



EATON

REGIONAL EDUCATION SERVICE AGENCY
CAREER PREPARATION CENTER

PARENT/STUDENT HANDBOOK

2023-2024 Academic Year

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

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Welcome

Dear Students and Parents/Guardians,

On behalf of the Eaton Regional Education Service Agency (RESA) Career Preparation Center (CPC) staff, welcome to the Eaton RESA CPC.

The CPC office is located at Lansing Community College (LCC) West Campus, room M104. The CPC offers 17 programs located at: LCC West Campus, LCC Downtown Campus, AIS Construction, Farm Bureau Insurance, Davenport University, Capital Region International Airport, and Potter Park Zoo.

The CPC has partnered with Lansing Community College for over 45 years to offer Career and Technical Education (CTE) opportunities to area high school students. Over the past decade, we have expanded our partnerships to include AIS Construction, Potter Park Zoo, Davenport University, Olivet College, Farm Bureau Insurance, and Capital Region International Airport in an effort to increase programming options for students.

By enrolling and successfully completing CPC programs, students will learn technical and employability skills, earn high school credit, and have an opportunity to earn college credit. Successful graduates of our programs have found employment in their program areas, entered into apprenticeship programs, continued at Lansing Community College or Davenport University to earn an associate degree, or transferred to other universities to continue their education. The CPC instructors and staff are prepared to help you reach your goals.

We are pleased to welcome you to the CPC and look forward to working with you throughout the 2023-2024 school year!

Sincerely,

Margo Hazelman

Margo Hazelman, Director/Principal
Eaton RESA CPC
(517) 483-1315

Limited English Proficiency

Students and parents requiring this handbook in a different format, i.e., audio or another language, may contact the Director/Principal's office at (517) 483-1596.

Eaton Regional Education Service Agency Career Preparation Center (CPC) Contact Information

CPC Mailing Address: Eaton RESA – M104 Lansing Community College 411 N Grand Avenue Lansing, Michigan 48933	CPC Office Location: Lansing Community College West Campus 5708 Cornerstone Drive M104 Lansing, MI 48917	
Administration and Instructional Support Staff Attendance/Enrollment: (517) 483-9966 Fax: (517) 483-9967		
Vlad Lebedintsev	Assistant Superintendent for Career and Technical Education	(517) 483-1596
vlebedintsev@eatonresa.org		
Samantha Lind	Administrative Assistant to Assistant Superintendent	(517) 483-1596
slind@eatonresa.org		
Margo Hazelman	Director/Principal	(517) 483-1315
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Lisa Seigel	Early College Director	(517) 483-9615
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MaryEllen Brocklehurst	Student Services Coordinator	(517) 483-1323
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Marcee Theisen	Student Services Coordinator	(517) 367-8209
mtheisen@eatonresa.org		
Jenn Grantham	Student Services Coordinator	(517) 483-1334
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Kristin Dykstra	Career Development Coordinator – Grand Ledge	(517) 925-5419
kdykstra@eatonresa.org		
Lorin Stewart	Career Development Coordinator – Charlotte/Pottersville	(517) 541-5626
lstewart@eatonresa.org		
Anita Mills	Career Development Coordinator – Eaton Rapids/Maple Valley	(616) 528-4088
amills@eatonresa.org		
Olivia McCormick	CTE Coordinator	(517) 483-1369
omccormick@eatonresa.org		
Sara Jobson	Career Pathway Specialist	(517) 483-1332
sjobson@eatonresa.org		
Staci Anderson	Transition Consultant	(517) 541-8732
sanderson@eatonresa.org		

Student Calendar

2023-2024 School Year

First Day for Students	August 21
No School	August 25
Labor Day (no school)	September 1-4
End of 1 st Marking Period	October 6
End of 2 nd Marking Period	November 17
Thanksgiving Break (no school)	November 20 - 24
Online Day - All Eaton RESA Classes	December 22
Winter Break (no school)	December 25 - January 5
Martin Luther King Day (no students) PD Day	January 15
End of 3 rd Marking Period	January 19
Presidents' Day (no school)	February 16 - 19
End of 4 th Marking Period	March 1
No School - PD Day	March 22
Spring Break (no school)	March 25 - March 29
End of 5 th Marking Period	April 19
Memorial Day (no school)	May 27
Last day for Seniors	May 31
Last day for Juniors	June 5

Class Times

AIS

AM Session: 7:25 am-9:15 am
PM Session: 12:10 pm-1:55 pm

Lansing Airport (Capital Region International Airport)

AM Session: 7:20 am-9:10 am
PM Session: 12:05 pm-1:50 pm

LCC West Campus

AM Session: 7:30 am-9:30 am
PM Session: 12:10 pm-2:10 pm

LCC Downtown Campus

AM Session: 7:20 am-9:15 am
PM Session: 12:05 pm-1:55 pm

Potter Park Zoo

AM Session: 7:25 am-9:15 am
PM Session: 12:05 pm-1:55 pm

Davenport University

AM Session: 7:25 am-9:15 am

Farm Bureau Insurance

AM Session: 7:20 am-9:15 am

Purpose of Handbook

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Eaton RESA CPC Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

CPC Instructional Goals and Responsibilities

Eaton RESA CPC helps prepare students for success in careers and lifelong learning. It is our intent to provide educational experiences and guidance for students to plan and prepare for a future in the world of work and in education beyond high school. Students leave with marketable job skills that can improve employment opportunities and lead to earnings that help offset higher education expenses. Students will also gain an introductory college experience, including the opportunity to earn college credit in most programs.

As a student, you have the responsibility:	As a parent/guardian, you have the responsibility:
To respect the rights and viewpoints of other students.	To teach your student that school is a place to learn and promote a positive attitude toward school.
To attend school regularly and arrive in class on time.	To discuss the school rules with your student.
To care for school property and the property of others.	To see that your student is in school, and on time, every day unless he/she is ill.
To work cooperatively with the Director/Principal, Director of Early College/Assistant Principal, Instructor, Student Services Coordinator, Academic Support Staff, Bus Drivers, and all other members of the Eaton RESA CPC to ensure an environment conducive to learning.	To inform the school of any medical or health related problems that might affect the attendance or performance of the student.
To follow school rules.	To work cooperatively with school personnel in resolving discipline problems.
To regularly monitor your grades and attendance in Eaton RESA CPC's PowerSchool system (this is separate from your high school system).	To regularly monitor your student's grades and attendance in Eaton RESA CPC's PowerSchool system (this is separate from the high school system).

The Eaton RESA CPC plan for parent/guardian involvement includes information, resources and activities to support student learning and achievement:

Parents are informed through attendance notifications, and electronic access to student's grades and attendance using Eaton RESA CPC's PowerSchool parent/student portal.

The CPC provides this Parent/Student Handbook as a resource to inform and answer questions regarding policies and procedures.

Non-Discrimination - see Appendix A

Parent Involvement

The Eaton RESA CPC supports parental involvement as both a valuable resource and partnership that supports student learning and achievement. Students whose parents are involved in their education benefit from improved test scores, better attendance, higher rates of program completion, fewer disciplinary issues, higher graduation rates, and increased post-secondary enrollment.

Injury and Illness

All injuries must be reported to the instructor, the CPC Director/Principal and Student Services Coordinator. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An Eaton RESA CPC staff member will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

All students, employees and visitors have a part to play in keeping Eaton RESA CPC safe. Stay home if you are sick! Please call the Eaton RESA CPC attendance line at 517-483-9966 if you are ill.

Students exhibiting any potentially contagious symptoms may be at risk to themselves or others and should not be at school:

Severely Ill: a child that is lethargic or less responsive, has difficulty breathing or rapidly spreading rash.

Fever: any temperature of 100.4 degrees or higher,

Diarrhea: a child that has two or more loose stools.

Vomiting: a child that has vomited two or more times.

Rash: the child with rash AND has a fever or change in behavior.

Draining Skin Sores: any sore that cannot be covered with a waterproof dressing.

Runny Nose: abnormal amounts of thick yellow or green discharge. May return when drainage is clear or treatment started.

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations, modifications, or interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations, modifications, interventions will be provided pursuant to a Section 504 Plan.

Homebound Instruction

Eaton RESA CPC shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact Eaton RESA CPC administration regarding procedures for such instruction if the program allows.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Assistant Superintendent of Career and Technical Education. Eaton RESA CPC will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Section I - General Information

Enrolling in Eaton RESA CPC

Students in grades 11th and 12th will work with their local high school counselor and Career Development Coordinators to sign up for classes at the CPC. Students can enroll starting in December using the enrollment system.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment from their local high school. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the local high school. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved through the local high school.

Early Dismissal

Students may not leave campus unless written permission or a phone call by parent/guardian is submitted to the CPC office. West campus students must come to the office **BEFORE** class to get a pass to leave class early.

BEFORE LEAVING CAMPUS, ALL STUDENTS AND IN ALL CIRCUMSTANCES MUST SIGN OUT. WEST CAMPUS STUDENTS MUST SIGN OUT IN THE EATON RESA CPC OFFICE. DOWNTOWN AND OFF CAMPUS SITES MUST SIGN OUT WITH THEIR INSTRUCTOR UPON APPROVAL FROM THE CPC OFFICE.

Withdrawal From School

Any student who wishes to withdraw from the Eaton RESA CPC should contact the CPC Director/Principal or his/her school counselor. Students withdrawing from their program may not be able to return the following year.

Control of Causal-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 school'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, and other conditions indicated by the Local and State Health Departments.

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

Control of Noncausal-Contact Communicable Diseases

In the case of noncausal-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.

Noncausal-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (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.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

Use of Medications

Any student who takes medication during school hours will comply with school procedures. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization (Form 5330 F1, F1a, F1b, and F1c) for prescription medication must be signed by the student's physician and filed with the respective building Director/Principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.
9. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
10. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school Director/Principal and updated annually.

School procedures for non-prescription (over the counter) medications are as follows: i.e.: cough drops, aspirin, Advil, cold medicine, etc.

No staff member will be permitted to dispense non prescribed, over-the-counter (OTC) medication to any student. Students are able to possess and self-administer over the counter, or prescription antibiotics. Narcotics or any other prescribed pain medicine, must be turned over to the office for administration. Students are allowed to carry for their own consumption and should not share with other students within the building. The parent may authorize on the form that their child may self-administer the medication and keep the medication in the child's possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the CPC office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the CPC Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Individuals With Disabilities

Based on Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity. The district shall not discriminate against students with disabilities and will make its facilities, programs and activities accessible to qualified individuals with disabilities.

The district designates the following individual to serve as District 504/ADA Compliance Coordinator:

Kelly Hager, Assistant Superintendent for Special Education
1790 E. Packard Highway, Charlotte, MI 48813
517-541-8743
khager@eatonresa.org

If a person (student or parent on behalf of a student), believes that she/he has been discriminated against on the basis of disability, they may file a complaint with a District 504/ADA Compliance Coordinator, who will promptly address the complaint and share the District's Complaint Procedure. Use of the District's internal complaint procedure is not a prerequisite to pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Student Records

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

Neither the Board nor its employees 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.

The Director/Principal, or a designee, is the Custodian of Records for students attending the CPC and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the CPC office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Agency officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Agency's compliance with the Federal Education Rights and Privacy Act.

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.

The full Eaton RESA board policy 8330 can be found at:

<https://go.boarddocs.com/mi/eaton/Board.nsf/goto?open&id=CAKK%09RH531866#>

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.

Family Education Rights and Privacy Act (FERPA) –See Appendix B

Student Fees, Fines and Supplies

The Eaton RESA CPC will provide all basic supplies needed by the student to complete the required program. Instructors shall keep a written account of all textbooks issued to students. When textbooks are returned at the end of the school year, or at the time of student exit, they shall be checked against the record. Parents/guardians and students shall be liable for any damages to, or loss of, school property caused by the student. **A hold will be put on your college account keeping students from registering for classes until these damages are paid or property has been returned.**

Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

Crowdfunding activities are governed by Eaton RESA Policy and Administrative Guideline 6605.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the CPC Director/Principal.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fund-raising activity.

Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on School property without the approval of the Director/Principal.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The CPC will not be liable for loss or damage to personal valuables.

Emergency Evacuation Procedures (Fire, Tornado, Lockdown, Other)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated as quickly and safely as possible. Each instructor will inform students of the proper procedure for evacuation and practice the evacuation procedure twice per year. If you are not in your classroom/lab when the fire alarm is sounded, you are expected to leave the building immediately at the closest available exit, and meet your class at the predetermined class meeting area. No one is to return to the building until notified by an administrator of the building or your instructor.

The sounding of the tornado siren is the signal for taking cover in the designated tornado location. Each instructor will inform students of the proper procedure for tornados and practice the procedure twice per year. If you are not in your classroom/lab when the tornado siren is sounded, you are expected to move to the location in the building immediately and meet your class at the predetermined meeting area.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. During Lock Down procedures students are to follow the instruction of their instructor.

Emergency Closings, Delays, and Unusual Situations

In the event school delay or closure due to inclement weather or other conditions, Eaton RESA Administration will determine if the CPC will be open. If classes are canceled, families will be notified by the School Messenger system and it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47), associated websites (www.wlns.com, www.wilx.com, or www.fox47news.com) and radio (WJIM 97.5, WFMK 99.1, WJIM 1240 AM, WITL-FM 100.7 FM).

In the event that a student's sending school is closed due to **inclement weather** but Eaton RESA CPC is open, the student is **not** required to attend his/her CPC program. The absence will not be charged against the student's attendance record.

Parents and students are responsible for knowing about emergency closings and delays.

Preparedness for Toxic and Asbestos Hazards

The CPC 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.

Visitors

All visitors, individual or group **MUST REGISTER IN THE EATON RESA CPC OFFICE**. Students may not bring visitors to school without prior written permission from the Director/Principal. Students are encouraged to visit during the Eaton RESA CPC Visitation Day held in December. Visits for prospective students at other times may be made through the local school guidance counselor. It is the responsibility of each visitor to get to and from his or her desired destination. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Use of School Equipment and Facilities

Instructional Materials

The CPC will provide, at no cost, all instructional materials needed for students to participate in our various programs. These items remain the property of the CPC and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the CPC for their cost. Holds will be placed on your college account until these fines are paid.

Lockers and Other Storage Areas

Several programs provide lockers/storage for student use; however, the CPC reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

Lost and Found

Students who have lost items should check with their instructor or Student Services Coordinator to see their items have been turned in to lost and found, they may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Use of Office and Classroom Telephones

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the CPC office for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Use of Cell Phones and Other Personal Communication Devices

The operation of electronic equipment cannot interrupt classroom work. Therefore:

- Cell phones and text messaging cannot be used in the classroom.
- Most CPC instructors require students to dock their cell phones during class time. Students will be required to follow the policy of their instructor.
- Parents who wish to contact students must do so through the CPC office at (517) 483-1596.
- The CPC is not responsible for the loss or theft of electronic devices.
- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Section II - Academics

Curriculum Content/Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school and to know about their student's educational experience. Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials mean instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

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 Director/Principal prior to coming to the CPC. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

High School Grading and Credit

All high school credit is issued by the student's high school based on the grades recommended by Eaton RESA CPC.

Students who have not satisfactorily completed the trimester/semester due to behavior and/or a failing grade will need administrative approval to return.

Eaton RESA CPC students will be graded on six (6) marking periods. Each sending school will be given the letter grades for inclusion on the student's home school report cards. Students and parents are encouraged to monitor progress regularly using the PowerSchool parent/student portal (see page 17). Instructors may evaluate students on Career and Employability Skills weekly. The student's Career and Employability grade may count towards up to 10% of the total grade. The criteria for earning career and employability skills points are explained in the class syllabus.

Traditional Letter Grade Based on the Following Scale

Percentage	Grade	Grade Point
94-100	A	4.0
90-93	A-	3.75
87-89	B+	3.5
84-86	B	3.0
80-83	B-	2.75
77-79	C+	2.5
74-76	C	2.0
70-73	C-	1.75
67-69	D+	1.5
64-66	D	1.0
60-63	D-	0.75
0-59	E	0
CR	Credit	
I	Incomplete	See below*
W	Withdraw	

*In special situations, the instructor and/or Director/Principal may grant an incomplete and will allow two (2) weeks immediately following the issuing of that grade to make up all incomplete work.

Students who have earned a grade of a "D" or below for the trimester or semester may be dropped from their Eaton RESA CPC class and returned to their sending school to reschedule classes.

College Grades and Credit

Students enrolled in an Eaton RESA CPC program have the opportunity to earn either direct or Credit by Exam credits while completing their high school program. Direct credit is awarded to a student who: a) meets the performance objectives for a specific college course; b) establishes college placement levels (programs affiliated with LCC only), c) passes the college course final examinations, if one is required. These credits are shown as numerical grades on the student's college transcript.

Credit by Exam Credit is program specific and must follow guidelines for those programs.

Transcripts may be requested through Lansing Community College Enrollment Services Department in August following program completion. Insurance and Risk Management students may request transcripts from Olivet College Registrar's Office. Business, Computer Security and Game Design & Programming Academy students may request transcripts from Davenport University Registrar's Office.

Marking Periods

To accommodate local schools on semesters and trimesters, Eaton RESA CPC operates under a six-marking period system.

Marking Period 1	Trimester 1	Semester 1
Marking Period 2		
Marking Period 3	Trimester 2	
Marking Period 4		
Marking Period 5	Trimester 3	Semester 2
Marking Period 6		

Trimester Example: A student's final grade for Marking Period 1 and Marking Period 2 will be equally averaged together to generate a Trimester 1 grade that gets reported back to the student's local high school. $(M1+M2) / 2 = T1$

Semester Example: A student's final grade for Marking Period 1, Marking Period 2 and Marking Period 3 will be equally averaged together to generate a Semester 1 grade that gets reported back to the student's local high school. $(M1+M2+M3) / 3 = S1$

PowerSchool

The Eaton RESA CPC utilizes a web-based student management system to report grades and attendance. Students and parents/guardians will each receive access to the system's student/parent portal. This will allow parents and students to check assignments, grades, and attendance regularly. **You will receive notification in September via multiple modes of communication with instructions on how to access your parent portal. This PowerSchool portal is directly linked to Eaton RESA CPC and is separate from your local high school student management system.**

Important Note for Trimester Schools: PowerSchool is set up as a semester system. Therefore, students from trimester schools will need to disregard S1 (semester 1) and S2 (semester 2) in PowerSchool. Overall trimester grades (T1, T2 and T3) will not appear in PowerSchool. Trimester students will need to track their overall trimester grade by hand calculating it. See marking period chart and trimester example above.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Students who are absent have the right to make up work provided the absence has been verified. Students missing in-class activities/labs may be given an alternate assignment. Students will be granted one day to make up work for every day absent. Documentation of absences MUST BE SUBMITTED TO THE CPC OFFICE **WITHIN TWO (2) SCHOOL DAYS OF THEIR RETURN TO CLASS.**

National Technical Honor Society (NTHS)

National Technical Honor Society recognizes outstanding student achievement in career and technical education. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

NTHS is available only to those students who complete two years at Eaton RESA CPC and meet eligibility criteria.

Student Awards

Each year Eaton RESA CPC recognizes those students who have worked hard during the school year. Awards and recognition are given for:

Perfect Attendance: The Eaton RESA CPC recognizes students for perfect attendance (no scheduled days missed; no days tardy; and no days leaving class early during the entire school year.)

Superior Commitment

4 absences or less per year (exception: school related, medical, funeral, court)

3 tardies per year

No suspension (CPC, High school, or ISS)

A- or better average (90%)

High Academic Achievement

6 absences or less per year (exception: school related, medical, funeral, court)

4 tardies per year

No suspension (CPC, High school, or ISS)

B+ or better average (87%)

Career & Technical Student Organization (CTSO) Awards

Provided by CTSO

Scholarship Recipients

Provided by scholarship provider

Computer Use

Students may NOT use Eaton RESA and/or LCC computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming, accessing inappropriate websites, etc.

All users are required to follow Eaton RESA Acceptable Use Policies and the Acceptable Use Policies of their classroom location.

Student Technology Acceptable Use Policy and Safety – See Appendix C

Student Assessment

The Michigan Merit Exam (MME), which will include the SAT for high school juniors. This means that all 11th graders will take this state assessment test in April of each year.

Parents and students should watch local school district notifications on when the tests will be administered. Eaton RESA CPC will accommodate student absences for state testing.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of Eaton RESA CPC. It is, therefore the policy of the CPC 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 extracurricular program offered by the CPC. Parents should contact Cortney Craig-Nowak, ccraignowak@eatonresa.org to inquire about evaluation procedures and programs offered by the CPC.

Section III – Student Activities

School Sponsored Clubs and Activities

A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

Career and Technical Student Organizations

Students attending the CPC have the opportunity to enhance their technical and leadership skills through participation in Career & Technical Student Organizations. Eaton RESA CPC currently offers participation in SkillsUSA, HOSA, DECA, and FFA. These are extracurricular activities

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Section IV – Student Attendance and Code of Conduct

Attendance

Attendance Philosophy

The Eaton CPC believes that it has a responsibility to encourage students to attend programs on a regular basis. Attendance is important because it develops positive work habits which will aid students when they seek future employment, and it allows students the full benefit of their CPC training program.

The CPC also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for the CPC to maintain good communication with all parties - student, parent, and sending school.

Instructors of the CPC will maintain daily attendance records on all enrolled students and submit attendance information to the CPC office. The CPC will maintain a list of absences and tardies as well as any reasons provided. This record will be open to review by the student and/or parent/guardian. The CPC office will provide each participating local school with a record of attendance for their students on a weekly basis.

Phone calls and/or emails will be sent daily to parents when a student's absence is unverified. Students are encouraged to discuss their attendance with a CPC staff person. Students and parents can also electronically access attendance information through the PowerSchool parent/student portal at any time.

Attendance Policy

Students are expected to be in attendance when the CPC is in session. Students are expected to follow the CPC calendar, which may differ from their local high school calendar.

The CPC allows students up to ten absences per semester. Once that limit is reached, students will meet with the Student Services Coordinator and Director/Principal or Assistant Principal to determine if the student will be eligible to continue at the next trimester/semester. Exempt absences do not count towards the ten-day limit. Please refer to the chart below for a list of exempt absences.

On a day a student is absent, **the parent/guardian is to notify BOTH the Eaton RESA CPC attendance office and the sending high school attendance office.** Eaton RESA CPC attendance line is 517-483-9966, this is a number to call and

leave a voicemail. If you need to speak to a staff member, please call 517-483-1596. Students and parents should make every possible effort to schedule appointments before or after school hours.

For the purpose of the Attendance Policy, students missing more than 30 minutes of a class will be considered absent. Students arriving under 30 minutes late to class will be marked tardy. Any student needing to leave class prior to the scheduled departure time must have a parent/guardian contact the Eaton RESA CPC attendance office to grant permission for their student to be released early. Parents/guardians need to call 517-483-1596 or email slind@eatonresa.org to make sure Eaton RESA CPC can notify the instructor in a timely manner.

The following are attendance examples and not intended to be all-inclusive. We reserve the right to make adjustments based on individual situations, as needed. If a student is absent for one of the reasons listed below, they must submit documentation within 2 days of the absence. Routine medical or dental appointments are not considered exempt absences and will count toward the 10-day absence limit.

ABSENCES NOT COUNTING TOWARDS THE TEN (10) DAY LIMIT
Extended illness with medical verification (ex. surgery)
Chronic health issues with medical documentation
Acute illnesses with medical documentation stating student should not attend school
Home school activities excused by the student's sending high school (ex: exams, SAT/PSAT testing)
Funeral of immediate family with documentation
Court appointments due to custody issues or subpoenaed as witness with documentation
Weather closures of home school
Severe weather excused by home school/parent for students that do not have bus transportation provided
Work Based Learning/Job Shadow experiences with documentation

If, during the first ten instructional days of the year, a student has three (3) or more absences, the student may be dropped from their Eaton RESA CPC program and returned to their sending school to reschedule classes.

Attendance Codes:

Present | XX=Teacher Absent | A=Absent | V=Absence Verified | B=Excused Tardy | M=Medical | F=Funeral | FE=Family Emergency | Q= Quarantine | T=Tardy | W=Weather/Pandemic | M=Military | I =In School Suspension | O=Out of School Suspension | J=Incarceration | JS=Job Shadow | CT=Court | CTX=Court Excused | S=School Related

Students who do not complete the current semester will receive an "E" for their class unless they enroll in another class/program through their local school or have received administrative approval to withdraw. Students who do not reach Concentrator/Completer status (2.0 minimum each semester) in their program may not be allowed to return the following year.

Students who miss five (5) consecutive days **without notification** may be dropped.

Students who are absent have the right to make up work provided the absence has been verified. Students missing in-class activities/labs may be given an alternate assignment. Students will be granted one day to make up work for every day absent. Documentation of absences **MUST BE SUBMITTED TO THE CPC OFFICE WITHIN TWO (2) SCHOOL DAYS OF THEIR RETURN TO CLASS.**

All student absences may be appealed by following the Appeals Policy in the Student handbook, see appendix D.

Vacations during the School Year

Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Director/Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are absent have the right to make up work and tests provided the absence has been verified. Students missing in-class activities/labs may be given an alternate assignment. Students will be granted one day to make up work for every day absent. Students need to verify their specific make-up policy for their class by reading the syllabus. Documentation of absences **MUST BE SUBMITTED TO THE CPC OFFICE WITHIN TWO (2) SCHOOL DAYS OF THEIR RETURN TO CLASS.**

Student Code of Conduct

In addition to the Eaton RESA code of conduct students will also be expected to abide by the code of conduct at their respective class locations.

Explanation

Below is a policy that will govern any disciplinary action taken in the Career Preparation programs operated by Eaton Regional Education Service Agency. The purpose of this policy will be to establish guidelines and procedures to ensure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The Director/Principal and/or a designated administrator may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the CPC Director/Principal or administrator.

Any disciplinary action resulting in the removal of a student from class for more than ten days cannot be accomplished without a hearing involving the student(s), parent(s)/guardian(s), sending school representative (at the option of the sending school), and Eaton RESA representative. Until such time that a hearing is held, a student can be placed on an administrative suspension which will prohibit him/her from attending class until the formal hearing has been held.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

Instructor: Any instructor reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Director/Principal. All disciplinary offenses should be documented in PowerSchool and reported to the assigned Student Services Coordinator.

Director/Principal/Administrator: For any incident where the Director/Principal/Administrator will be deciding what action should be taken, the Director/Principal/Administrator will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers and other equipment in which to store materials and/or personal items. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Director/Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices used by Eaton RESA CPC are to be used by students solely for educational purposes. The CPC retains the right to access and review all electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the CPC with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the CPC retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit access may be grounds for disciplinary action.

Communications

To ensure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action.

Students that receive expulsion or a suspension of three days or more will not be allowed to return the following semester or trimester.

Minor Offenses

Offenses less significant in nature, which are reported by the instructor in PowerSchool will follow the process below. If improvement does not occur or multiple minor offenses repeated, students will be referred to the Director/Principal for appropriate action which may lead to removal from the CPC program.

1 st offense	Documentation in PowerSchool and verbal warning by Instructor
2 nd offense	Report to Director/Principal office
3 rd offense	1 day in-school suspension
4 th offense	1-day out-of-school suspension
5 th offense	3-day suspension, does not return following semester
6 th offense	10-day suspension, does not return following semester
7 th offense	Up to expulsion with no credit, does not return following semester

Examples of minor offenses include, but are not limited to: disrupting class, dress code violations, exhibiting unprofessional and/or disrespectful behavior, obscene language, minor safety violations, unpreparedness, lacking initiative, and sleeping in class.

Use of cell phone or other personal electronic devices used in class

1 st offense	Documentation in PowerSchool and verbal warning by Instructor
2 nd offense	Phone taken for class period
3 rd offense	Phone taken for class period and parent must pick up
4 th offense	1 day in-school suspension
5 th offense	1-day out-of-school suspension
6 th offense	3-day suspension, does not return following semester
7 th offense	10-day suspension, does not return following semester
8 ^h offense	Up to expulsion with no credit, does not return following semester

Major Offenses

Offenses significant in nature that require immediate referral to the Director/Principal. Offenses include, but are not limited to:

Cheating: Cheating is the taking of written materials (whether an entire composition, just paragraphs or particular sentences or ideas) of another and passing it off as one's own product. This includes taking any written material from the internet as well as other sources. Cheating is not permitted.

1 st offense	Zero/Fails the assignment; notification of parents/guardians
2 nd offense	Grade lowered one letter grade for the marking period; notification of parents/guardians
3 rd offense	Failure for the marking period; notification of parents/guardians

Inappropriate Computer Use: Students using Eaton RESA, LCC or DU computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming or surfing inappropriate websites is not permitted. For a full description, see page 18.

1 st offense	Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense
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Driving and Parking Lot Violations: Violating school driving policy (see page 26), loitering in vehicles before and/or after school, and/or during class time, reckless driving on school property and/or to and from the CPC. Depending on severity:

1 st offense	Warning, parent contacted
2 nd offense	1-day in-school suspension, possible loss of driving privileges
3 rd offense	1-day out-of-school suspension, possible loss of driving privileges, does not return following semester
4 th offense	10-day suspension, possible loss of driving privileges, and up to expulsion with no credit

Leaving Class/Building Without Permission: Not remaining in class or on school grounds after arriving for class.

1 st offense	1 day in-school suspension, parent call
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Harassment Including Bullying: Inappropriate conduct that negatively impacts a student's educational, physical or emotional wellbeing (see page 28).

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 Eaton RESA 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.

Physical or Verbal Assault/Fighting - Student to Adult: Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

1 st offense	Up to expulsion with no credit, additional penalties as determined by administration
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Physical or Verbal Assault/Fighting - Student to Student: Physical assault defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

1 st offense	Up to expulsion with no credit, additional penalties as determined by administration
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Presenting False Documents: The attempt to forge someone else's name and signature for the purpose of personal gain.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Selling, Buying, Possessing, Using Illegal Drugs and/or Alcohol - Consumption or Intoxication:

1 st offense	Up to expulsion with no credit, additional penalties as determined by administration
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Theft: Willfully stealing any property without the proper consent of its owner.

1 st offense	Up to expulsion with no credit and costs, additional penalties as determined by administration
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Unsafe Work Practice: Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Smoking and/or Chewing of Tobacco on Any School Property: Smoking, including e-cigarettes or any other "vapor", and/or chewing is prohibited for all students regardless of age.

1 st offense	1-day out-of-school suspension and \$50 fine imposed as per state law.
2 nd offense	3-day suspension
3 rd offense	10-day suspension, does not return following semester
4 th offense	Up to expulsion with no credit, does not return following semester

Unacceptable Use, Misuse, or Destruction of School Property: The obvious improper use of, intentional abuse, or destruction of school property in a manner that may limit or prohibit future instructional/educational use of the property.

1 st offense	Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense
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Weapons: A student found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will include the carrying of, use of or demonstration of any identified weapon on school property.

1 st offense	Up to expulsion with no credit, additional penalties as determined by administration
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Definitions of Related Disciplinary Terminology

Suspension:

An administrative act that prohibits students from attending classes for a set period of time. These are generally of three types:

- In-school suspension removes students from the classroom for a period of time, while requiring students to attend school and complete their work in the CPC office.
- A short-term suspension of less than or equal to ten days cumulative, that is given as a disciplinary action for a violation of a rule or regulation. Student cannot attend Eaton RESA.
- A long-term suspension of more than ten days
- Administrative suspension that prohibits students from attending classes until such time as a recommended action to the district's Superintendent has been reviewed through a disciplinary hearing. In the event the recommended disciplinary action is approved by the Board, the student will be removed from class for the identified time frame. In the event the recommended disciplinary action is not approved by the Board, the absences will not be held against the student.
- A student that is suspended from their home school is prohibited to attend the CPC during the suspension period.
- A parent/guardian or age of majority student has the right to appeal the disciplinary action decision to the Eaton RESA Board of Education.

Expulsion:

A formal act by the Board of Education which prohibits a student from attending class for the balance of the school year or longer. An expelled student does not receive credit for the class.

Due Process:

Due process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

Change of Address, Email or Phone

It is the responsibility of the student or parent/guardian to provide the CPC with any changes regarding a student's address and/or telephone number.

All correspondence from the CPC will be sent to the address and/or email address of the parent/guardian given on the student's enrollment form unless otherwise arranged.

Driving and Parking

All students must follow their sending school driving policy. The CPC reserves the right to deny or suspend driving privileges. Students must pay all their own costs related to driving and parking their own vehicle.

Dress and Grooming

Eaton RESA CPC programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may *be sent to the office at the teacher's discretion* until such time as they are appropriately dressed.

- Students will be expected to wear special protective clothing, uniforms, helmets, safety glasses, etc. to participate in their CPC program.
- Clothing/appearance must **NOT** be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug/alcohol related, or are otherwise offensive in nature.
- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the lower garment. No exposed midriff.
- Garments normally classified as “underwear” will not be worn as “outerwear”.
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Shorts and skirts must be at least as long as the wearer’s fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist.
- Sunglasses, cannot be worn indoors unless prescribed by qualified medical personnel.
- Prescription glasses, which change to meet differing light conditions, are acceptable.
- **No** hats will be worn in the Eaton RESA office or classrooms without teacher permission.

Hall Travel and Restroom Breaks

Students are expected to remain within their assigned classroom/lab during the scheduled class time except with permission from the instructor.

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. The Director/Principal will contact home when this form is completed and turned in by the student. The form is available in the Eaton RESA CPC office.

Students granted “Age of Majority”:

1. Have the same privilege as their parents/guardians as it relates to access or 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.

State and/or Federal Regulations for Parent/Student Nonfictions

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Regional Education Service Agency at (517) 543-5500.

Drug Free Schools

In accordance with Federal and State law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property or leased property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug, any drug-related paraphernalia, or vaping device at any time on District property or leased property, within the Drug-Free School Zone, or at any District-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, “look-a-like” controlled substances, chemicals which release toxic vapors, marijuana, any prescription or patent drug except for those for which permission to use in school has been granted.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the Agency will also notify law enforcement officials.

The Agency is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Director/Director/Principal whenever such help is needed.

Tobacco Use

Michigan law and Agency policy now prohibit the use of any tobacco product on property owned or leased by the Agency. Non-compliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

Harassment of Students

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Regional Education Service Agency Board of Education.

Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Any student who believes that they have been subjected to discrimination or harassment by another student, board member, staff, vendor, volunteer, contractor, administrator or other person doing business with the district, should immediately report the behavior or communication to one of the identified Title IX Coordinators. A formal complaint must be filed in person, by mail or email prior to the district proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint will be promptly addressed by the Title IX Coordinator. Supportive measures will be considered and offered to both parties and the Title IX Coordinator shall provide information to the Complainant about the Title IX Grievance Procedure and their rights in that process. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

DEFINITION - Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex (including sexual orientation and transgender identity), race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Bullying

Intimidation of others by acts, such as but not limited to:

- threatened or actual physical harm
- unwelcome physical contact

- threatening or taunting verbal, written or electronic communications
- taking or extorting money or property
- damaging or destroying property
- blocking or impeding student movement

Sexual Harassment

It is the policy of this agency to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this agency shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

DEFINITION - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b) Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- c) Such conduct has the purpose or effect of unreasonable interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

Offenses will be dealt with according to the policy for disciplinary action that defines Harassment within the Student Code of Conduct (see page 23.)

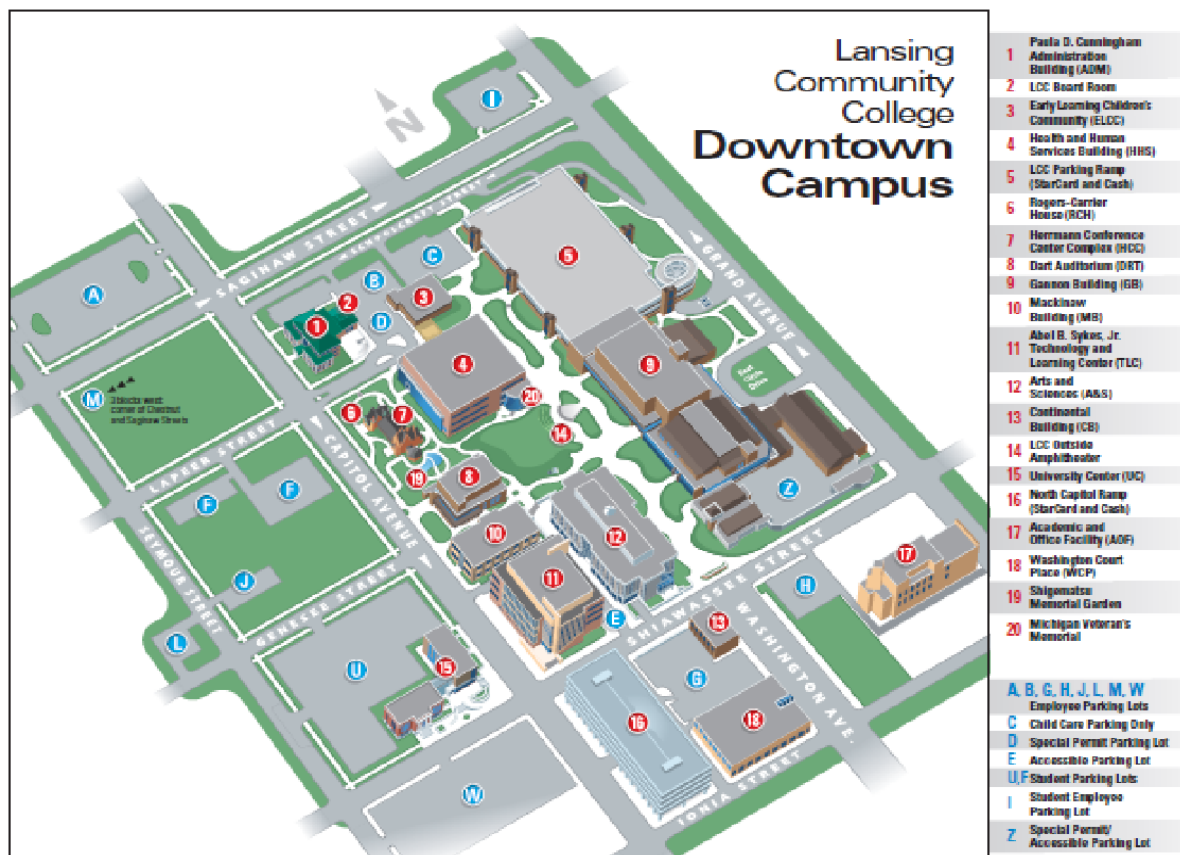
Eaton RESA Board of Education

1790 E. Packard Hwy.
Charlotte, MI 48813
(517) 543-5500

President	Jack Temsey	Potterville
Vice President	Denise DuFort	Grand Ledge
Treasurer	Alex Gonzalez	Charlotte
Board Secretary	Debbie Roberts	Eaton Rapids
Trustee	Mark Rushford	Maple Valley
Superintendent	Sean Williams	Eaton RESA

Maps and Directions

Lansing Community College Downtown Campus



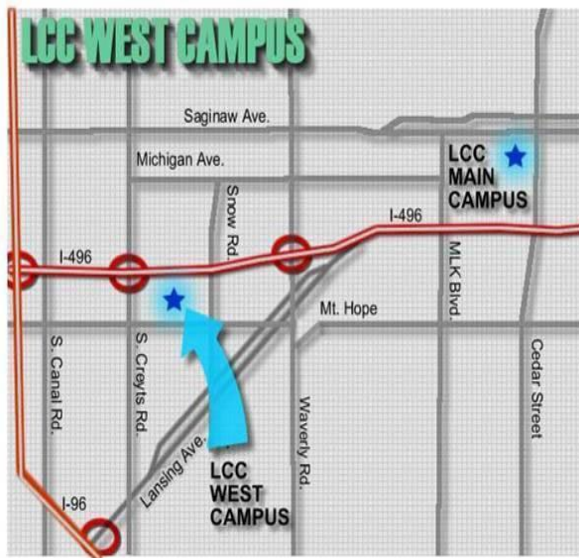
Health and Human Services Building

Programs:
Health Technology I & II
Sports Medicine

Gannon Building

Program:
Digital Media & Design

Lansing Community College West Campus



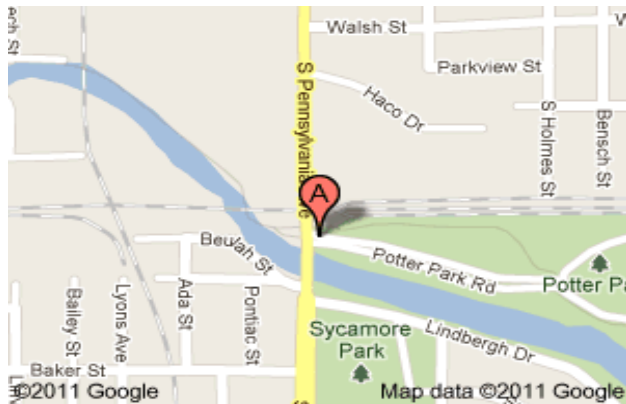
Lansing Community College West Campus

5708 Cornerstone Drive
Lansing, MI 48917

Programs:

Auto Technology I & II
Construction Technology
Criminal Justice
Criminal Justice/Law Enforcement II
Law Enforcement
Mechanical Engineering & Manufacturing
Mechatronics & Robotics
Welding I & II

Potter Park Zoo



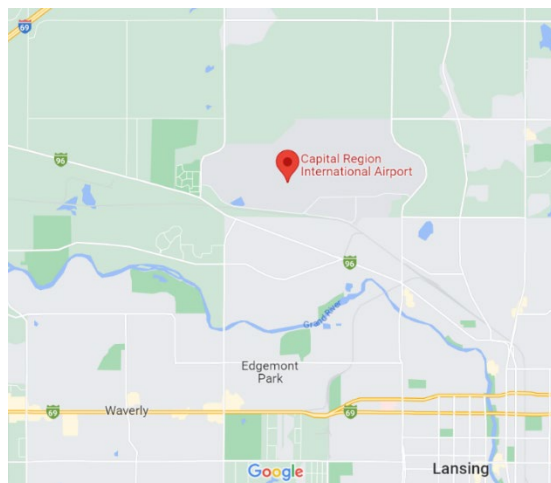
Potter Park Zoo

1301 S Pennsylvania Ave
Lansing, MI 48912

Programs:

Animal Science and Zoo Management

Lansing Airport (Capital Region International Airport)



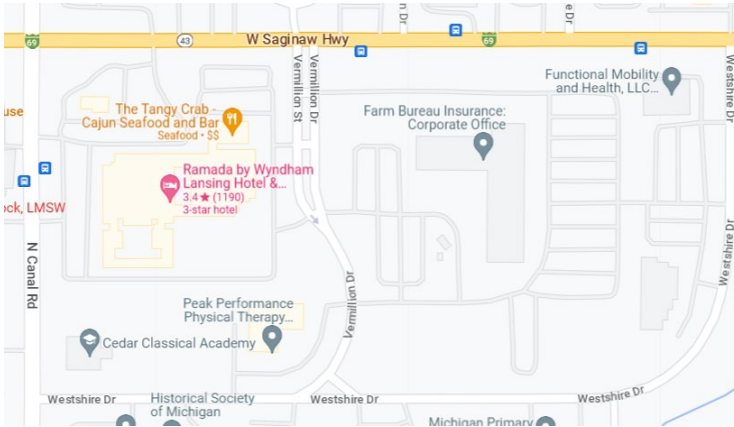
Lansing Airport (Capital Region International Airport)

4100 Capital Center Blvd.
Lansing, MI 48906

Programs:

Aviation Careers Institute

Michigan Farm Bureau Insurance

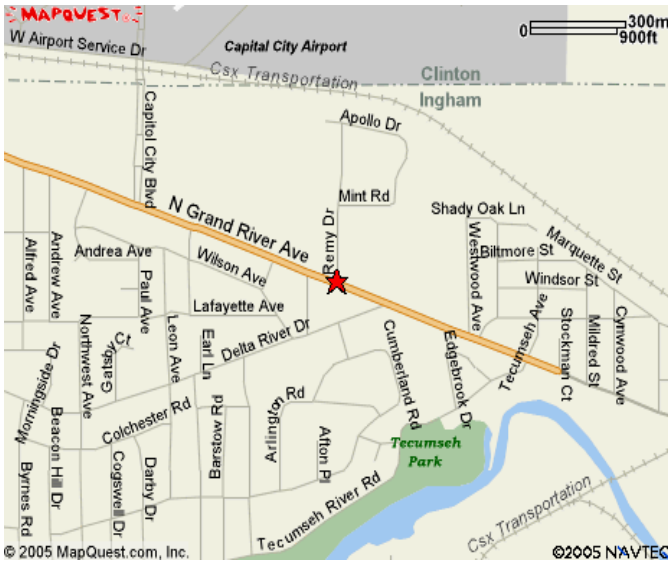


Michigan Farm Bureau Insurance

7373 W Saginaw Hwy
Lansing, MI 48917

Program:
Insurance and Risk Management

AIS



AIS

3600 N. Grand River Avenue
Lansing, MI 48906

Program:
Heavy Equipment Operation & Repair

Davenport University



Davenport University

200 South Grand Avenue
Lansing, MI 48933

Programs:
Business Academy
Computer Security
Game Design & Programming Academy
Health Tech II

Appendix A

Nondiscrimination Grievance Procedures

Title VI of the civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, Eaton RESA is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The district shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The district shall not retaliate against a person who reports or opposes improper decimation or retaliation. The district shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or on any District-related activity or event.

Section I

Any person believing that the Eaton Regional Education Service Agency or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to a District employee or a District Title IX Coordinator who are identified below:

John K. VanHoesen, Human Resources Coordinator, 517-541-8712, ivanhoesen@eatonresa.org
Kelly Hager, Assistant Superintendent for Special Education, 517-541-8723, khager@eatonresa.org

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Appendix B

Family Educational Rights and Privacy Act (FERPA)

Parents/guardians MUST sign an authorization release and return it to the CPC office.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton RESA.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
2. **Signed, written request submitted to the Director/Principal of the CPC identifying the record(s) to be inspected.**
3. Upon receipt of the signed, written request, the Director/Principal of the CPC will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
4. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
5. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Eaton RESA is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the
6. CPC office, or,
 - a. under certain circumstances, as permitted by FERPA
7. The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.
8. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton RESA office.

The right to protest to:

The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605
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.

Appendix C

Student Technology Acceptable Use Policy and Safety

Eaton Regional Education Service Agency encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The Agency provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The Agency's information technologies are the Agency's property and are intended to be used for educational purposes. The Agency retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by Eaton RESA information technologies.

Users have no reasonable expectation that any information contained on any Eaton RESA information technologies is confidential or private.

The Agency makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All Eaton RESA information technologies are provided on an "as is available" basis.

Users are responsible for:

- Utilizing technologies in the Agency for facilitating learning and to enhance educational information.
- Attending appropriate training sessions in the use and care of available hardware and software.
- Maintaining the privacy of passwords.
- Maintaining the integrity of the electronic mail (e-mail) system. The e-mail system is intended to be used for the educational purposes of Eaton RESA. Personal use of the districts e-mail system is not allowed.
- Adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- Using caution when considering the purchase of goods or services over the Internet. Eaton Regional Education Service Agency is not liable for any personal purchases made while using Eaton RESA resources.
- Making full financial restitution for any damages to or loss of Eaton RESA equipment caused by inappropriate, or negligent use of Eaton RESA information technologies.
- Making full financial restitution for any unauthorized expenses incurred while using Eaton RESA information technologies.
- Deleting files if they have exceeded their storage limit on the Eaton RESA Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
- Any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing Eaton RESA information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long-distance service provider.

- Any damages to, or incurred on, a user's home equipment. Users accessing Eaton RESA information technology from home should do so at their own risk. Eaton Regional Education Service Agency assumes no responsibility for damages to, or incurred on, home equipment.
- Prohibitions:
- Use of the Eaton RESA information technologies is intended for legitimate educational purposes that support and enhance the Agency's mission statement. The following uses are strictly prohibited:
- Unauthorized transfer, deletion or duplication of electronic files.
- Unauthorized use of another individual's login name or password.
- Using Eaton RESA information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications, which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using Eaton RESA information technologies for the advertisement of goods or services for personal financial gain.
- Using Eaton RESA information technologies for private or personal business purposes.
- Vandalism of the Agency's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the Agency's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Violations of the Acceptable Use Policy will be dealt with as specific offenses in the Eaton RESA CPC's Code of Conduct see page 23.

Each CPC student and their parent/guardian must annually complete and return the Eaton RESA Student Technology Acceptable Use and Safety Agreement to the CPC office to have the privilege of using the districts technology resources.

Appendix D

Appeal Policy

It is the philosophy and the policy of the Board of Education of Eaton Regional Education Service Agency that any decision involving or affecting a student in the CPC programs operated by this Agency is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To ensure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority, and have a signed form on file, have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the Agency before the Board will act on them.
- A request for appeal can be made in writing to the Director/Director/Principal of the CPC within five school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter and request to appeal must be discussed with each level in the order presented before the appeal can be referred to the Board for action.

Level 1	Eaton RESA CPC Director/Principal
Level 2	Eaton RESA Assistant Superintendent for Career and Technical Education
Level 3	Eaton Regional Education Service Agency Superintendent
Level 4	Eaton Regional Education Service Agency Board of Education