

**2025 - 2026 HANDBOOK**

# **SOUTH & WEST WASHTENAW CONSORTIUM**



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## IMPORTANT INFORMATION

### SWWC WEBSITE

[www.TheSWWC.org](http://www.TheSWWC.org)

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### ADDRESSES

SWWC Administrative Offices	1300 Campus Parkway, Saline, MI 48176
Chelsea CTE Center, Building 500	500 Washington Street, Chelsea, MI 48118
Dexter High School	2200 N Parker Road, Dexter, MI 48130
Saline High School	1300 Campus Parkway, Saline, MI 48176
Huron Valley Beauty Academy	7025 East Michigan Avenue, Saline, MI 48176
Building Trades	202 W. Bennett Street, Saline, MI 48176

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### SWWC OFFICE CONTACT INFORMATION

Director	Kara Stemmer	(734) 401 - 4371
Business Coordinator	Emily Koch	(734) 401 - 4373
Special Populations Coordinator	Molly Visel	(734) 401 - 4377

\*The entire SWWC staff/teacher contact list is located on the website under the [‘SWWC Staff’](#) tab.

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### COMMUNICATION

[The SWWC Weekly](#) (newsletter) will be shared every Sunday afternoon/evening via the student and parent/guardian email provided to the SWWC. The purpose of this weekly newsletter is to provide students and families with important information, upcoming events, points of pride within SWWC programming, etc.

Weather/Emergency School Closures will be communicated via ParentSquare and the SWWC social media platforms.

[Instagram:](#) The\_SWWC   [Facebook:](#) TheSWWC

## DAILY CLASS SCHEDULE

### Saline High School

#### Monday, Wednesday, and Friday

0/1 Hour (Automotive Only)	7:15 a.m. to 9:01 a.m.
1st Hour	7:50 a.m. to 9:01 a.m.
2nd Hour	9:07 a.m. to 10:18 a.m.
3rd Hour	10:24 a.m. to 11:35 a.m.
5th Hour	1:33 p.m. to 2:44 p.m.

#### Tuesday and Thursday

0/1 Hour (Automotive Only)	7:15 a.m. to 8:54 a.m.
1st Hour	7:50 a.m. to 8:54 a.m.
2nd Hour	9:00 a.m. to 10:04 a.m.
3rd Hour	10:45 a.m. to 11:49 a.m.
5th Hour	1:40 p.m. to 2:44 p.m.

\*The complete Saline bell schedule can be found [here](#).

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### Chelsea CTE Center

#### Monday, Wednesday, and Friday

2nd Hour	9:17 a.m. to 10:29 a.m.
5th Hour	1:41 p.m. to 2:52 p.m.

#### Tuesday and Thursday

2nd Hour (T/TH)	9:09 a.m. to 10:13 a.m.
5th Hour (T/TH)	1:48 p.m. to 2:52 p.m.

\*The complete Chelsea bell schedule can be found [here](#).

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### Dexter High School

2nd Hour	9:35 a.m. to 11:05 a.m.
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\*The complete Dexter bell schedule can be found [here](#).

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### Huron Valley Beauty Academy (HVBA)

Morning Session (1st Year)	7:45 a.m. to 11:00 a.m.
Morning Session (2nd Year)	7:45 a.m. to 12:00 p.m.

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### Building Trades

Morning Session	8:30 a.m. to 10:00 a.m.
Afternoon Session	12:30 p.m. to 2:00 p.m.

## PROGRAM ATTENDANCE

The purpose of Career and Technical Education Programs is to educate and prepare high school students for employment. Regular attendance and being on time are essential. Skills developed by working with equipment in the proper setting under the supervision of an instructor cannot be duplicated at home when students are tardy or absent. Employers require workers (students) to have regular attendance as a condition of continued employment, and it is an indicator of commitment to job training and reliability as an employee. Good attendance is necessary to acquire skills, competencies, knowledge, and proper work attitudes and habits. It is the responsibility of all students, parents or guardians, staff, and administration to ensure that proper attendance is maintained.

### 1. Notification of Absences

The following procedure must be followed when a student is absent from their SWWC program for any reason, including, but not limited to: illness/injury, appointments, bereavement, homeschool-related activities/field sports/sporting events, etc.

- A. The parent/guardian must notify the SWWC and the student's home district of each absence. The parent/guardian may notify the SWWC using one of the following methods:

- Email: [SWWCAttendance@salineschools.org](mailto:SWWCAttendance@salineschools.org)
- Call the SWWC Attendance Line: 734-401-4283

**When reporting an absence, please relay the following information:**

- Student Name
- Symptoms / Illness / Reason for absence
- Home District
- Parent/Guardian Name

### 2. Tardiness

Tardiness is defined as not being in the room at the assigned time. A student will be considered tardy to class if they are in the classroom within 15 minutes after the designated start time. After 15 minutes, the student will be considered absent. Students who arrive late due to busing will not be considered tardy. Students with driving/riding privileges who arrive late will be counted as tardy. When a student accumulates five tardies, driving privileges may be suspended.

### 3. Truancy

Truancy is being absent from class or classes without permission. Regardless of the intent, the truant student receives an E for the class work missed and may not make it up. Students who ride the bus and arrive late to class (unless the fault of the transportation system) will be considered truant. Students will follow their home school's policy for truancy.

#### **4. Number of Absences**

Chelsea and Saline students should not exceed 7 absences per trimester, and Dexter, Lincoln, Manchester, and Milan students should not exceed 10 absences per semester.

- The SWWC teacher or the SWWC office will communicate with students and parents/guardians if absences become a concern.
- If there is evidence of chronic absenteeism, a recommendation to remove the student from the year-long class may be made.

### **CLASS GRADES**

It is the expectation that all students have a strong work ethic and give their 100% every day in class.

- If a student does not pass a trimester or semester of their SWWC class, the recommendation may be made by the teacher, counselor, and/or Director to withdraw that student from the course and encourage them to apply the following school year, if applicable.
- Any student applying for the Year 2 SWWC class needs to have earned a 2.0 or C in the Year 1 course.
- SWWC Honor Cords will be given to any senior who has earned a 90% or higher in their SWWC class. (This will be determined in May and will not be adjusted.)

### **DISCIPLINARY OFFENSES & PENALTIES**

All student disciplinary offenses and penalties within the SWWC will follow the Student's Home District handbook. The SWWC Director will work with the District Principal to address any offenses and, if applicable, consequences.

### **TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY**

SWWC believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. The SWWC Districts may provide a computer, network, Internet access, and email accounts to students as part of the learning environment. Internet/email access and other online services, as well as various forms of technology equipment, offer students and teachers a multitude of global resources. Our goal in providing these resources is to enhance the educational development of and foster 21st-century learning experiences for our students.

If you are enrolled in a SWWC program at Chelsea CTE Center, Dexter High School, or Saline High School, you are agreeing to the Technology Acceptable Use Policy for the specific program location; see below for the applicable documents.

## Chelsea CTE Center

[Chelsea Acceptable Use Policy](#)

## Dexter High School

[Dexter Acceptable Use Policy](#)

[Dexter Student Device Agreement](#)

## Saline High School

[Saline Acceptable Use Policy](#)

# TRANSPORTATION

The SWWC is able to provide a wide variety of programs and services with the cooperation of the school districts. It is through the cooperation of the students, bus drivers, teachers, and administrators that our schools provide students the opportunity to pursue their career interests. There are times when students will be transported on buses other than those provided by their home school. Every student and staff member is entitled to a safe and pleasant trip to their destination, whether it be a field trip, a site location, or a program located in another school. Therefore, the following expectations have been established as a guideline.

## BUS TRANSPORTATION PROCEDURES

\*Failure to follow all rules listed below, as well as rules communicated by the bus driver, may result in disciplinary action. This will be determined by the SWWC Director and Home District Administrator.

### Responsibility of Students

1. To be at the designated bus pickup location, both morning and afternoon, ready to board the bus at the scheduled time. The driver is responsible for the maintenance of this schedule and will not wait for tardy students.
  - If a student misses the bus, that student is responsible for immediately notifying the SWWC office at (734) 401-4476. A parent/guardian will then be notified and will be responsible for organizing transportation for their student.
2. To occupy a seat (assigned by the driver/SWWC instructor if necessary).
  - Students are not permitted to move around the vehicle except when boarding/disembarking. Do not block the entrance or aisle.

3. To behave in a manner that allows the driver to safely operate the vehicle and ensure student safety during, as well as before and after, the bus ride.
4. No windows are to be opened except by permission of the bus driver.
5. Keep your hands and head inside the bus at all times.
6. Loud, boisterous, or profane language and indecent conduct will not be tolerated.
7. Refrain from throwing anything or yelling from open windows.
8. Do not tamper with the bus or any equipment on the bus.
9. Report any damage to the bus to the driver immediately.
  - Any willful damage to the bus or bus equipment will be paid for by the offender.
10. Help keep the bus clean and sanitary at all times.
11. No talking at railroad track crossings.

### **Responsibility of the Parents/Guardians**

1. To accept joint responsibility with the school authorities for the proper conduct of their children.
2. To make a reasonable effort to understand and cooperate with those responsible for student transportation.

### **Bus Drivers Responsibilities**

1. The bus driver will make every attempt to discuss the problems or situations with the student or students to ensure appropriate behavior.

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## **TEACHER/STAFF TRANSPORTATION**

In the event a school bus or contracted transportation is not available, a South & West Washtenaw Consortium (SWWC) teacher or staff member may transport students in a rented vehicle or program vehicle to SWWC offsite events, including, but not limited to, student's home high school, field trips, conferences/leadership events, and competitions.

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## **SELF-TRANSPORTATION PROCEDURE**

It is the expectation that all SWWC students will ride their District-Provided Transportation. In specific circumstances, students may be permitted to self-transport. This permission requires completion of the [SWWC Long-Term Driving Form](#) and approval from the Parent/Guardian, Home-District Administrator, and SWWC Director. Once all approvals are received, the SWWC Office will issue a hang tag, which must be displayed on the vehicle's rearview mirror. There is no fee for this tag; however, students are still responsible for any fees associated with their home district parking tag, if applicable.

Click on the link(s) below to review each SWWC program location's Student Driving Rules and Regulations.

[Chelsea Student Driving/Parking Rules](#)

[Dexter Student Driving/Parking Rules](#)

[Saline Student Driving/Parking Rules](#)



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) requires that Home Districts/SWWC obtain your written consent prior to the disclosure of personally identifiable information from your child's education records unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information; however, the SWWC may disclose appropriately designated "directory information" without your written consent unless you have advised the Home District to the contrary.

Generally, school officials must have written permission from the parent or guardian of a student or an eligible student before releasing any information from a student's record to those with legitimate educational interests. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Saline Area School District, Washtenaw County, Michigan, has designated the following personally identifiable information contained in a student's educational records as directory information:

*Student name, address, telephone listing, date of birth,  
grade level, participation in officially recognized activities  
and sports, weight, and height of members of athletic  
teams, dates of attendance, degrees, and awards received,  
most recent previous school attended and the photograph information  
generally found in yearbooks.*

Unless you advise your Home District that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or guardian or eligible student.

You have two weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student, which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Michael J. Kapolka  
Superintendent  
Chelsea School District  
500 E. Washington Street  
Chelsea, MI 48118

Christopher Timmis  
Superintendent  
Dexter Community Schools  
2714 Baker Road  
Dexter, MI 48130

TBD  
Superintendent  
Lincoln Consolidated Schools  
7425 Willis Road  
Ypsilanti, MI 48197

Steve Head  
Superintendent  
Manchester Schools  
410 E. Main Street  
Manchester, MI 48158

Ryan McMahon  
Superintendent  
Milan Area Schools  
100 Big Red Drive  
Milan, MI 48160

Rachel Kowalski  
Superintendent  
Saline Area Schools  
7265 N. Ann Arbor Street  
Saline, MI 48176

## GRIEVANCE PROCEDURE

### GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975

#### Section I

If any person believes the South & West Washtenaw Consortium (SWWC) 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, and (3) Title II of the Americans and Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Kara Stemmer  
Director, South and West Washtenaw Consortium  
Saline High School  
1300 Campus Parkway  
Saline, MI 48176-1606  
(734) 401-4371

#### Section II

The person who believes they have a valid basis for grievance 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 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 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 days.

Step 2 - If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools in their home district within five 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 business days.

Step 3 - If the complainant remains unsatisfied, they may appeal through a signed, written statement to the Board of Education within five business days of their receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 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 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. 20201.

Inquiries concerning the non-discriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the Consortium'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.

### **NON-DISCRIMINATION POLICY**

*It is the policy of the South and West Washtenaw Consortium not to discriminate on the basis of race, color, age, gender, religion, national origin or ancestry, sex, disability, height, weight, language, or marital status in any of its programs, activities, or employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following person has been designated to handle inquiries regarding the non-discrimination policies: Kara Stemmer, Director, South and West Washtenaw Consortium, 1300 Campus Parkway, Saline, MI 48176, (734) 401-4371 or via email at [stemmkar@salineschools.org](mailto:stemmkar@salineschools.org).*