to a parent or designated family member.

Additional offenses may result in the cell phone/device being kept in safe keeping at CTC for up to 30 days or until a parent can come to pick it up and meet with an administrator.

All valuables are the student’s responsibility: Such items should either remain in the student’s locker (teacher discretion) or be kept on their person. CTC will not be liable for any lost or stolen items. CTC strongly recommends that students do not bring valuable items to the Careerline Tech Center.

Dress and Appearance: The overall dress of students must be deemed appropriate for business/industry and an educational setting. See the Dress and Uniforms section of this handbook for further details.

Driving: Driving to the Careerline Tech Center is a privilege not a right. Driving and parking regulations have been established to ensure a safe and secure situation. See the Driving and Parking Regulations section of this handbook for further details.

Forgery and/or Falsification: Fraudulently using the name of another person, or falsifying time, dates, grades, addresses, or other data on school records or forms.

Gambling: Participating in games of chance for monetary gains.

Gang Activity: This includes the wearing of clothes or apparel or altering one’s appearance to indicate gang affiliation, such as bandanas or any type of wearing of gang colors. Hand signals and gestures and/or displaying gang symbols on one’s body, clothes, possessions, vehicle, locker and/or other property. Any gang-related behavior that has an adverse effect on the school and learning environment.

Choosing Not to Follow Directions/Disrespectful Behavior: An act of conduct offensive to commonly recognized community standards of propriety or good taste, including the use of vulgar, inappropriate language and/or gestures. Disobeying rules of student conduct, directives from staff members, school officials, or classroom rules/policies will not be tolerated and will result in disciplinary action.
• **Obscenity:** Conduct involving obscene or insulting language, signs, symbols, gestures in any form whether verbally, in writing, electronically, or with photographs or drawings (caricatures) on any school property, school activity, function, or event.

• **Public Displays of Affection:** Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature. Additionally, a student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication of physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

• **Refusal to Identify:** Refusal to identify oneself to school authorities in the school building, on school grounds, or at any school activity, function, or event.

• **Sexting:** Sending or forwarding sexually explicit messages, or photos of self or others via cell phones. This behavior may be considered as pornography, and law enforcement may be involved. A student could be charged as a sex offender.

• **Verbal confrontations:** Students engaged in verbal conflicts, arguments, or making threats to other students or staff (written or verbal) will be subject to disciplinary consequences.

• **Other Misconduct or Otherwise Prohibited, Disruptive or Threatening Behavior and/or Conduct:** Any other gross misdemeanor or persistent disobedience, whether or not contained in this handbook.

Students are also subject to their sending school policies. The Careerline Tech Center will coordinate procedures, processes and consequences with the home school. In almost every situation when a student is suspended from the sending school, they are suspended from the Careerline Tech Center. Under normal situations, when a student is suspended from the Careerline Tech Center, they are suspended from the sending school as well.

The administration reserves the right to investigate off-campus activities to determine if the behavior could result in a disruption to the school significant enough to warrant the student’s expulsion from school.

**SEARCH AND SEIZURE**

In order for Administration to maintain order, safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers or administration. Lockers or other facilities, textbooks, equipment, materials or supplies (individually and collectively referred to as “School Property”) loaned by the Careerline Tech Center to students remain the property of the school. As such, students are presumed to have no expectation of privacy in such School Property or its contents. School Property may, therefore, be opened or otherwise examined by school employees. Prohibited items (e.g. those which are illegal or against school policy or which otherwise pose a potential threat or danger), whenever found (e.g. in the course of routine cleaning or maintenance, in connection with an emergency or other situation perceived as threatening or dangerous, etc.) will be confiscated and a report will be made to a Careerline Tech Center administrator who will determine whether further investigation is warranted. Evidence may be transferred to law enforcement authorities.

School property may also be searched by school employees, with or without the assistance of law enforcement authorities and may include the use of unannounced canine searches upon reasonable suspicion on the part of a Careerline Tech Center administrator that a law or school policy is being violated or that a threatening or dangerous situation or condition otherwise exists. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Per School Code Section 1306, an administrator may search a locker and its contents with reason and without notice. Law enforcement may assist.

Searches of a student’s person (including but not limited to clothing, pockets, backpacks, purses, etc.) or vehicle while on school premises may be conducted upon reasonable suspicion that a law and/or school policy is being violated or that a threatening or dangerous condition otherwise exists. Any personally intrusive search of a student’s person will be conducted by a school employee of the same gender and in the presence of a Careerline Tech Center administrator of the same gender. Such searches of a student’s person or vehicle may also be conducted with or without the assistance of law enforcement authorities and may include the use of unannounced canine searches.

When conducting searches pursuant to this policy, the privacy rights of students shall be respected regarding any items that are not illegal or against school policy.

A student’s refusal to permit a search and seizure according to this policy will be considered grounds for disciplinary action.
RIGHT TO IMPLEMENT NEW RULES AND REGULATIONS

The Administration has the right to implement new rules and regulations which are not stated in this handbook which are necessary to maintain and promote an appropriate environment for learning.

VIDEO SURVEILLANCE

This facility employs video surveillance for security purposes. This equipment may or may not be monitored.

The video captured from surveillance cameras will be viewed by District personnel on a random basis and/or when problems have been brought to the attention of the District.

Students or staff whose recorded actions are deemed to violate District policies, administrative regulations, or provisions of law may be subject to disciplinary action. A video may be used by the District as evidence in any disciplinary action brought against any student or staff member arising out of the individual’s conduct on District property.

When appropriate, video captured may be referred to or viewed by law enforcement agencies.

ASBESTOS MANAGEMENT PLAN

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was developed. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection without cost or restriction during normal business hours by contacting Angela Brown, Director of Facilities, Ottawa Area Intermediate School District, 13565 Port Sheldon Street, Holland, MI 49424.

We endeavor to make our schools safe places in which students can learn. Hopefully, our procedures for dealing with this issue reflect that concern.

INTEGRATED PEST MANAGEMENT

The Ottawa Area Intermediate School District has adopted an Integrated Pest Management (IPM) program. Inherent with this are the District’s efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not exclusively rely on pesticide applications. We also use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc., to prevent pests from becoming a problem.

As required by Michigan law, advance notice of non-emergency applications of a pesticide (insecticide, fungicide or herbicide), other than bait or gel formulation, which is made to your child’s school building or grounds. This advance notice will be provided 48 hours before the application by the following two methods: 1) posting at the primary entrance to your child’s school, and 2) posting in the common area located by the school’s main office.

In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but prompt notification will be made following any such application via the two posting methods identified above.

Parents and guardians of students are also entitled to receive the advance notice of a pesticide application, other than bait or gel formulation, via first class U.S. Mail postmarked at least three days prior to the application, if they so request. If you would like to be notified by mail, or to view the District’s Integrated Pest Management program or records of any pesticide application, please contact Angela Brown, Director of Facilities, with your name, mailing address, and the name of the school where your child attends. This notice will be published annually; you will need to contact us every year if you would like to renew your request.
INTERVIEW OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES

Careerline Tech Center endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by administration that an interview has taken place.

DISCIPLINARY PROCEDURES

Student discipline in the form of exclusion, suspension or expulsion from the Careerline Tech Center and its programs is authorized and shall be administered according to the disciplinary procedures below.

Definitions: For the purpose of this policy, the following terms shall have the following meanings:

- **Building Administration**: Generally means a Tech Center Administrator or OAISD Administrator.
- **Short-term Suspensions**: Shall be suspensions which result in a student’s separation from school and/or school privileges for a period of ten (10) school days or less. This could include before/after school detention or out of school suspension and/or loss of other privileges.
- **Intermediate-Term Suspensions**: Shall be suspensions which result in a student’s separation from school and/or school privileges for a period in excess of ten (10) school days but not exceeding thirty (30) school days.
- **Long-Term Suspensions (Including Expulsions)**: Shall (with respect to suspensions) mean and refer to suspensions which result in a student’s separation from school and/or school privileges for a period in excess of thirty (30) school days, and shall (with respect to expulsions) mean and refer to a student’s separation from school and/or school privileges for an indefinite period.

**Level of Discipline**: The level of disciplinary action in connection with any incident(s) or student misconduct shall be determined by the Careerline Tech Center administration, the Superintendent, and/or the Ottawa Area Intermediate School District Board of Education, depending on the facts and circumstances involved. When a particular disciplinary action is prescribed in these policies (e.g. Attendance Policy), it will generally be followed unless adjustment is clearly warranted. In all other situations, the facts and circumstances may be considered in determining the level of discipline, including the nature and/or severity of the misconduct; the frequency of the misconduct; the location of the misconduct; the real or potential disruption to the educational process, and/or to the properly and orderly operation and maintenance of the Careerline Tech Center, the presence of any extenuating or aggravating circumstances, the student’s and the school’s best interests, and/or other relevant factors.

**Before School/After School Detentions**: Before-school/after-school detentions will be held throughout the school year. Before-school detentions will start at 7:00 a.m. and end at 7:50 a.m. After-school detentions will start five (5) minutes after dismissal and is fifty minutes in length (within 5 minutes of the established end of the school day). Students may arrange to serve a sixty minute detention at the sending school with local personnel permission. Transportation to and from detention is the responsibility of the student/parent.

**Short Term Suspension Procedures**: The Building Administrator will consult with the teacher and/or others as deemed necessary to determine the particulars of the offense.

The Building Administrator will advise the student of the alleged offense, including the evidence, and allow the student to tell his/her own story.

The Building Administrator will conduct such further inquiry or investigation as he/she may deem necessary or advisable.

The Building Administrator’s decision to impose a short-term suspension will be promptly communicated to the student and the student’s parent/guardian. The decision shall be final unless it is appealed in a timely manner by the student (or the student’s parent/guardian if the student is under 18 years of age).
If an appeal is made, immediate notice must be given to the Careerline Tech Center Director (or designee) before the start of school on the next school day. The Director (or designee) shall promptly schedule and notify the parties (including the student’s parents/guardian if reasonably available) of any informal conference to review the incident. The Director (or designee) shall involve in the conference the student, the Building Administrator, and such others as deemed necessary. Shortly after the conference, the Director (or designee) shall affirm or modify the proposed discipline. The Director’s (or designee’s) decision shall be final and binding, and shall not be subject to further appeal (except as provided below).

Short-term suspensions which exceed five (5) school days per school year, whether as a result of a single suspension or multiple suspensions, may be appealed to the Superintendent (or his/her designee), consistent with applicable administrative regulations and procedures.

Legal counsel is not allowed (except at the administration’s sole discretion) at any meetings or conferences between the parties relative to the offense and proposed discipline.

Short-term suspensions will generally be given immediately unless delayed (at the administration’s discretion) during an appeal.

**Intermediate-Term Suspension Procedures:**
The Building Administrator will consult with the teacher and/or others as deemed necessary to determine the particulars of the offense.

The Building Administrator will advise the student of the alleged offense, including the evidence, and allow the student to tell his/her own story.

The Building Administrator will conduct such further inquiry or investigation as he/she may deem necessary or advisable.

The Building Administrator will present all facts, statements and evidence to the Superintendent (or his/her designee) for further review.

Students are afforded appropriate due process as required by law in matters pertaining to discipline. The Superintendent (or his/her designee) will advise the student of the alleged offense, including the evidence, and allow the student to tell his/her own story.

The Superintendent (or his/her designee) shall generally be responsible for making the decision to issue an intermediate-term suspension of a student pursuant to applicable administrative regulations and procedures governing such suspensions.

Intermediate-term suspensions may be appealed to the Ottawa Area Intermediate School District’s Board of Education, consistent with applicable administrative regulations and procedures.

**Long-Term Suspension Procedures:**
The Building Administrator will consult with the teacher and/or others as deemed necessary to determine the particulars of the offense.

The Building Administrator will advise the student of the alleged offense, including the evidence, and allow the student to tell his/her own story.

The Building Administrator will conduct such further inquiry or investigation as he/she may deem necessary or advisable.

The Building Administrator will present all facts, statements and evidence to the Superintendent (or his/her Designee) for further review.

Students are afforded appropriate due process as required by law in matters pertaining to discipline. The Ottawa Area Intermediate School District’s Board of Education shall advise the student of the alleged offense, including the evidence, and allow the student to tell his/her own story.

The Ottawa Area Intermediate School District’s Board of Education shall generally be responsible for making the decision to issue a long-term suspension (including expulsion) of a student, pursuant to applicable administrative regulations and procedures governing such suspensions.

**Summary Suspensions:** A student may be temporarily suspended from his/her program and the Tech Center immediately, pending a meeting, conference, hearing and/or the result of an appeal, if, in the opinion of the Building Administrator and/or Superintendent after consultation the continued presence of the student would pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
Group Conferences and Hearings: When students are charged with violating the same rules, regulations, standards or guidelines, when they have acted in concert, a single conference and/or hearing may be conducted for them if the Building Administrator, Director, Superintendent, or Board of Education believes that the following conditions exist: (a) a single conference and/or hearing will not likely result in confusion; and (b) no student will have his/her conference or hearing substantially prejudiced by a group conference and/or hearing.

If during the conference and/or hearing, the Building Administrator, Director, Superintendent, or Board of Education finds that a student’s interests will be substantially prejudiced by the group conference or hearing, then they will order a separate conference and/or hearing for that student.

Special Education: The foregoing disciplinary procedures and Make-up work Policy shall be subject to such modification as may be legally required or appropriate with respect to students eligible for and/or receiving special education services.

Sexual Harassment: Federal law expressly prohibits any form of sexual harassment. Sexual harassment consists of any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature and/or containing sexual innuendoes which unreasonably create an intimidating, hostile or offensive educational environment. Any person found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from your program in appropriate cases. Reports of sexual harassment should be made to a Student Services Administrator or to a CTC counselor. Information about behaviors constituting sexual harassment and the procedure for reporting an incident are contained in OAISD Policy #4110.

NOTICE OF NON-DISCRIMINATION POLICY - OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT

Statement of Assurance of Compliance with Federal Law.

The Ottawa Area Intermediate School District complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. The OAISD does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities.

CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998

Support services for special population students at the Careerline Tech Center are provided in part through this act.

Grievance Procedures For:
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
TITLE VI OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

If any person believes the Ottawa Area Intermediate School District has in some way discriminated on the basis of the foregoing, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local coordinator at the following address:

Human Rights Officer. Human Resources Department
Ottawa Area Intermediate School District
13565 Port Sheldon Street
Holland, MI 49424
1-877-702-8600 (toll free)
Grievance Procedure For Alleged Violations:

Section 1:
Any person who believes that he/she has a valid basis for a grievance shall, within ten (10) business days of the alleged violation, file a written notice detailing the circumstances with the Coordinator. A request for informal discussion regarding the matter should accompany the notice. After informal discussions, the Coordinator shall summarize his/her impressions and shall respond in writing to the complainant within five (5) business days of the discussion. If this reply is not acceptable to the complainant, formal procedures may be initiated as follows:

Step 1:
A written statement, identified as an official grievance and signed by the complainant, shall be submitted to the local coordinator within ten (10) business days of receipt of the above response to the informal complaint. The Coordinator shall further investigate the matter (grievance) and shall reply in writing via registered or certified mail (return receipt requested) to the complainant within ten (10) business days following receipt of the official grievance at Step 1.

Step 2:
If the complainant wishes to appeal the decision of the Coordinator, he/she must submit a signed statement of appeal to the Superintendent within ten (10) business days after receipt of the Coordinator's (or other official's ) written Step 1 response. The Superintendent shall meet with all interested parties, formulate a conclusion, and respond in writing (via registered or certified mail - return receipt requested) to the complainant within ten (10) business days following receipt of the appeal at Step 2.

Step 3:
If the complainant remains unsatisfied, he/she may appeal through a signed, written statement of appeal to the Board of Education within five (5) business days following his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the grievance, the Board of Education shall meet with the interested parties within fifteen (15) business days following receipt of the appeal at Step 3. A copy of the Board's disposition of the appeal shall be sent to each interested party within ten (10) business days following the meeting.

Step 4:
If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights or the Department of Health, Education, and Welfare (Washington D.C.  20201). Individual copies of the complete policies and grievance procedure are available upon request.

TECHNOLOGY CODE OF ETHICS – STUDENT USE - CAREERLINE TECH CENTER

The use of computer and related technology at Careerline Tech Center is a privilege extended to students to enhance learning and educational information exchange.

Privileges:
Users have the privilege to use all authorized hardware and software for which they have received training to facilitate learning related to their CTC program/course and enhance educational information exchange.

Users may have the privilege to access the Internet and other outside resources which facilitate learning related to their CTC program/course and enhance education information exchange.

Responsibilities and Restrictions:
Users are prohibited from the malicious use of hardware and/or software which damages the hardware, software and/or system; which disrupts the use of technology by others; which harasses or discriminates against others; which infiltrates unauthorized computer systems. Users are prohibited from engaging in any illegal activity using the technology; or to access, publish, or print any material that has not been approved by the instructor.

Users are responsible for upholding any and all copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment. Users will not plagiarize works that are found on the Internet.

Users are responsible for using technology only for facilitating learning and exchanging educational information consistent with the purpose of the specific CTC program.

Users are responsible for properly using and caring for hardware and software which they have been trained to use, or for any abuse or damage of hardware or software, and will refrain from using any for which they have not received training.
Users are responsible for keeping hardware and software from being moved, relocated, removed, or modified without permission of the Technology Department.

Users are responsible for keeping all computer systems virus-free, and reporting to the CTC instructor any suspected virus.

Users are responsible for adhering to the printer use guidelines established by the CTC instructor.

Users are responsible for maintaining the privacy of passwords, and are prohibited from publishing, discussing or using other's passwords.

Users will not post personal contact information about themselves or others such as: address, telephone number, school address etc. Users will not agree to meet with someone met online without parent(s)/guardian(s) approval. Users will promptly disclose to instructor or other CTC employee any message received that is inappropriate or uncomfortable.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when posting public messages, private messages or in material on web pages.

Users are prohibited to subscribing to list serves or newsgroups.

Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.

Users should expect only limited privacy in the contents of personal files on the district system. Routine maintenance and monitoring of the system may lead to the discovery of violations of the Technology Code of Ethics. An individual search will be conducted if there is reasonable suspicion that the user violated the Code. In some cases where technology and computers are used extensively, there is increased monitoring of student use.

**If the student is assigned an e-mail account:**

Users should only use electronic mail, chat rooms and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.

Users are responsible for all material sent and received under their account. Users should check their e-mail frequently, delete unwanted messages promptly, and stay within the e-mail quota. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

Users are responsible for maintaining the integrity of the electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts to justifiable personal growth on the Internet. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate material, inappropriate information, or text-encoded file that are potentially dangerous to the integrity of the Internet. If the user mistakenly accesses inappropriate information, he/she should immediately tell a teacher or other CTC employee.

See additional program policies that may apply.

**Disciplinary Action:**

Users violating any of the above Rights and Responsibilities will face disciplinary action which may include: notification of parent(s)/guardian(s) and home school representative, required conference with parent(s)/guardian(s) or home school representative, a ban from the use of the technology for a defined period of time, suspension or expulsion from CTC program.

Users violating any of the above Rights and Responsibilities may be banned from using hardware and software. Progressive forms of discipline as described in the Careerline Tech Center’s Student/Parent Handbook will be used; however, the length of the ban will be dependent on the severity of the violation, and any past violations.

Users with repeated violations will be banned for up to the remainder of the current school year. Such action will necessitate a meeting between the student, parent/guardian, home school representative and CTC administrator.

Users violating any of the above Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of Careerline Tech Center.

Users violating any of the above Rights and Responsibilities will be required to make full financial restitution for any and all damages caused, and for any unauthorized expenses incurred.
# Careerline Tech Center Calendar
## 2019-2020 School Year - FINAL

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<thead>
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<td>SB Spring Break</td>
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**Student Days** 180

*Last Updated 6/18/2019*