



EATON

REGIONAL EDUCATION SERVICE AGENCY
CAREER PREPARATION CENTER

PARENT/STUDENT HANDBOOK

2024-2025 Academic Year

It is the policy of Eaton Regional Education Service Agency not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, 1790 East Packard Highway, Charlotte, MI 48813, 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 50 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, The University of Olivet, Farm Bureau Insurance, Crosswinds Aviation 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 in many of our programs. 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 students reach their goals.

We are pleased to welcome you to the CPC and look forward to working with you throughout the 2024-2025 school year!

Sincerely,

Margo Hazelman

Margo Hazelman, Director/Principal
Eaton RESA CPC
(517) 483-1315
mhazelman@eatonresa.org

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

Mailing Address: Eaton RESA - Career Preparation Center 1790 East Packard Highway Charlotte, MI 48813		CPC Office Location: Lansing Community College West Campus 5708 Cornerstone Drive M104 Lansing, MI 48917	
Administration and Instructional Support Staff Attendance: (517) 483-9966			
Vlad Lebedintsev	Assistant Superintendent for Career and Technical Education	(517) 483-1596	
vlebedintsev@eatonresa.org			
Madison Lytle	Administrative Assistant to Assistant Superintendent	(517) 483-1596	
mlytle@eatonresa.org			
Margo Hazelman	Director/Principal	(517) 483-1315	
mhazelman@eatonresa.org			
Lisa Seigel	Early College Director/Assistant Principal	(517) 483-9615	
lseigel@eatonresa.org			
MaryEllen Brocklehurst	Student Services Coordinator	(517) 483-1323	
mbrocklehurst@eatonresa.org			
Marina McCullen	Student Services Coordinator	(517) 483-1331	
mmccullen@eatonresa.org			
Marcee Theisen	Student Services Coordinator	(517) 367-8209	
mtheisen@eatonresa.org			
Jenn Grantham	Student Services Coordinator	(517) 483-1334	
jgrantham@eatonresa.org			
Kristin Dykstra	Career Development Coordinator – Grand Ledge	(517) 925-5419	
kdykstra@eatonresa.org			
Lorin Stewart	Career Development Coordinator – Charlotte/Potterville	(517) 541-5626	
lstewart@eatonresa.org			
Anita Mills	Career Development Coordinator – Eaton Rapids/Maple Valley	(616) 528-4088	
amills@eatonresa.org			
Sam Lind	CTE Data & Events Coordinator	(517) 483-1369	
slind@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 2024-2025 School Year

First Day for Students	August 19
No School	August 23
Labor Day (no school)	August 30 – September 2
End of 1 st Marking Period	October 4
End of 2 nd Marking Period	November 15
Thanksgiving Break (no school)	November 25-29
Winter Break (no school)	December 23 - January 3
End of 3 rd Marking Period	January 17
Martin Luther King Day (no students) PD Day	January 20
Presidents' Day (no school)	February 14 - 17
End of 4 th Marking Period	February 28
Spring Break (no school)	March 21 - March 28
End of 5 th Marking Period	April 17
Good Friday (no school)	April 18
Online Day – All Eaton RESA Classes	May 23
Memorial Day (no school)	May 26
Last day for Seniors	May 30
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-9:15 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.

This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 19, 2024. If any of the policies or administrative guidelines referenced herein are revised after August 19, 2024, the language in the most current policy or administrative guideline prevails.

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

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.

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.

Student Well-Being

All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the CPC office via Final Forms by August 19, 2024. A student may be excluded from the CPC until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school.

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 for 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 and Eaton RESA CPC Administration.

Late Arrival and Leaving Early - CPC Program Campuses

Students may not leave campus unless written permission or a phone call by parent/guardian is submitted to the CPC office. West campus students should 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 Eaton RESA CPC

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.

Direct Contact Communicable Disease and Pests

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:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The approved Medication Request and Authorization forms 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.
- 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.
- Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
- 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.
- 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.
- 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.
- Medication will be stored in a locked cabinet or container in a designated location.
- Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.
- 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.

- 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.

School procedures for non-prescription (over the counter) medications are as follows:

Non-prescribed (over the counter) Medications i.e.: TUMS, hydrocortisone 1% cream, Tylenol, Motrin, Benadryl, A & D Ointment, Triple Antibiotic Ointment, sugar free cough drops, Advil, sting relief pads, 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 U.S. Food and Drug Administration (FDA) approved over the counter topical products while on school property or at school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Eaton RESA CPC office. 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.

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.

Individuals With Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no 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, Office of Civil Rights, and Title IX Compliance Coordinator:

John VanHoesen
Director of Safety and Employee Relations
1790 E. Packard Highway, Charlotte, MI 48813
517-541-8722
jvanhoesen@eatonresa.org

Kelly Hagar, 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.

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 Nathan Leale at nleale@eatonresa.org to inquire about evaluation procedures and programs offered by the CPC.

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. 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.

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 school property issued to students. When school property is 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. Fees may be waived in situations where there is proof of financial hardship.

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 fundraiser 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 fundraisers 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 instructors 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 of 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

In order to properly monitor the safety of students and staff, all visitors, individual or group **MUST REGISTER IN THE EATON RESA CPC OFFICE**. Any visitor found in the building without a pass shall be reported to the CPC Administration.

Students may not bring visitors to school without prior written permission from the CPC Administration. 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 Wireless Communication Devices (WCD)

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

- WCDs cannot be used in the classroom unless the student has a pre-approved special health circumstance.
- CPC instructors require students to dock their cell phones during class time. Students will be required to follow the policy of their instructor.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.

- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
- Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- 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 (WCD).
- 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 WCD.

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, co-curricular, or extracurricular activities that are held off school grounds and are a privilege to participate in. Privileges can be revoked based on the students’ grades, attendance, and/or behavior. There are also other trips that are part of the school’s program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy 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 has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each instructor may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the instructor.

Students will be graded on six (6) marking periods indicating their grades for that portion of the academic term.

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 will evaluate students on Career and Employability Skills or Skills for Success weekly. The student's Career and Employability or Skills for Success grade will count towards 10% of the total grade. The criteria for earning career and employability skills or Skills for Success points are explained in the class syllabus.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the instructor about what actions can be taken to improve the student's performance.

Eaton RESA CPC Letter Grade Based on the Following Scale
 ** May be different than local high school and college grading scales. **

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.**

Any issues with PowerSchool should be directed to the CPC Administrative Assistant at 517-483-1596 or mlytle@eatonresa.org.

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.

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 need to verify their specific make-up policy for their class by reading the syllabus, make-up days are not to exceed the number of verified days absent. It is the student's responsibility to make arrangements with the instructor to take the test and to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

When an absence is **not** verified, the student will **not** be allowed to make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted.

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

Eligibility Criteria:

- 6 absences or less per year (exception: school related, medical, funeral, court)
- 4 tardies or less per year
- No suspension (CPC, High school, or ISS)
- B+ or better average for the first 5 marking periods of the school year (87%)
- 20 hours of community service by the predetermined deadline

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:

0 absences, tardies or days leaving class early (exception: school related, medical, funeral, court) for the first 5 marking periods of the 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 for the first 5 marking periods of the school year (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 for the first 5 marking periods of the school year (87%)

Career & Technical Student Organization (CTSO) Awards

Provided by CTSO – recognition of those who competed in a CTSO event during the school year (including Ferris and MITES competitions)

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 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.

Section III – Student Activities

School Sponsored Clubs and Activities

Eaton RESA CPC provides students the opportunity to broaden their learning through curricular-related 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.

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. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit Eaton RESA CPC encourages students to develop as early as possible in their school careers, 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 the 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 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.

The student and/or parent/guardian shall:	CPC staff shall:
Be sure the student wakes up in time to prepare for and travel to school and to arrive early or on time	Keep accurate attendance records.
Notify CPC when the student is absent by calling CPC (517-483-9966) or email Madison Lytle at mlytle@eatonresa.org	Counsel each student who has unexcused absences upon his/her return to school.
Have the student contact the instructor on the day of the absence using methods established at the start of the school year.	When student returns and requests missed work it will be provided and a deadline for submitting missed assignments will be established.
Approach the instructor upon returning to school to get work that can be made up.	Utilize technology to automate communication to inform parents on the day of a instructor reported student absence.
Provide CPC with official documentation for absences due to medical reasons, court, or funerals in order to have the absence excused.	Establish an attendance improvement plan for a student with excessive absences, and inform the sending school counselor of such plan.
	Contact the parent/guardian about unexcused absences. All contacts regarding students' attendance will be documented in PowerSchool.

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 based on the CPC student calendar. If that limit is exceeded students will lose all Career and Employability or Skills for Success credit for the remainder of the semester and will not be able to participate in field trips, CTSO events or other CPC events/activities. The family will be required to meet with the Student Services Coordinator, instructor and Director/Principal or Assistant Principal to determine if the student will be eligible to continue at the next trimester/semester. **Any student with 10 or more absences may be referred to the Truancy Officer for the respective county in which they live.** Exempt absences do not count towards the ten-day limit. Please refer to the chart below for a list of exempt absences.

*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.*

EXAMPLES OF ABSENCES NOT COUNTING TOWARDS THE TEN (10) DAY LIMIT(Exempt)
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

Attendance Codes:

Present | XX=Instructor 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

Documentation of medical, funeral, family emergency, court, or school-related absences **MUST BE SUBMITTED TO THE CPC OFFICE WITHIN TWO (2) SCHOOL DAYS** OF THEIR RETURN TO CLASS.

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.

When an absence is verified, the student will be allowed to make up the work. Students need to verify their specific make-up policy for their class by reading the syllabus, make-up days are not to exceed the number of verified days absent. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

When an absence is **not** verified, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, CPC staff will try to help the student improve attendance.

When an absence is **not** verified, the student will **not** be allowed to make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

Students who are suspended will be allowed to make up work, which must be turned in within 2 days from returning to school.

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.

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 are not successful during the school year may not be allowed to return the following year. Eaton RESA uses a rubric to decide if students are eligible to return the following year, that rubric includes, grades, attendance, and discipline issues.

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

Tardiness

Each student is expected to be in their assigned class location at the start of class. If a student is late in arriving to West Campus classes, the student is to report to the CPC office before proceeding to their first classroom. Any student who is late 30 minutes or less, will receive a tardy. Students who are more than 30 minutes late or leave class with more than 30 minutes remaining will receive an absence, the student will lose their Career and Employability or Skills for Success points for that day if the absence is unverified. 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 mlytle@eatonresa.org to make sure Eaton RESA CPC can notify the instructor in a timely manner.

Anytime a student is tardy (not verified) they will lose the Career and Employability or Skills for Success points for that day.

All student absences/tardies 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.

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.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

Explanation

Below is a policy that will govern any disciplinary action taken in the Career Preparation Center 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 CPC 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 Administrator. All disciplinary offenses should be documented in PowerSchool and reported to the assigned Student Services Coordinator.

Administrator: For any incident where the Administrator will be deciding what action should be taken, the 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, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the CPC, college, or partner computer system, and 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.

Categories of Student Misconduct and Penalty Guidelines

Note: Parents/guardians and home school may be contacted for each disciplinary referral. All offenses will be logged in the student's record in PowerSchool. All offenses may result in the student not being allowed to return the following semester, trimester or year.

Prohibited Conduct	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Disrupting class Dress code violations Lacking initiative Minor safety violations Obscene gestures or language Sleeping in class Unprepared for class Unprofessional or disrespectful behavior	Verbal warning by instructor or CPC staff	Referral to Administrator Notify parent	1-3 day out of School Suspension	10 day out of school suspension and/or possible removal from program	Removed from program
Unauthorized use of a wireless communication devices i.e., cell phones, iPad, tablets, or laptops	Verbal warning by instructor	Item taken by instructor for the class period Notify parent	Referral to Administrator and parent must pick up the item from the CPC office	1-3 day out of school suspension	10 day out of school suspension and/or possible removal from program
Cheating	No credit for test or assignment Instructor notify parent	Grade lowered one letter grade for the marking period Notify parent and high school	Out of school suspension and failing letter grade for the marking period Notify parent and high school	Removal from program	
Harassment or bullying Inappropriate computer use Leaving without permission Physical or verbal assault of an adult Physical or verbal assault between students Presenting false documents Selling, buying, possessing or using legal/illegal drugs or alcohol Smoking, chewing, vaping of tobacco at any CPC property or event Theft, misuse or destruction of property at any CPC location Unsafe practices Weapons	Referral to Administrator Notify parent 1 day out of school suspension Possible police referral	5 day out of school suspension Possible police referral	Removal from program		

Misconduct Definitions:

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 the use of AI, taking any written material from the internet or other sources. Cheating is not permitted.

Driving and Parking Lot Violations: Violating school driving policy may be 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.

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

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.

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.

Leaving Class/Building Without Permission: Not remaining in class or on school grounds after arriving for class. Or leaving class for extended periods of time (more than 15 minutes)

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.

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.

Presenting False Documents: The attempt to forge someone else's name and signature for the purpose of personal gain.

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

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.

Theft: Willfully stealing any property without the proper consent of its owner.

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.

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.

Weapons: If a student is 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.

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

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.

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:

- 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 or their local high school.
- 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 by updating their Final Forms information.

All correspondence from the CPC will be sent to the address and/or email address of the parent/guardian given in Final Forms unless otherwise arranged.

Dress and Grooming

Eaton RESA CPC programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and the 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 instructor'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 instructor permission.

While fashion changes, the reason for being in School does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for School:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are representing Eaton RESA CPC at an official function or public event may be required to follow specific dress requirements. Usually, this applies to field trips.

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”:

- Have the same privilege as their parents/guardians as it relates to access or control of student records.
- May represent themselves during disciplinary conferences and be the addressee for their grade reports.
- May sign themselves in and out of school and may verify their own absences.
- Are held to the same attendance requirements as other students.

State and/or Federal Regulations for Parent/Student Notifications

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.

Transportation

It is important to remember that the CPCs rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The student's home school provides transportation to and from for all students from their high school to the CPC shuttle location at LCC West. Please contact the home school for information.

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. Driving to school is a privilege which may be revoked at any time.

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Director/Principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the Director/Principal.

Video Surveillance and Electronic Monitoring at CPC Locations & Buses

CPC class locations and local district school buses may have video cameras to monitor student behavior. If a student violated the Code of Conduct and their actions were recorded, the recording will be submitted to the local authorities and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

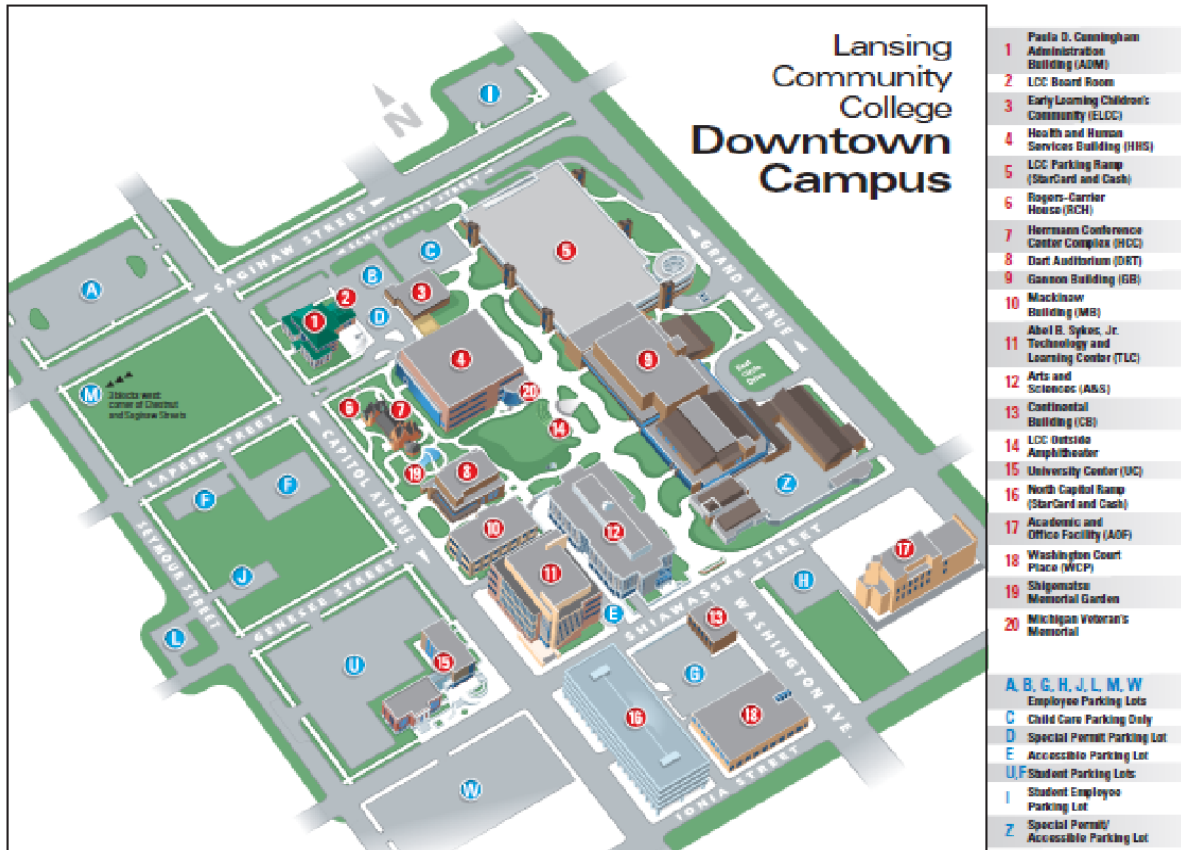
Eaton RESA Board of Education

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

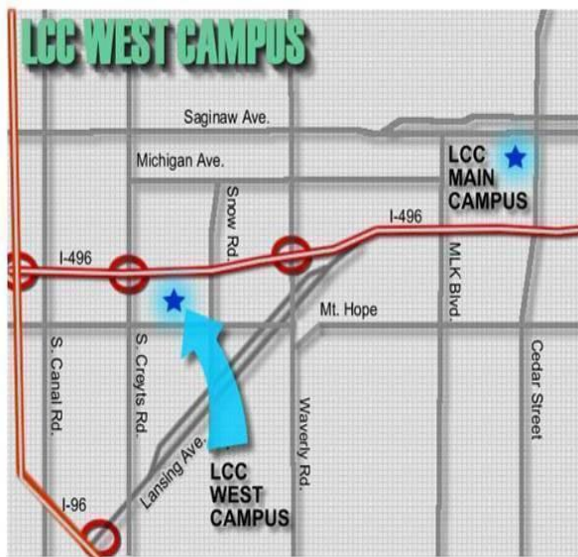
President	Jack Temsey	Potterville
Vice President	Denise DuFort	Grand Ledge
Treasurer	Alex Gonzalez	Charlotte
Board Secretary	Debbie Roberts	Eaton Rapids
Trustee	Mark Rushford	Maple Valley
Superintendent	Sean Williams	Eaton RESA

Maps

Lansing Community College Downtown Campus 600 N. Grand Avenue, Lansing, MI 48933



Lansing Community College West Campus 708 Cornerstone Drive Lansing, MI 48917



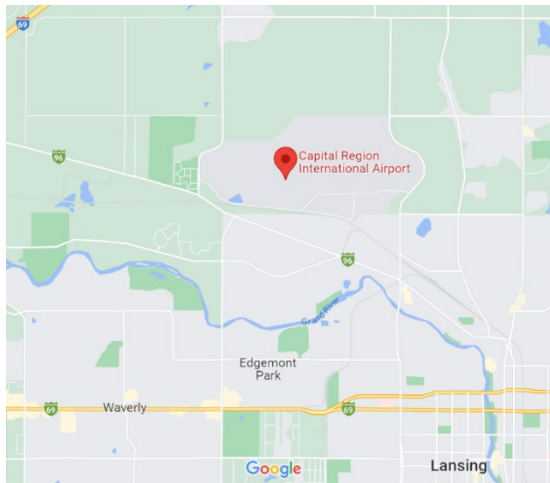
Potter Park Zoo

1301 South Pennsylvania Avenue Lansing, MI 48912



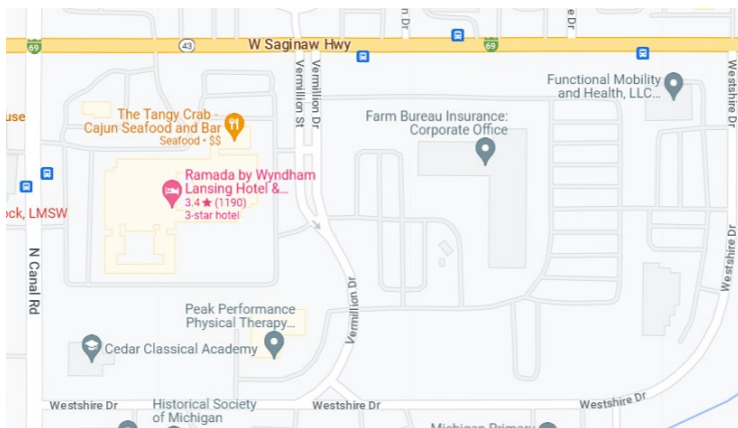
Capital Region International Airport

4100 Capital City Boulevard Lansing, MI 48906



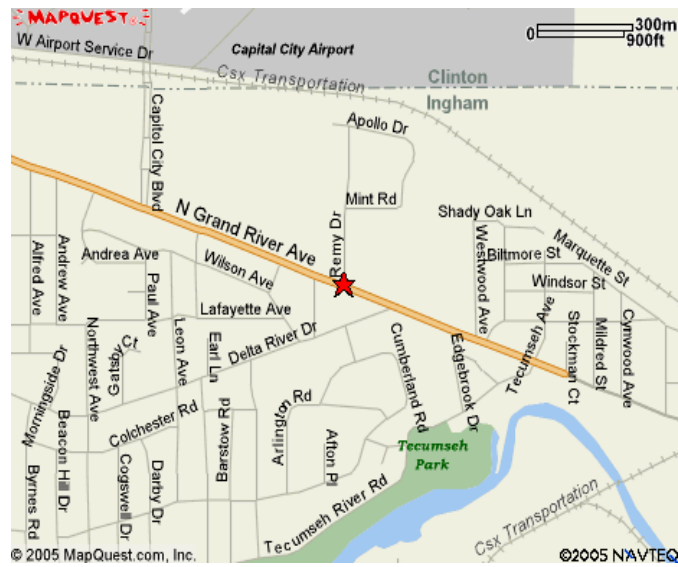
Michigan Farm Bureau Insurance

7373 W. Saginaw Highway Lansing, MI 48917



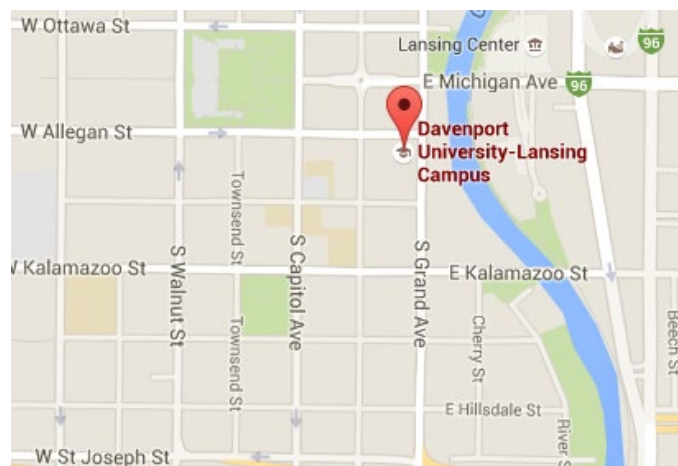
AIS Equipment

3600 North Grand River Avenue Lansing, MI 48906



Davenport University

200 South Grand Avenue Lansing, MI 48933



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, Director of Safety & Employee Relations, 517-541-8722, 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:
6. by prior written consent of the student's parent or the eligible student,
7. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the CPC office, or, under certain circumstances, as permitted by FERPA
8. 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.
9. 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.

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.

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The **district's** computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the **district's** educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity). While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The

technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training. Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their instructors, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their instructor's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of an instructor, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their instructors when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their instructor, so long as they use the AI/NLP tools in an ethical and responsible manner. Instructors have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior instructor permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their instructor.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines. The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of District Information & 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