BAY-ARENAC ISD CAREER CENTER

STUDENT HANDBOOK









2026/27









BAY-ARENAC ISD
4228 Two Mile Road
Bay City, MI 48706

Shelly DuCharme, Superintendent

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website http://www.baisd.net or at the Board office, located at: Educational Service Center, 4228 Two Mile Road, Bay City, MI 48706-2397**.**

BAY-ARENAC ISD BOARD OF EDUCATION
2026-2027

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PUBLIC RELATIONS/BUSINESS AND INDUSTRY INVOLVEMENT

Bay-Arenac ISD Career Center is the product of hard work by dedicated employees, volunteers from business and industry, high school counselors and the Bay-Arenac ISD Career Center School Board. It is our goal to keep the public informed of the activities of Bay-Arenac ISD Career Center and to work within the community to promote the resources we have to offer.

www.baisd.net/learning/career-center/

Welcome Students!

Welcome to the Bay-Arenac ISD Career Center. On behalf of the staff and administration, we would like to welcome you to our Center. We are pleased that you have included our Career Center in your educational planning. We will do our best to make your stay a productive one.

We feel that it is very important to see the connection your Career Center education has with career options and how it relates to the real world. All of our staff will work to provide you with appropriate training for today's jobs. You will soon see how important your academics and technical training are in meeting job requirements in a rapidly changing employment opportunity.

This handbook is designed to help acquaint you with the Career Center and the services that are available to you. Further, a second purpose of this publication is to establish reasonable standards of conduct and behavioral expectations.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

Mr. Little	*Mrs. Dardas*	*Mr. McBride*
CTE Director	*Associate Director of CTE*	*Principal*

Bay-Arenac ISD Mission Statement

Striving for excellence.

Bay-Arenac ISD Career Center
Mission Statement

We provide quality training in a safe and nurturing environment, working cooperatively with area schools and communities to meet the changing needs of our society.

Bay-Arenac ISD Career Center is a division of the Bay-Arenac ISD.

Parents and Students

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

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BAY-ARENAC ISD CAREER CENTER DIRECTORY

Administrative Services

Josh Little ..... Director of CTE
Kathleen Dardas ..... Associate Director of CTE
Brian McBride ..... Principal
Jennifer Rupprecht ..... Administrative Assistant
Terrie Meiske ..... Office Professional/Receptionist
Kendra Banks ..... Office Professional/Attendance

Work Based Learning

Nolan Mizner ..... Work Based Learning Coordinator
Tiffany Sheppard ..... Work Based Learning Coordinator
Lisa Zielinski ..... Office Professional

Student Support

Brad Trogan …….. ..... Teacher Consultant
Todd Zwetzig……..…Teacher Consultant
Abbey Moses……Student Support Specialist

Counseling Center

Tina Bersano ..... Counselor
David Urlaub ..... Counselor
Colleen Clevenger ..... Counselor
Mary Foy ..... Office Professional

Instructional and Student Support Staff

Advanced Careers in Healthcare ..... Kathy Gorski, Instructor
Lowell Smith, SSS

Agriculture & Natural Resources ..... Kathleen Kirkey, Instructor

Auto Mechanics ..... Dwayne Gilbert, Instructor
Francis Schlaud, Instructor
Danny Schingeck, SSS

Biomedical & Forensic Science ..... Theresa Scott, Instructor

Building Trades I ..... Brad Schabel, Instructor
TBD, SSS

Building Trades II ..... Brian McGee, Instructor
Jason Leppek, SSS

Careers in Education	Emma Boman, Instructor Kellie Baird, Preschool Teacher
Careers in Nursing	Traci Hoffman, Instructor Cindy Charbonneau, SSS
Computer Programming	Zac Seebeck, Instructor
Cosmetology	James Goodrow, Owner Bayshire Beauty Academy
Culinary Arts, Tourism & Hospitality Management	Jennifer Honsinger, Instructor Laura Shann, Instructor Kylie Ricard, SSS Kirby Burns, SSS
Cybersecurity	Josh Fabera, Instructor
Dental Occupations	Alysa Matthews, Instructor
Diesel/Heavy Equipment	Bill Smithingell, Instructor Jeff Bierman, SSS
Electronics/Robotics	Blaine Tigner, Instructor
Engineering/Drafting	Steve Lanczak, Instructor
Graphics & Printing Communication	Jacob Dewar, Instructor Sydney Favero, SSS
Health Technology/Medical Science	Justin Hacker, Instructor Kathy Hupfer, SSS
Information & Networking Technologies	Mike Ricard, Instructor
Law Enforcement/Criminal Justice	Duane Bean, Instructor
Marketing & Management	Bailey Burns, Instructor
Physical Therapy, Occupational Therapy & Sports Medicine	Elizabeth Wise, Instructor
Precision Machining	Jamie Stoike, Instructor PJ Villano, SSS
Veterinary Science	Katie Holt, Instructor Amanda Timm, SSS
Welding	Garrett Wojcik, Instructor TBD, Instructor

HIGH SCHOOLS

The Bay-Arenac ISD Career Center serves high schools in Bay and Arenac Counties. Students from the following schools attend our facility:

In-District	Out-of District
Au Gres-Sims High School	Birch Run High School
Bay City All Saints High School	Carrollton High School
Bay City Academy	Frankenmuth High School
Bay-Arenac Community High School	Heritage High School
Bay City Central High School	Meridian Early Middle College High School
Bay City Western High School	H. H. Dow High School
Bangor John Glenn High School	Midland High School
Essexville Garber High School	Freeland High School
Pinconning High School	
Standish-Sterling Central High School	
Bay City Eastern High School	
State Street Academy	

STUDENT SUCCESS INDICATORS

Staff at the Career Center, including administrators, teachers and support staff, are committed to preparing every student for success beyond high school, either at the college level or in the workforce. The degree to which we achieve this goal in our programs is measured utilizing the 9 Indicators of Student Success. These indicators encompass the academic and technical skills, in addition to the work habits that prepare young people for the workplace. The 9 Indicators of Student Success include:

- **Indicator #1:** ***All students will receive a "C" or better grade in their Career Center Program.***
- **Indicator #2:** ***All students will have no more than six absences per semester while at the Career Center.***
- **Indicator #3:** ***All students participated in at least one Work-based learning experience (job shadow, internship, mentorship) related to their Career Center program.***
- **Indicator #4:** ***All students will demonstrate career readiness skills prior to graduation.***
- **Indicator #5:** ***All students will participate in a minimum of one Career Center community service project.***
- **Indicator #6:** ***All students will contribute as active team members.***
- **Indicator #7:** ***All students will demonstrate good citizenship and positive work habits/attitudes.***
- **Indicator #8:** ***All students will exit the Career Center with a career/educational plan.***
- **Indicator #9:** ***Create your own Indicator (Instructor - optional)***

The Success Award

The Success Award is given in the spring of each year to those students who have achieved the Indicators of Success. The purpose of the award is to recognize and reinforce those characteristics, skills and experiences that support students' future success in college and/or the world of work. Our goal is to have all Career Center students achieve the Success Award.

Parent Involvement

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 and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Homebound Instruction

Requests for homebound instruction will begin at the student's sending school. The sending school will coordinate with the Career Center when providing homebound instruction.

Enrollment and Scheduling

Initial enrollment and scheduling at the Career Center are handled by the student's sending school. Continued enrollment at the Career Center is handled collaboratively between the Career Center and the student's sending school.

Withdrawal From School

Any student who wishes to withdraw from the Career Center should contact their sending school and their Career Center counselor.

Control Of Casual-Contact Communicable Diseases And Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The Career Center's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the Career Center's administrative guidelines.

Control Of Noncasual-Contact Communicable Diseases

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Student Records

The BAISD maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

A. a student's name;

B. address;

C. telephone number;

D. date and place of birth;

E. dates of attendance;

F. date of graduation;

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to

consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the BAISD website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Career Center principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program 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 information concerning:

A. political affiliations or beliefs of the student or his/her parents;

B. mental or psychological problems of the student or his/her family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program**).**

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Armed Forces Recruiting

The Career Center must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" 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 of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school 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. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Review Of Instructional Materials And Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to

the Career Center. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Preparedness For Toxic And Asbestos Hazards

The Career Center is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Behavior Threat Assessment

BAISD recognizes the importance of maintaining a safe and secure learning environment for all students. The school district has established a behavioral threat assessment system to identify and respond to potential threats of violence or harm to individuals. This system involves a team of trained professionals who will investigate and assess any safety concerns related to student behavior and take appropriate actions to ensure the safety of all individuals involved.

Students are expected to conduct themselves in a manner that does not pose a threat to the safety and well-being of others. Any student who engages in behaviors that are deemed threatening or violent may be referred to the behavior threat assessment team for a safety assessment. The behavior threat assessment team will take into account the severity of the behavior, the risk of harm to others, and any other relevant factors when determining the appropriate course of action.

It is imperative that all students understand the seriousness of making any threats, and they should report any concerns immediately to a trusted adult, school administrator or OK2Say.

BAISD takes the safety of its students and staff very seriously and will not tolerate any behavior that poses a threat to the school community.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the BAISD. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director of Instructional Services at (989) 686-4410 (telephone) to inquire about evaluation procedures and programs offered by the BAISD.

ATTENDANCE

Starting and Ending Times

- Morning Session 7:45 a.m. – 10:25 a.m.
- Afternoon Session 11:50 a.m. – 2:30 p.m.

- Warning Tones will sound three (3) minutes before each session begins. Students are expected to be at their stations when class begins and ends. Please refer to the Attendance Policies for attendance issues, tardies, early dismissals, etc.

Semester Attendance Policy

- To benefit from the school experience, it is essential that each student maintain regular and punctual daily attendance at all assigned classes and related experiences. Because class attendance is necessary for learning and academic achievement, as well as developing habits of punctuality, dependability and self-discipline, it is a relevant standard in determining a student's course grade. The purpose of the following attendance policies and procedures is to assist students in developing these traits, to promote mastery of the curriculum, to prepare students for expectations in the work environment, and to maintain standards for earning course credit.

Reporting Absences

- When a student is going to be absent, the parent, guardian or student (if emancipated) must notify the Career Center Attendance Office at (989) 667-3277 or toll free at 1-800-750-4350. Voicemail is available twenty-four hours a day. Please state the date(s), the name and relationship of the caller, and the reason for the absence(s). Failure to do so shall result in an unexcused absence.

- There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. **Excused absences still count against a student's excessive absence total.**

- If the Career Center has not been notified of the absence, a computerized telephone message will attempt to reach the home. In the event there is no answer, a message will be left on the answering service if one is provided at the home.

Excessive Absences/Tardies

- When the teacher identifies that a student has an attendance issue (1-3 absences), they will meet with the student to discuss the importance of good attendance.

- If the student's attendance does not improve (3-5 absences), the teacher will reach out and have two-way communication with the student's parent(s) or guardian(s).

- If the student's attendance continues to be an issue after the communication with the parent(s) or guardian(s) (5-8 absences), there will be a meeting with the student and create an attendance plan.

- Continued poor attendance (11 absences) may result in an attendance review meeting with parent(s) or guardian(s). Students will be required to furnish documentation from a physician, court appearance, or other legitimate source for an unavoidable absence, such as bereavement. Failure to do so may result in the student being dropped from the class and receipt of the grade of NCR (no credit). Administration will evaluate each case on an individual basis. If the student is providing medical or other legitimate documentation and it becomes apparent that the student will not be able to complete minimal class requirements, the student will be dropped from the class with a grade of NCR.

- If the student is put on an attendance plan and a parent meeting is conducted during the first semester, the student will remain on the attendance plan and will be put on an attendance contract for the following semester or trimester

- If a student reaches 20 absences for the year (not included school related or medically excused absences) the student may be dropped. This number will be 10 for students starting in the second semester.

- Three tardies will count as an absence

- Students who miss more than a half hour of class time will be considered absent.

- **Note: Absences resulting from home school functions approved by the home school, home school transportation, suspensions or detentions, or Career Center functions will not be counted toward excessive absences and will be coded as "special absence". The numbers of absences for each intervention may vary based on the time of year and teacher discretion.**

Pre-Excused Absences and Early Dismissals

- Students that know in advance that they will be absent must request a pre-excused absence form from the Attendance Office. The school may require documentation explaining the reason for the student's absence.

- A student that wishes to be excused early from class will need an early dismissal pass and must check out through the Attendance Office. Failure to follow this procedure may result in disciplinary action.

- Tardiness and early dismissals are disruptive to classes and deprive the student of learning time. When a student is late, he or she must report to the Attendance Office and obtain a pass in order to enter the classroom.

Perfect Attendance

- Absences that are a result of a student's home school not being in session on days that the Career Center is in session, or the home school not providing transportation due to inclement weather, in-service days, etc.. will be recorded as "special absences".

- Students absent due to home school functions and sanctioned activities such as athletics, class trips, etc., will be recorded as "school function" (SF). Make up work is required, however, these absences are not charged against a student.

GRADES AND COURSE CREDITS

Grade Reporting

- The Career Center will issue grades every nine (9) weeks to the home schools and will appear on the home school report card. The home school will determine the appropriate credit and honor points to be awarded.

- In the event a student receives a failing grade for a Career Center, he/she should meet not only with Career Center staff, but home school staff as well. Repeating a failed course should only be attempted after the student has met with counseling staff and instructors.

Progress Notice to Parents

- Parents are encouraged to keep up with their child's progress by logging onto www.skyward.com. Skyward's Parent/Student portal will allow students/parents to view grade and attendance information. If you need assistance with Skyward, call our attendance office at (989) 686-4770.

- After the first six (6) weeks of a semester, if a student's grade is a C- or lower, a progress notice will be sent home. Our Instructors are encouraged to use progress notices for positive news as well. If a student was passing and suddenly begins doing poorly, the instructor is encouraged to call the parents or process a progress notice immediately.

- Our intent is to maximize opportunity for parents to be aware of their student's progress. A copy of this Progress Report will be sent to the student's home, sending school counselor/liaison, Career Center's Principal and program area counselor for guidance and follow-up.

Personal Curriculum (PC)

- State law (MCL 380.1278a & MCL 380.1278b) provides parents with the ability to work with their school district to create a personalized curriculum for their students. The Personal Curriculum is available to students to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum. Parents and students over 18 years of age interested in a Personal Curriculum should contact their home school.

Determining a Student's Final Semester Grade

- A student's final semester grade is reflective of the accomplishments of that student for the entire semester. The nine-week grade is similar in scope to a progress report and indicates the quality of work the student is doing at that point in time. The semester grade will be the only grades to appear on the official transcript. The nine-week grade does not necessarily equate to a percentage of the final grade, it merely indicates the accomplishment of the student at that point in time. The student's achievement will continue to be assessed for the remainder of the semester.

College Credit/Early Middle College

- One of the ways that the Career Center is able to help students make the successful transition from high school to college is by offering college credit. In the majority of programs that we offer, students are able to earn articulation credit. This means that the program at the Career Center replaces certain college-level courses. The technical skills and knowledge the student learns in their program can save tuition cost(s), shorten the time a student spends in college, and reduce the duplication of courses a student must take in college. To receive articulated credit, a Career Center student would need to earn good grades, have good attendance, and be able to demonstrate that he or she has the maturity to bypass college level coursework.

- Some of the colleges and universities that students can earn credit with are: Delta College, Davenport University, Baker College, Ferris State University, Mid-Michigan Community College, and Saginaw State University.

- Some of the programs at the Career Center offer an opportunity to enroll in a CTE Early Middle College (EMC) program. This opportunity allows students to delay graduation for one year and earn college credit up to and including an associate's degree, with all of the cost of college credit paid for

by the district. A Career Center counselor will present this opportunity to each Career Center program that has an EMC option.

STUDENT ORGANIZATIONS AND SERVICES

Student Clubs

- Joining one of our five student organizations will give students many opportunities to gain leadership skills and enter local, regional, and state competitions related to their program. Many Career Center students have enjoyed success as members of student clubs. The following clubs are an important part of the Career Center:

  - **BPA** Business Professionals of America
  - **DECA** An association of Marketing and Management students
  - **FFA** An association of Agriculture & Natural Resources students
  - **HOSA** An association for students interested in health and science
  - **SkillsUSA** A partnership of students, teachers and industry, working together to ensure a skilled workforce.
  - **NTHS** National Technical Honor Society

    The National Technical Honor Society honors the accomplishments of outstanding career and technical education students throughout the country. Students who achieve a minimum 3.5 cumulative GPA at their home school and an "A" in their BAISD Career Center Program, as well as demonstrate other leadership attributes are invited to apply for membership in this elite group. NTHS members are Career Center ambassadors and leaders in career and technical education. Details regarding this opportunity will be shared with students during orientation, and all eligible students will be invited to an NTHS informational meeting during the first semester. See your Career Center counselor for more details.

Nonschool-Sponsored Clubs and Activities

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

Counseling Services

- Counseling is available to assist students in matters related to their Career Center training and career planning. Personal issues and family issues are also areas where our Counseling Staff can be of assistance to students. Specific career and employment information is available in the Student Services area and may be accessed electronically or by meeting with one of our qualified professionals.

Work-Based Learning

- Work-Based Learning Coordinators offer Employability Skills training to all students. They also assist students with developing a portfolio and work-based learning file. This file contains supportive information relative to career goals, a resume, character references, work experience evaluations, attendance records and awards.

- Work-Based Learning coordinators partner with representatives from business and industry and make efforts to secure employment/training opportunities for graduating seniors, as well as part-time employment for students still attending school. These opportunities most often lie in the areas of training that the student is receiving. Of course, we cannot guarantee a job to students, however, we work very hard to be of help to students when seeking jobs.

- The Employability segment of instruction includes filling in job applications, interviewing, letters of application and a variety of information on getting and keeping a job.

SCHOOL BUILDING OPERATIONS AND PROPERTY USE

Facility Care

- Students will be expected to keep their lab and classroom clean on a daily basis. Maintenance of facilities, equipment and supplies is an important part of the training process. It is expected that students will help keep the hallways and cafeteria clean by placing their debris in the containers provided. Containers are also located by each entry door into the facility and in selected areas in the student parking lot.

Visitors

- Visits and tours by interested parties or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the Career Center's main office. **Students should carry on with their regular work and treat visitors with respect while they are in our building. Students may NOT bring visitors or guests to their classroom, labs or worksites, primarily because of safety concerns**. Visitors are **NOT** permitted to visit the Career Center without prior written permission by the main office. Students should contact the Principal if they have any questions about bringing visitors to the building.

- Parents of Career Center students who must speak with their child or a staff person must first report to the main office. Impromptu meetings with administration and instructors will be handled based on staff's schedule and availability. Parents should not contact instructors or students when class is in session.

Accommodating Persons with Disabilities

- Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Wireless Communication Devices

- Students may not use wireless communication devices on school grounds during instructional time unless the device is:

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP
- a District owned device;
- designated by the District to be used for instructional purposes
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

- A wireless communication device is an electronic device capable of but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

- Students may use wireless communication devices, before class, during break, and after class.

- Wireless communication devices shall NOT be used for photography or video purposes unless instructed to do so by an instructor. It is a crime in Michigan to use any electronic device to take photographs of or otherwise record individuals without the consent of the person entitled to privacy. Wireless communication devices are not allowed to be used in locker rooms or restrooms. Violators will be subject to disciplinary actions.

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

- Students who violate instructor guidelines may have the device confiscated by their instructor, and turned into administration. A meeting with the student's parents/guardians may be required before the return of the device. Habitual offenders will be subject to disciplinary action according to the Student Code of Conduct.

- Students must not use wireless communication devices during assemblies or any other Career Center event that requires students' full attention.

- Due to safety concerns, headphones cannot be worn if both ears are covered. In case of an emergency, students will need to be able to hear bells, sirens, and staff instructions.

Student Breaks

Instructors may grant breaks to students during the normal course of the day. Please keep the following guidelines in mind:

- Breaks are a privilege, <u>not a right.</u>
- Breaks must be limited to 10 minutes and scheduled at specific times.
- Students must remain in the building.
- Coats, backpacks, and classroom tools should remain in the classroom.
- Food and drinks must be consumed in the cafeteria or program area.
- Vending machine items are reasonably priced and profits go to the student pantry.

Food Delivery

- Food delivery to the Career Center for individual students is not permitted. Delivery will be refused.

Lockers

- Students may be assigned a locker. It is expected that students will keep valuables in this locker and it shall be locked at all times. The Bay Arenac ISD Career Center shall maintain ownership of

the lockers and students should possess no expectation of privacy from school officials. Michigan law 380.1306(1) and policy allow BAISD officials to search and inspect all lockers. Student's right to privacy shall be respected during the conduct of any search of a locker with regard to any items that are not unlawful or against school policy.

Textbooks, Tools, Equipment and Supplies

- In most cases, students will be provided with all the essential supplies, tools, safety equipment, etc. It is important and required that students use these items with care. Students may be asked to provide their own protective footwear and/or clothing when required.

Repair and Replacement Costs

- Students are required to pay replacement fees for textbooks, safety glasses, or tools that are lost, damaged or destroyed. Students will be held responsible for replacement or repair costs due to careless use or malicious destruction of school property.

Lost Articles

- A Lost and Found is maintained in the main office. Students who find lost articles are asked to turn them in at the main office so that owners can claim them.

SAFETY AND EMERGENCY PROCEDURES

Safety & Emergency Procedures

- Section 1288 of the Revised School Code requires pupils (and teachers) to wear industrial eye protective devices in certain classes. The Career Center complies with all safety standards and pupils are required to conform to all safety rules that are outlined by the course instructors. In the event there is an injury occurring at the Bay-Arenac ISD Career Center, an accident form must be filed with the office. The instructor shall be the person responsible for completing this report.

- Injuries, which occur in the course of a student's attendance at the Career Center, must be reported to the instructor. The instructor will follow up with Administrative Services for documentation and treatment/attendance of the injury. Injuries that occur off-site and are directly connected with the student's attendance and/or program must also be reported.

- Safety drills will occur at various times throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students. Exit routes will be clearly posted in all programs and common area. Instructors will brief students on procedures and Administrative Services will document and evaluate the effectiveness of the procedures.

Safety Devices and Clothing

- Safety glasses, protective clothing and gear MUST be worn when required. A student will be removed from a potential injurious situation if they are not following acceptable safety procedures. Students who are unable/unwilling to consistently follow safety expectations may be removed from their program and/or the Career Center.

Student Supervision

- Due to safety regulations, students are NOT permitted to work in a lab without an instructor or designee present.

Student Medication

- 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 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 has completed and signed an Authorization for Student Self-Medication Form.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

- School Property and Equipment, Personal Effects of Students

  School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. **Students have no reasonable expectation of privacy** in these places or areas or in their personal effects left there.

- The building principal, or designee, may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Students

- School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

- If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Video Monitoring System

- The Career Center maintains a video monitoring system that is used in public areas of the school building and parking lots. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Inclement Weather

- In the event that the Bay-Arenac ISD Career Center closes due to inclement weather, a message stating that the Bay-Arenac ISD Career Center will be closed will be carried on the following television stations:

WNEM – TV5, WEYI – NBC25, and WJRT – ABC12

- Students from sending schools are not required to attend if their high school is closed due to inclement weather. Daytime Adult Education students are not required to attend their Career Center class if the school district in which they reside is closed because of adverse weather conditions.

Insurance

- The nature of the educational experience at the Career Center may expose students to certain occupational safety and health risks that they may not face in the normal academic classroom situation. Administration and teaching staff at the Center take every precaution possible and stress safety procedures. These risks may be additionally addressed by parents/guardians and students either carrying personal medical insurance or purchasing accident policies that may be available through sending/home school systems. The Career Center does not make accident insurance available for purchase.

TRANSPORTATION

Driving Privileges

- Students and parents/guardians are strongly encouraged to make use of transportation provided by their high schools. In most cases, it is not necessary for a student to drive to the Career Center. It is therefore important to stress that driving is not a right that a student has, but rather a privilege.

Driving Safety

- The Career Center takes parking and driving very seriously. **No one has the right to endanger the lives of others on or in the vicinity of our campus**. All state and municipal driving laws and regulations apply on school property. Students found violating driving policy may lose their driving privileges for all or part of the school year.

Student Parking Lot & Occasional Parking

- Students are only allowed to park in the student parking lot located on the south side of the building. Students may NOT park in the visitor parking lot, the staff parking lot, or restaurant parking lot. Students who park in the wrong lot may receive a warning, be assessed a fine and or have the vehicle towed at the owner's expense and/or have their driving privileges revoked.

- A student who drives on a one-time basis must register his/her vehicle with the Career Center's main office.

Parking & Replacement Permits

- All students must register their vehicle(s) with the Career Center Office. A permit will be issued at no cost to the student. Students may register more than one vehicle. The permit must be attached to the lower right hand corner of the windshield. Failure to register the vehicle may result in a fine after the 2nd Friday in September.

- All fines will be $5.00.

- The student parking lot is located at the south side of the Career Center. This lot provides enough parking spaces to accommodate all vehicles driven by students. Vehicles are to be parked only in designated parking spaces and are subject to a 15 M.P.H. speed limit at all times. Students must drive in a safe and courteous manner. Violation of driving and parking regulations may subject a student to loss of driving privileges or fine. Vehicles that are not parked in designated spaces are subject to towage at the owner's expense. Students may not loiter in or around their vehicles in the parking lot.

- **The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near 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.

- Controlled substances, alcohol, weapons and any other illegal substance or material are not allowed in any vehicle parked or otherwise present on school property. Students may not loiter in or around their vehicles in the parking lot. Students must park their vehicles in a safe manner and report directly to the school building. Students are not allowed to smoke or possess tobacco or tobacco products in their vehicles while on school property.

Theft/Vandalism

- Students are to report any incident involving a vehicle to the Career Center's main office, and if necessary, to the police. **The Bay-Arenac ISD Career Center is NOT responsible for lost/stolen items or vehicle damage**.

Search of Vehicles

- Students may park their vehicles on the Career Center premises as a matter of privilege, not of right.

- The Bay Arenac ISD Career Center retains the authority to conduct routine patrols of student lots and inspections of the exteriors of vehicles parked on school property. Such patrols and inspections may be conducted without notice and without consent, and without a search warrant.

- Students have no reasonable expectation of privacy in vehicles parked on school grounds. Interiors of student's vehicles may be searched whenever a school official has reasonable suspicion to believe that illegal or contraband material is contained in the vehicle. A student will, at the request of an administrator, unlock and open a vehicle, allowing the administrator to search the vehicle and its contents while the vehicle is on school premises. A student who refuses to allow an Administrator (or designee) to search the vehicle will be subject to disciplinary action, as well as revocation of all parking and driving privileges. In appropriate cases, law enforcement officials will be called to obtain a search warrant when a student refuses to consent to a search of their vehicle.

- Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

- 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.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Universal Design for Learning

The Career Center strives to provide the support that each student needs to be successful. For that reason, the Career Center has adopted a Universal Design for Learning. The following learning accommodations will be provided to **any** student who requests them:

- Extended time to complete assessments
- Ability to have tests read aloud / audio version
- Use of a calculator
- Copy of notes
- Alternative setting for assessments
- Materials read aloud / audio version
- Assessment as an individual or small group
- Preferred seating for educational purposes

Please note that these accommodations may not be available for third-party assessments such as certification and licensing assessments.

Dress Code

- Students shall not wear clothing or accessories which interfere with or disrupt the operation of the Career Center or which impinge upon the safety and welfare of other students and school employees. The intent of the Career Center in enacting a dress code is to create a good academic environment, to simulate the workplace, to maintain discipline, to promote safety and to prevent disruption of the educational process. While the Board of Education recognizes that each student's attire and grooming may reflect an expression of personal style and individual taste, apparel which is disruptive, distracting, unsanitary or unsafe is prohibited. Students shall wear clothing that is required for class instruction (smocks, hats, coveralls, etc.).

- If a student violates the dress code they will be given the opportunity to correct the violation. School personnel will communicate the violation to the parent/guardian if appropriate. A student who continues to violate the dress code will be subject to appropriate disciplinary sanctions.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored,

noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Internet Policy

- The Bay-Arenac ISD Career Center is pleased to offer students high-speed access to the Internet. The Internet is to be used as an educational tool and it is important to establish guidelines regarding the use of the Internet. All students accessing the Internet are subject to the conditions and policies as written in the Internet Policy manual. Signatures of student and parent or guardian (if applicable) are required on the signature sheet of the Internet Policy.

- The Internet policy and all of its provisions are subject to local, state, and federal statutes

- Network, Internet, and e-mail access is a privilege, not a right

- The user must display responsible use to retain access privileges

- Instructors may loan laptop computers to students for Student Club competitions or classroom projects upon permission from administration. Computers will have web-filtering software installed as determined by the instructor.

Gangs and Gang Related Activities

- The presence of gangs and gang-related activity is contrary to the health, safety and welfare of students and staff of the Career Center. That presence materially disrupts class work and involves substantial disorder and/or invasion of the rights of others. Consequently, the presence of or student involvement in gangs or gang-related activities on school grounds or school-related events is strictly prohibited. The prohibition includes a ban on the use of or display of any symbol, or paraphernalia, including but not limited to any clothing, hat, cap, jewelry, emblem, badge, sign, gesture, grooming or posture that is used to display or to communicate affiliation with gangs or gang-related activities. Any student who violates this policy shall be subject to disciplinary action including suspension or expulsion.

- For purposes of this rule, the term “gang” shall mean any organization, whether formal *or* informal, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively have engaged in gang-related activity which involves (1) committing or conspiring to commit criminal offenses; (2) engaging in conduct in violation of the rules and policies of the Bay-Arenac Intermediate School District; or (3) engaging in conduct that interferes with or disrupts the educational process, programs, or services at the Career Center.

Hazing

- The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents.

- Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State Law.

- “Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or activity sponsored or supported by the District and whose membership is totally or predominately other students from the District.

- Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

    - Conference with parents(s)/guardian(s)
    - Suspension for up to 10 days
    - Long term suspension for the remainder of the school term
    - Long term suspension for the remainder of the year i.e.: Longer than one term or semester, but less than a full school year

Bullying and Other Aggressive Behavior Toward Students

- It is the policy of the Bay-Arenac ISD to provide a safe and nurturing educational environment for all of its students.

- 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 or school-related activity or function, such as field trips or athletic events where the student 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.

Student Publications

- School-sponsored student publications shall be under the control and supervision of the building administrator or designated faculty representative. All material published in school-sponsored publications must have the prior approval of the faculty sponsor.

- Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communications media. Thus, no student shall distribute in any school any student publications which:

    - Is obscene as to minors according to current legal definitions;
    - Is libelous according to current legal definitions; or
    - Create a material or a substantial disruption of the normal school activity or appropriate discipline in the operation of the school.

- Student publications, which are not libelous, disruptive, or obscene, may be distributed on school property during school hours in areas designated by the building Administrator. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication or which causes substantial and material interference with "normal school activities" shall not be permitted.

Sexual Harassment

- Sexual harassment has no place at the Bay-Arenac ISD Career Center and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, whether verbal or physical, which unreasonably interferes with the student's educational rights, privileges, advantages or opportunities or which creates an intimidating, hostile or offensive educational environment. Students engaging in sexual harassment are subject to disciplinary action up to and including expulsion. Reports of sexual harassment should be made to the building principal.

No Smoking Law

- Section 750.473 of the Michigan Penal Code makes it unlawful for any person to use tobacco or a tobacco product on school property. Persons in violation of this statute are guilty of a misdemeanor punishable by fine of not more than $50 and disciplinary sanctions, including exclusion from school, per the code of conduct. Students are not allowed to possess tobacco or tobacco products on school premises. School premises are defined as school buildings, property (including parking lots), school activities (including off-site) and school vehicles.

  Section 722.642, a.k.a. the "Youth Tobacco Act", specifically forbids any person under age 18 from possessing tobacco products in any form. Any student who violates this law shall receive disciplinary action.

STUDENT CODE OF CONDUCT

To establish the best possible learning environment for students, as well as to promote the health, safety and welfare of all students and employees of the Bay-Arenac ISD Career Center, the following categories of misconduct have been adopted along with guidelines for associated consequences

when a student engages in such misconduct. These standards of conduct apply to all Career Center students for all activities of the Bay-Arenac ISD Career Center. i.e. Student Club activities, mentorships, internships and field trips. In most cases, if a student is suspended from the Career Center or their high school, the student is suspended from both schools. This list is not intended to be all-encompassing and includes, but is not limited to, the following violations:

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
   b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
   c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
   d. 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.
   e. "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.
   f. 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.

   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.
4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
5. Using a cellular telephone, video recording device or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. **NOTE:** All cell phones and similar electronic devices are allowed in the school: (a) if used before class, during break, and after class (b) the supervising teacher grants permission; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Engaging and/or encouraging other students to engage in sexual harassment. Sexual harassment consists of unwelcomed sexual conduct, whether verbal or physical, which unreasonably interferes with a student's educational rights, privileges, advantages or opportunities or which creates an intimidating, hostile or offensive educational environment
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. 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.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

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) on 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.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct 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.\

Disciplinary Measures – (Home school administration will be contacted and consulted when disciplinary measures are taken. The degree of disciplinary action may be based on the student's home-school handbook and Board policies. In some cases, the Career Center may call for disciplinary measures based on its own determination. In those cases the discipline may not be reciprocated at the home school)
Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 180 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding or vehicle driving privileges.
6. Notifying law enforcement whenever the conduct involves criminal activity.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.

The Career Center will comply with all new requirements and procedures as required by state law regarding student seclusion and restraint, zero tolerance policies, and restorative practices.

MISCELLANEOUS PROVISIONS

- The penalties designated above may be increased or enhanced in the event of instances of gross misconduct by students and also where the student's prior disciplinary record indicates previous disregard of school rules and policies.
- Infractions may result in removal of the student from their Career Center program or from the Career Center even if it does not come with a suspension of up to 180 days. These may vary from program to program and pertain to the safety and security of the student and others. For example, stealing from the Culinary Arts & Hospitality Management program will result in removal.
- Law enforcement officers will be allowed access to students during school hours, in and on school property, for purposes of investigation, when school authorities have summoned the law enforcement agency.
- In any circumstance where a violation of the Bay-Arenac ISD Career Center regulations governing behavior and conduct of the student handbook is alleged, the principal (or designee) shall hear the student's explanation and investigate the matter, as appropriate, before imposing any disciplinary sanctions. A student accused of violation of rules that warrant suspension or exclusion from school shall be afforded the right of procedural due process. The degree and extent of formality of a suspension conference or an expulsion hearing depends upon the nature of the violation and the severity of the sanctions imposed as a result.
- The student or parent/guardian may appeal to the principal for reconsideration of a school disciplinary action, up to and including out-of-school suspensions of up to ten (10) days. The principal has final review of any such appeal. Appeals for reconsideration of a suspension exceeding more than ten (10) days in length or of an expulsion must be made to the Bay-Arenac ISD Board of Education.

Bullying, Intimidation & Harassment

All students, families, visitors and staff are responsible to act consistently with the Board Policies 5517 and 5517.02, which requires all persons to be treated with dignity and respect in the education environment.

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, transgender identity, disability, age, religion, marital status, physical characteristics, cultural background, socioeconomic status or geographic location. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

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 an administrator, counselor, or teacher. Students may choose to

report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Complaints may also be made to the official listed below pursuant to the student grievance process found in Board Policies 5517. Students who make good faith complaints and/or who provide witness statements will not be disciplined for reporting a perceived violation and will be protected against retaliation.

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 local school and district's discipline policies. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

New procedures for Title IX sex discrimination and harassment complaints and processes are effective August 14, 2020 and can be found at www.baisd.net. Parents and students will be provided additional information about how these matters will be handled when school commences in August, 2021.

Title IX Coordinator Becky Smith 989-667-3201

Student Technology Acceptable Use Policy

Students are sent a link to the student technology acceptable use policy at the beginning of each school year. Students will read and digitally sign a form indicating that they have read and understood the policy. A paper copy of the student technology acceptable use policy can be provided upon request.

BAY-ARENAC ISD CIVIL RIGHTS GRIEVANCE PROCEDURE

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Jennifer Grigg, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.

Those complaints made by students and/or their parents/guardians, and directly related to the activities at the Bay-Arenac ISD Career Center should first be directed to the Career Center Civil Rights Building Coordinator at:
Mr. Brian McBride, (989) 686-4770, mcbrideb@baisd.net
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706
(989) 686-4770
mcbrideb@baisd.net

Pesticide Application

Pursuant to the Michigan Pesticide Control Act, parents and guardians of students who attend the Bay-Arenac ISD Career Center have the right to be informed prior to the application of a pesticide at the school. Should you wish to be informed prior to the application of a pesticide, please contact:

Mr. Brian McBride, (989) 686-4770, mcbrideb@baisd.net
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706
(989) 686-4770

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

Each year, the Bay-Arenac ISD Career Center is required to give notice of various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, you are notified of the following:

You have the right to inspect and review all of your education records that are maintained at the Bay-Arenac ISD Career Center.

You have the right to seek to correct any parts of an education record which you believe is inaccurate, misleading or otherwise in violation of your rights.

You have the right to prevent disclosure of education records to third parties with certain limited exceptions.

You have a right to file a complaint with the United States Department of Education concerning the alleged failure of the Bay-Arenac ISD to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. You have the right to object to release of directory information. Directory information may include student name, address, telephone number, date and place of birth, name, address and telephone number of parent(s) or guardian(s), student recognition in official recognized activities and sports, weight and height, dates of attendance, honors, degrees, awards received, information generally found in yearbooks, and student pictures, including videotapes. You will have 90 days from the receipt of this document to advise the Bay-Arenac ISD Career Center in writing, to your objection to releasing this directory information. Your objection(s) should be addressed to:

Brian McBride, Principal
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706

Under federal and state law, the Bay-Arenac ISD is required to provide the name, address, and telephone listings of it's secondary school students to military recruiters or to institutions of higher education that request this information. A secondary school student or the parent/guardian of a secondary school student may request that this information not be released without prior consent of the parent/guardian or student (if emancipated). If you do not desire this information to be released, please notify:

Brian McBride, Principal
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706

Bay Arenac ISD™

CAREER CENTER

4155 Monitor Road
Bay City, MI 48706
(989) 686-4770







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