



2021-22 Student Handbook



2021-22 School CalendarxxvN0x

September 7	Classes Begin
November 24, 25, and 26	Holiday – Thanksgiving Break
December 20 – 31	Holiday – Winter Break
February 18-21	Mid-Winter Break
February 24	St. Clair TEC Open House
March 28 – April 1	Spring Break
May 19	St. Clair TEC Certification Ceremony
May 31	Holiday - Memorial Day
June 16	Last Day of Classes

Please note: This is TEC's calendar of events. Your high school calendar may be different. Please check your high school calendar.

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[Staff and Faculty Directory](#) **4**

This page lists all TEC staff members, including faculty. You can use this to find the name of the people you see every day in the building, the correct spelling of their names, their job titles, and their contact information.

[Welcome and Introduction](#) **5**

We want you to feel comfortable and challenged while at TEC. The introduction talks briefly about how TEC is organized and why the skills it teaches will be important to you throughout your life.

[Student Progress](#) **6**

We want you to be academically successful at TEC. This section talks about the grading system, how you earn high school and college credits, opportunities for special certifications in your field, and when you can expect to see report cards on your progress.

[Student Services](#) **7**

You will be a busy person at TEC. We want you to realize we're here to help. This section explains that counseling is available as needed, that you will learn employability skills along with your technical skills, how we handle your confidential records and a few words about first aid and TEC's lost-and-found process.

[Student Organizations](#) **8**

TEC offers opportunities for you to get involved outside the classroom. Each year, students in these organizations do charitable work and help each other work on technical skills.

[Emergency Procedures & Student Safety](#) **9**

TEC wants you to be safe at all times, even when the unexpected happens. TEC has procedures in place to deal with severe weather, fire, lockdowns, and other emergencies. In an emergency, follow your teacher's instructions.

[Code of Conduct](#) **9**

This section basically says, "Be a good person." Don't be a bully. Don't harass anyone or discriminate against anyone. Turn off your cell phone. Dress appropriately. Don't smoke on school grounds. Don't skip classes. Be honest, kind and considerate of your fellow students.

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Any place you store belongings while at school can be searched randomly and without notice. Prohibited items can be confiscated. This isn't TEC's policy; it's the law.

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As a student, you have certain rights to privacy. TEC also has the right to give some student information to others without notification. These are all federal rules. Read this section for details of your privacy rights at TEC.

[Pesticide Control Act](#) **25**

TEC will post notices beforehand if the building is being sprayed for bugs.

[Asbestos Hazard Emergency Response Act \(AHERA\)](#) **25**

Asbestos was commonly used in buildings years ago. If it is disturbed, there are specific procedures in place to keep students and staff safe. Federal law requires TEC to post this notice, but you should know that TEC has not done any asbestos work in at least the past year.

[Nondiscrimination Policy](#) **26**

If you have concerns about possible discrimination at TEC, this section tells you how you can register a complaint.

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This section has the policy and complaint form you must follow if you want to file a complaint about possible harassment or discrimination.

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Important Contact Information

Our mission is to provide all students with the technical, academic and employability skills necessary to succeed in a global market.



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Follow us on Twitter

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Staff and Faculty Directory

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Welcome and Introduction

Welcome to St. Clair TEC

The Student Handbook contains important information that will help each student achieve success in his/her career and technical education program. The purpose of the Student Handbook is to communicate the standards, policies, procedures, and operations of the St. Clair TEC facility. Students and parents/guardians should read this book carefully and completely to get a clear understanding of what is expected of TEC students. When staff, students, and families work together, a positive learning environment is created, fostering positive behavior and a safe learning environment which will lead to high levels of student achievement.

Specific sections (those unique to TEC) of the handbook will be reviewed with students during their program overview at the beginning of each school year. In order to participate at St. Clair TEC, students will be required to sign the Handbook Acknowledgement form which signifies their knowledge of and their agreement to comply with its requirements.

Training at St. Clair TEC focuses on three areas: technical skills, academic skills, and employability skills. Students will gain technical skills through classroom instruction, hands-on training/practice and possibly, placement at a worksite in either an unpaid or paid Work-Based Learning Experience. Students may earn TEC certification for completion of Wage Earning Job Titles and may also earn industry certification or state licensure through the successful completion of required examinations.

Academic skills are developed through the completion of applied academics in the student's TEC course and also through preparation for the WorkKeys National Career Readiness assessment. Students will work on specific academic competencies using the computer-based WorkKey Curriculum system. Students who complete the WorkKeys assessment at the requisite level will earn a bronze, silver, gold or platinum National Career Readiness Certificate. The National Career Readiness Certificate informs employers that the student has the academic skills needed to perform a job at the required level.

Employability skills are taught to help students find a job and to keep or maintain employment when hired. All TEC students will create a resume and cover letter and will experience a practice job interview. They will develop a professional portfolio that will showcase their technical, academic and employability skills. Students will also learn and develop the "soft skills" that employers value. Through a planned series of lessons, students will learn about and develop skills to enhance their ability to get along with others, to solve problems on the job, to be an effective team member, to manage stress on the job and to understand and practice strong digital ethics (e.g. appropriate computer use, positive social networking, and personal safety in the digital age).

The education and training provided at the St. Clair TEC facility is a service of the St. Clair County Regional Educational Service Agency. Should you have any questions, concerns or suggestions regarding this handbook or St. Clair TEC, please call Student Services at 810-364-2830, Monday through Friday, 7:00 a.m. – 4 p.m.

The staff and administration look forward to making the upcoming year successful and memorable for every student.

Student Progress

Students who attend St. Clair TEC have the opportunity to earn a letter grade, high school credit, and job title certification. In some programs, they can qualify for high school academic credit, college credit, and prepare for and possibly obtain state and national licensure and certification.

GRADES – St. Clair TEC issues marking period grades every six weeks. Each semester has three six-week marking periods. The three marking period grades are averaged together and become the semester grade. Marking period grades are based on performance (exams, tests, quizzes, projects, lab work, and presentations) and daily grades which include an assessment of attitude, quality of work, motivation, use of resources and professionalism. Marking period grades and semester grades are reported on the student's high school report card. St. Clair TEC issues a listing of all competencies and tasks started and /or completed each semester. Any student who fails two marking periods in a semester automatically receives a failing grade for that semester.

TEC uses the following grading scale:

GRADE	SCORE	GRADE	SCORE
A	100–94	C	76–74
A-	93–90	C-	73–70
B+	89–87	D+	69–67
B	86–84	D	66–64
B-	83–80	D-	63–60
C+	79–77	E	59

HIGH SCHOOL CREDIT – Students who participate in a TEC program may receive high school credit. TEC is not responsible for granting credit. Only a student's school district has the authority to grant credit. Please note that poor attendance, low achievement, and/or early withdrawal from a program may result in a failing grade and loss of credit from your high school. If you have questions about credit, please contact your high school counselor.

ACADEMIC CREDIT – Students who participate in a TEC program may earn academic credit in addition to elective credit. (Academic credit equals high school graduation credit requirement.) Credit is issued by the student's high school. An Academic Credit chart is available for review on the RESA website at www.sccresa.org. Click on the St. Clair TEC button.

COLLEGE CREDIT – St. Clair TEC has established agreements with some colleges that allow students to earn college credit in some programs. See your instructor or visit Student Services for more information on the specific requirements for earning college credit.

ST. CLAIR COUNTY CAREER AND TECHNICAL MIDDLE COLLEGE PROGRAM – Students in the following programs may choose to participate in the St. Clair County Career and Technical Middle College program: Computer Programming, Digital Media Technology, Health Careers, Cybersecurity, Engineering and Robotics, Metal Machining Technology, and Welding. Students must begin the program at the beginning of their junior

year of high school and must sign up by the 4th Wednesday count day each year. Additional information is available on the TEC webpage at www.sctec.org

CERTIFICATION – Students may earn certifications for technical skills, academic skills, and employability skills.

Technical Skills Certification: To earn a technical certification at St. Clair TEC, the student must complete all foundation and core course work and complete at least one wage-earning job title. To earn an industry certification, the student must complete all course work and take and pass the specific test for that industry credential.

Academic Skills Certification: Students must attain the required scores on the ACT WorkKeys assessment to earn this credential. The assessments include Applied Math, Graphic Literacy, and Workplace Documents. Academic Skills Certificates are awarded by ACT WorkKeys.

Employability Skills Certification: Students will create a professional portfolio that is ready to present to prospective employers. They will complete the Employability Skills curriculum that includes lessons related to “soft skills” that will be used on the job. (Teamwork, stress management, digital ethics, problem-solving, etc.)

PROGRESS REPORTS – Students at St. Clair TEC are issued grades every six weeks. These grades are reported to the student’s high school and appear on the reports that are issued by the high school. St. Clair TEC issues a report card each marking period.

PLEASE NOTE: A student may forfeit his/her certificate by early withdrawal from the program. A student may be certified in more than one job title. Students who become certified have a higher probability of employment and receiving state and national certification.

Student Services

Services provided include personal counseling, guidance counseling, work readiness preparation, and school-to-work activities. Student Services staff members introduce prospective students to the various programs at TEC through student recruitment activities and also provide an orientation to new students. Each student at TEC is assigned a case manager. Students are encouraged to see their case manager for assistance or guidance whenever needed. Parents are always welcome to contact the Assistant Director of Career and Technical Education/Student Services to discuss any concerns regarding their child.

The Student Services department is in Room 103 in the TEC building. First Aid, Student Records and the Lost and Found are located in Student Services. Listed below is a brief outline of the services provided.

PERSONAL COUNSELING – Although Student Services is not a professional counseling center, professionally trained and licensed staff members will be available to provide assistance, if requested.

GUIDANCE COUNSELING – Student Services is equipped to help with career decisions and program changes through counseling, exploration, and assessment. These services are offered in cooperation with your high school counselor.

EMPLOYABILITY SKILLS TRAINING – As part of Employability Skills training, all students will complete a planned series of lessons to develop skills which will enhance their ability to get along with others, to solve problems on the job, to be an effective team member, to manage stress on the job and to understand and practice strong digital ethics (e.g. appropriate computer use, positive social networking, and personal safety in the digital age). Students will gain an understanding of behavior on the job that leads to successful employment.

ASSESSMENT – Sometimes it is difficult for students to discover where their interests and talents lie. A career assessment can be helpful. Student Services operates an assessment center that helps students gain a deeper understanding of their career interests and abilities and how both relate to training programs and employment.

SCHOOL-TO-WORK ACTIVITIES – Student Services will coordinate School-To-Work activities, including job shadowing, unpaid work-based learning experiences, paid work-based learning experiences, and apprenticeships.

RECORDS – Educational records, including grades, attendance, and progress reports, are kept in Student Services. Student files come in two forms, hard copy and electronic. These files are confidential pursuant to the Family Educational Rights and Privacy Act guidelines found on page 19. Upon completion of TEC training, grades, attendance, certification and composite progress reports are stored for future reference. Your file is available, by appointment, for you or your parents to see.

ORIENTATION/RECRUITING – Student Services, in cooperation with the instructors, informs new students regarding operations and what is expected of each student. Student Services staff also promote enrollment through high school visitations and other recruitment activities.

FIRST AID – Student Services is equipped to handle minor injuries. A school nurse is available to handle more serious injuries until the necessary medical treatment can be obtained. Students who become ill during the school day may come to Student Services to call home. Students must report all accident injuries immediately to their instructor and an accident form must be completed. Minor injuries requiring a Band-Aid may be treated in the program area while more serious injuries may need to be cared for in Student Services.

LOST AND FOUND – Students are responsible for bringing items they have found to Student Services. If you have lost an item, please check with Student Services. Items not claimed will be discarded or given to charitable agencies. It is recommended that students not bring items of value with them. We are not responsible for personal property that is damaged, lost, or stolen.

Student Organizations

Students are provided the opportunity to become involved in a number of student organizations while participating at TEC. Instructors will inform students of the specific opportunities that are available in their program. St. Clair TEC students may participate in one or more of the following organizations:

- SkillsUSA
- HOSA
- National Technical Honor Society

Emergency Procedures

Fire, severe weather, lockdown and emergency procedures have been established. Maps are posted throughout the facility to aid in locating emergency exits and severe weather shelter areas. In addition, staff and students are informed of emergency procedures for threats outside of the building or inside the building that require the initiation of a lockdown. When the building is in a lock down, no one may leave or enter until the lockdown is ended.

If there is an individual in the building who poses a threat to the safety and welfare of students and staff, every effort is to be made to escape from the source of the danger. This may be accomplished by locking everyone in the classroom (e.g. the danger is in the hallway and you cannot escape without being seen); by leaving the building either through a door or window; by fleeing to another, safer area within the building, or by taking countermeasures.

Your instructor will conduct practice drills with different scenarios during the school year following the “ALICE” model (Alert, Lockdown, Inform, Counter, and Evacuate).

Unsafe conditions may warrant the evacuation of the building. Staff will direct students to a designated evacuation area. Drills for fire, severe weather, and building lockdowns are practiced throughout the school year.

Student Safety

The staff at St. Clair TEC make the safety of students a priority in their technical training programs and in the operation of the facility. St. Clair TEC has a closed campus and guests must enter through the front door on the North side of the building. The interior door is locked and a doorbell is located in the vestibule. Main Office staff monitor the door and unlock it remotely to allow guests to enter the building. Guests must sign in and obtain a visitor badge. Staff and students are not permitted to open exterior doors in order to allow others to enter the building. Various areas of the building are monitored by video cameras. In addition to locking exterior doors and monitoring via cameras, the doors between “low bay” and “high bay” will be locked at all times.

St. Clair TEC will issue student ID badges that will permit students to swipe the sensor to unlock the hallway door to enter into restricted program areas. Student ID badges are the property of St. Clair TEC and may not be loaned or given to others for use. In the event a badge is lost, stolen or missing, the student is required to report this immediately to Student Services to provide for student safety. Excessive loss of a student’s badge will result in the student being charged a replacement fee.

Code of Conduct

It is important that all students enrolled at the St. Clair TEC facility can study in a safe, well-ordered environment free from situations and behavior that threaten the educational process. This is accomplished by following the established standards of behavior or conduct outlined in this handbook. The expectations in the Code of Conduct apply to a number of circumstances including: all activities on school property and to/from associated schools; vehicles operated or parked on school property; at off-site training locations; and at off-site school sponsored activities. The Code of Conduct applies to all conduct that affects the safety and welfare of other students and staff.

The Code of Conduct contains enough detail for students and parents to clearly understand what is expected of them; however, every potential prohibited behavior has not been included. Beyond this, students are advised to use common sense and decency in all their actions.

Eight specific policies are covered in detail in the Code of Conduct. These policies are based on the core values of honesty, cooperation, and decorum. In addition, expectations regarding the use of the TEC facility and equipment are defined. A specific section detailing Illegal Activities is found on pages 11-12.

HONESTY – Truthfulness must be of the highest priority for our students. Misrepresentations, lying, cheating, and stealing will not be tolerated.

COOPERATION – Students are expected to follow the directives of all staff members. Students are also expected to get along with one another. Insubordination, disrespectful behavior, threats, fighting, harassment, and aggression have no place in our building or designated training sites. Bullying, harassment, hazing, or any kind of aggressive behavior, or encouraging another to engage in such behavior is prohibited.

DECORUM – The impression students convey to others is important. The image that students project not only affects how they feel about themselves, but also affects their relationships with others and the reputation of our institution in the community. Foul language, vulgarity, obscene materials, inappropriate dress, rowdy or disruptive behavior, and public displays of affection are unacceptable. Further, any behavior which violates safety practices/procedures or creates a danger to self or others will not be tolerated. Students are expected to be polite and respectful, demonstrate proper eating habits, clean up after themselves, display an attitude of civility, and conduct themselves in a courteous manner. Students are to address all staff members as Mr. Mrs. or Miss followed by the individual's last name.

Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property is a violation of the Code of Conduct.

USE OF BUILDING/EQUIPMENT – St. Clair TEC is one of the finest career-technical education facilities in Michigan. Recklessness, negligence, graffiti and vandalism will not be tolerated. Students must, at all times, demonstrate proper care for the building, equipment, and supplies. At no time are students permitted to use equipment, tools, or the facility without permission and supervision. No one is permitted to use tools or equipment if the instructor must leave the lab or shop.

Pursuant to MCL380.1313, the following are prohibited by law:

1. Possession, use, or distribution of behavior-altering substances and paraphernalia identified as illegal by federal, state, and local laws (this includes alcohol). "Look-alike" drugs, alcoholic soft drinks, and "nonalcoholic" brew are prohibited as well. (Malt or cereal beverages labeled "nonalcoholic" may contain alcohol.) Possession, use, or distribution of such beverages (regardless of alcohol content) is also prohibited. The abuse of glue, sprays, aerosols, and other substances through inhaling is a violation of the code of conduct and will not be tolerated.
2. Possession, use, or distribution of dangerous weapons including, but not limited to firearms, dirk, dagger and stiletto, knife with a blade over 3 inches in length, pocket knife that is opened by a mechanical device, iron bar, brass knuckles, club, BB guns and other instruments that have the potential of inflicting bodily injury is prohibited. Replicas of weapons also are prohibited. In addition, training program tools and materials will be considered weapons if they are used or threatened to be used to inflict bodily injury.

3. Theft, attempted theft, or the unauthorized possession of our property or the property of another is prohibited. **Please Note: We are NOT responsible for personal property damaged, lost or stolen. Students are advised not to bring valuables.**
4. Physical attack or assault of another.
5. Criminal sexual conduct or assault with intent to commit criminal sexual conduct which may occur on or off school property.
6. Possession, use or distribution of explosives including, but not limited to fireworks, firecrackers, flares, or smoke bombs.
7. Setting off false fire alarms or making bomb threats or similar threats.
8. Unlawful use of on-line computer services ([see pages 18–19](#)).

In addition to consequences both at TEC and at the local school district, be advised that, depending upon the type of misconduct, it is likely that criminal prosecution will be pursued.

Anti-Bullying Policy

It is the policy of the St. Clair County Regional Educational Service Agency (RESA) to provide a safe educational environment that is free from bullying and cyber-bullying for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying/cyber-bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

- a. **Bullying.** Bullying/cyber-bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as: Any written, verbal, or physical act or any electronic or Internet communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - i. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - ii. Adversely affecting a student’s ability to participate in or benefit from the RESA’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - iii. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - iv. Causing substantial disruption in or substantial interference with the orderly operation of the school.
- b. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited. Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action. If the false accusations have civil and or criminal elements, further action may be taken by appropriate law enforcement agencies.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy s/he shall promptly report such incident to the Assistant Director, CTE in Student Services, to her/his case manager, or make a report using Michigan’s **OK2SAY** confidential reporting system. The **OK2SAY** reporting system allows students, parents and staff to easily and confidentially submit tips related to safety concerns and bullying in multiple ways:
 - a. Phone – call 855-565-2729
 - b. Text – 652729 (**OK2SAY**)
 - c. Email – ok2say@mi.gov/ok2say
 - d. On the OK2SAY Website – www.mi.gov/ok2say
 - e. **OK2SAY** is available in the App store for iPhone and Google Play for Android

When reports are made to **OK2SAY**, specially trained operators screen and forward tips to local law enforcement, schools, community mental health organizations and local DHS offices. Tips related to bullying/cyber-bullying will be investigated by TEC administration. Thank you in advance for making our school a safer place to learn and work.

- C. **Complaints Against Certain School Officials.** Complaints of bullying by the Director, CTE or Assistant Director, CTE may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.
- D. **Investigation.** All reported allegations of a policy violation or related complaint about bullying/cyber-bullying or retaliation shall be promptly and thoroughly investigated by the Assistant Director. The report of bullying and the investigation materials and conclusions will be documented and filed.
- E. **Notice to Parent/Guardian.** The parents/guardians of the alleged target of bullying and the alleged aggressor will be notified that a report was received and an investigation is underway. The parents of both students will be informed regarding the determination that was reached to the extent allowable by state and federal confidentiality laws. The parents/guardians will be informed of the actions being taken to prevent further acts of bullying or aggression.
- F. **Annual Reports.** At least annually, the Responsible School Official (Director, CTE) shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. Incidents of bullying will be reported annually to the Department of Education.
- G. **Responsible School Official.** The Director at the St. Clair County Technical Education Center ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy at the RESA.

The entire St. Clair County RESA Anti-Bullying Policy adopted by the Board of Education on 5/11/15 can be viewed on the RESA website at www.sccresa.org. To obtain a printed copy of the RESA Anti-Bullying Policy, please call St. Clair TEC at 810-455-1010 and request to have a copy mailed to your address.

Electronic Communication Devices Policy

Students may possess cell phones at St. Clair TEC. However, cell phones must be turned off and must be stored in lockers, backpacks or purses at all times. Cell phones may not be used at any time on school property during scheduled school days or related activities unless an instructor specifically allows their use for an educational activity within the classroom. Possession of a cell phone or electronic device is a privilege which may be forfeited by any student who fails to abide by the terms of this handbook. A misused cell phone or electronic device will be considered contraband and subject to search. Violations will result in disciplinary action. The student who possesses a cell phone or electronic device shall assume responsibility for its care. At no time shall St. Clair TEC be responsible for theft, loss or damage to cell phones or electronic devices brought onto its property (including during confiscation). The use of a cell phone, telephone, digital camera, MP3 device, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. In addition, sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images is prohibited. Lack of adherence to this policy may result in disciplinary action.

Emergency Use of Seclusion and Restraint Policy

St. Clair County RESA Board of Education adopted a policy for the Emergency Use of Seclusion and Restraint that complies with MCL 380.1307 as enacted by the State of Michigan in December 2016. The entire RESA Board of Education policy regarding the Emergency Use of Seclusion and Restraint may be viewed on the RESA website at www.sccresa.org.

Harassment and Discrimination Policy

The harassment and discrimination of students by other students or employees is unlawful under both Michigan and federal law and will not be tolerated. The board of education has adopted a detailed policy and complaint procedure for reporting and investigating reports of harassment and discrimination. All students and employees are expected to conduct themselves in a manner that shows respect for the dignity of others.

This policy prohibits harassment and discrimination of any nature, including bullying. Examples of harassment and discrimination include conduct that creates an intimidating, hostile, or offensive environment on the basis of race, color, national origin, sex, gender, disability, age, religion, height, weight, marital status, and other general conduct of a harassing and discriminating nature.

Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive environment because of such behavior, is also prohibited by this policy.

The St. Clair County RESA Board of Education has adopted a policy prohibiting harassment and discrimination. Refer to [Appendix A](#) to review the Grievance/Complaint Procedures and to obtain a copy of the Complaint Form.

Transportation (Driving) Policy

Each local school district transports its students to St. Clair TEC on a daily basis. Students are encouraged to use the bus transportation provided by their school. Programs that include individualized, off-site training and programs that operate on a schedule that differs from the local high school's schedule do require students to provide their own transportation. In the event that a student needs to transport themselves or others, a permit may be issued. Temporary parking or passenger permits will be issued on a short-term basis for educational purposes or unusual situations or emergencies. A request for such a permit must be made a minimum of two days in advance. "Unusual situations or emergencies" will be determined by St. Clair TEC and must be verified by the high school and parent/guardian.

Students who violate the Transportation Policy are subject to disciplinary action from both St. Clair TEC and their high school. Passengers will be subject to the same disciplinary action as drivers. (This policy applies to the entire RESA site of which the TEC facility is a part.)

All vehicles must be registered in Student Services and obtain a permit issued by that office. St. Clair TEC is not responsible for student vehicles parked on the RESA campus, any possessions left in them, or anything attached to the vehicle. Students park their vehicles on school property at their own risk. TEC students with school year permits or temporary permits are not allowed to transport other students without permission. Permits are not transferable. Vehicles must not be left overnight without advance permission. When operating a vehicle on the RESA campus and related sites, all drivers must obey posted traffic and parking signs.

Once a vehicle enters the RESA property, the Code of Conduct applies to its contents and the actions of all occupants.

1. All student drivers and passengers are subject to regular parking permit spot checks by TEC staff. Drivers must stop their vehicles when directed to do so and show personal identification and proof of a valid parking permit. This also applies to all passengers and occupants.
2. When students arrive, they are to come immediately into the building. Loitering outside of the building or in the parking lot is not permitted.

3. Failure to follow parking and passenger permit regulations is a violation of the Code of Conduct. Violators may be denied entry to the RESA property, lose parking privileges and/or face disciplinary action here and at their home school.

If you miss the TEC bus at your high school, go to your school office and inform them that you have missed the bus. Ask your school office to contact TEC if you miss the bus. You will need permission from your high school and your parent/guardian before you may be allowed to drive to TEC.

Tobacco-Free Schools & Vaping Policy

The law prohibits the use of tobacco products in all buildings and on any real estate owned, leased, or otherwise controlled by a school/RESA. This includes off-site training programs. The possession, use, or distribution of tobacco or tobacco products at St. Clair TEC anywhere in the building or anywhere on the grounds is prohibited. The possession, use, or distribution of electronic vaping devices, e-cigarettes and/or the products placed into these devices is also prohibited anywhere in the building or anywhere on school grounds at St. Clair TEC. This includes vehicles when they are on school property. Students are not to carry tobacco, tobacco products, or any vaping/e-cigarette products with them while at St. Clair TEC. Students who violate this policy will be subject to disciplinary action and may be subject to criminal prosecution.

Dress and Grooming Policy

Students should conform to the accepted mode of dress and grooming at a job training facility. Dress and grooming also must meet safety requirements. Therefore, the following rules shall govern dress and grooming at TEC:

1. Some programs require students to wear uniforms. The instructor will inform students regarding cost, maintenance, and style of the uniforms. Students will acquire and wear the necessary attire and PPE by the established deadline. (Health students shall follow the established professional image standards.)
2. There are programs that are unsafe for students who wear a particular hairstyle or clothing that exposes legs, arms, torso, etc. The instructor will inform students regarding dress and grooming that is considered hazardous. Students will be expected to follow the instructor's guidelines for safe dress and grooming. Long bangs and hair that obstructs the vision in any way must be tied back or restrained by a hat.
3. Safety equipment and/or apparel must be worn by students as directed by the instructor, i.e., hair restraints, work shoes/boots, aprons, safety glasses, etc.
4. Dress shall be in good taste; not extreme, immodest, obscene, slanderous, or derogatory to the extent that it interferes with the educational process. Dress that promotes the use of drugs, alcohol, violence, or denotes gang membership or affiliation is not acceptable.
5. Hoodies may be worn at TEC in some cases; however, some programs may not permit them to be worn due to safety concerns. When worn, hoods must be down at all times and may never cover the student's head or face.

Students' dress and grooming at TEC will conform to the accepted standards for their industry/profession. Should there be any questions regarding acceptable dress or grooming, instructors will provide students with the expectations and/or requirements for their industry. TEC administration will make the final determination regarding acceptable dress and grooming. Students who violate dress and grooming rules are in violation of the Code of Conduct and subject to disciplinary action.

Attendance Policy

The educational process at TEC is unique, utilizing specialized equipment, methods, and materials. Developing job skills and success requires daily application of knowledge through the use of tools, equipment, procedures, and concepts. A student cannot expect to become competent and proficient without regular attendance. The instructor will evaluate skill development daily. Poor attendance may lead to a special meeting involving the student, instructor, parents and high school counselor at which the cause of the absenteeism will be discussed and a plan developed to help the student make choices which will improve attendance.

How to Report Absences

All absences must be called in to Student Services by the parent or guardian (1-800-294-9229) by noon the day following the absence in order for absences to be considered '**excused**.' Absences not called in by the deadline will be considered '**unexcused**' and result in an automatic grade reduction.

REPORT ALL ABSENCES TO STUDENT SERVICES

24 hours a day call: 1-800-294-9229

When leaving a message, please speak slowly and clearly.

YOUR MESSAGE SHOULD INCLUDE:

- Student's name
- Your relation to the student
- Date of absence
- Reason for absence (If illness related, please list the student's symptoms)

Marking Period Grade Reduction for Absenteeism

Marking Period Grade Reduction for Absenteeism											
NUMBER OF UNEXCUSED ABSENCES											
MARKING PERIOD GRADE		1	2	3	4	5	6	7	8	9	10
	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
	B+	B	B-	C+	C	C-	D+	D	D-	E	
	B	B-	C+	C	C-	D+	D	D-	E		
	B-	C+	C	C-	D+	D	D-	E			
	C+	C	C-	D+	D	D-	E				
	C	C-	D+	D	D-	E					
	C-	D+	D	D-	E						
	D+	D	D-	E							
	D	D-	E								
	D-	E									
	E										

Grades will be reduced by $\frac{1}{3}$ of a letter grade for each unexcused absence.

Late Arrival and Early Dismissal

1. Students are expected to arrive in their classroom on time every day. Students who report to the classroom after the assigned starting time will receive a 'tardy' notation on their attendance record. Students will receive an absence for every two tardies recorded. Frequent late arrivals will result in

disciplinary action. The same policy applies to students leaving early for any reason. For every two 'leave early' notations, students will receive an absence.

2. Leaving the building or training site during class time without permission will result in disciplinary action.
3. Students who arrive after half the class time has elapsed will be counted absent.
4. Students arriving late must report to Student Services before going to class.

Obtaining a Prearranged Absence

Prearranged absences are required when the student knows in advance that he or she will be absent.

Prearranged absences should be kept to a minimum. It is strongly recommended that doctor and dental appointments not be scheduled during class time. Likewise, any vacations should also be scheduled so as to not interfere with class time.

If it becomes necessary to request a prearranged absence, please submit your request to your instructor at least five (5) days in advance. Students will either need to request their work in advance or make-up the work upon return. A parent/guardian must report the absence to Student Services (1-800-294-9229).

TEC Daily Schedule

AM Session

7:45 a.m.	1st Bell
7:50 a.m.	Class Bell
10:15 a.m.	Clean-up Bell
10:20 a.m.	Dismissal Bell

PM Session

11:20 a.m.	1st Bell – Port Huron Northern, Marine City, St. Clair
11:25 a.m.	Class Bell
1:50 p.m.	Clean-up Bell
1:55 p.m.	Dismissal Bell – Port Huron Northern, Marine City, St. Clair, Riverview East
11:35 a.m.	Class Bell – Port Huron, Riverview East, Capac, Marysville, Memphis, Yale
11:40 a.m.	Class begins (No Bell)
2:05 p.m.	Clean-up Bell
2:10 p.m.	Dismissal Bell – Port Huron, Capac, Marysville, Memphis, Yale

Technology Resources Administrative Regulations

It is the policy of the Board of Education of the St. Clair County Regional Educational Service Agency (the "District") to allow District employees and students to access the District's technology resources for educational and work-related purposes. The District's technology resources include, but are not limited to District owned or operated computers, telephones, electronic communication and storage devices and/or systems.

District employees and students may be assigned one or more accounts and passwords which will permit access to technology resources and systems. The assignment of an account or password is considered a privilege in which District users have no entitlement or property, liberty, expectation of privacy or any other interest. The use of passwords does not guarantee confidentiality. This privilege may be revoked, in whole or in part, at any time at the discretion of the Superintendent or his designee.

The provided technology resources enable users to access information from around the world. While these resources are used primarily to enhance educational opportunities, interact with other users and increase productivity and efficiencies of the District's operations, some available material may be illegal or inappropriate. The District has implemented protection measures that assist in the guarding against access to visual depictions that are considered obscene, child pornography or otherwise harmful to minors, as defined and required by the federal Children's Internet Protection Act (CIPA). These efforts are intended to protect against accessing materials that may be inappropriate; however, it does not protect against all information that may be inappropriate or illegal.

Users are expected to exercise good judgment and discretion in the use of all technology resources. Users granted access to the District's technology resources assume personal responsibility and liability, both civil and criminal, for use of the resources not authorized by the Board Policy or these Administrative Regulations. Any unlawful or inappropriate use of these resources is strictly prohibited. The District does not assume any responsibility for actions of users that could result in criminal or civil legal sanctions.

Below is a list of general rules and regulations that District users are required to know and follow. These rules apply to any use of the District's technology resources:

1. District employees and students are expected to always exercise good judgment and discretion and to limit the use of the District's technology resources for educational or job-related purposes.
2. The use of the District's technology resources in a manner that is inappropriate, illegal or that could be considered offensive by others is prohibited. Examples of inappropriate and/or offensive use include, but are not limited to the following:
 - a. Sending, receiving or displaying content that would violate the District's non-discrimination policy, be considered obscene or pornographic, that could be deemed to be offensive by a reasonable person or which violate any other District policy;
 - b. Using technology to harass, insult stalk, annoy or otherwise interfere with the orderly and lawful functioning of the District;
 - c. Any use which could reasonably result in damage to the District's technology resources or systems, including but not limited to the installation of any hardware or software not approved and installed by the District's Technology Department;
 - d. Unauthorized invading or trespassing into files, directories/folders, servers, networks to which you have not been given District-approved access;
 - e. Intentionally wasting public resources, which may include the use of District time or resources for personal use; prohibited political use, personal financial interest or gain, or other activities unrelated to the District's purpose.
3. The Superintendent or designee has the authority to make the final decision on what is deemed to be inappropriate use of the District's technology resources at his/her discretion. The District Superintendent or designee, may deny, revoke or suspend access to the District's technology resources. Any such decision is final and shall not be subject to review or appeal.
4. The District administration reserves the right to monitor and review any material accessed, reviewed or stored in connection with the use of District technology resources. The District may edit or remove any material placed or stored on the District's technology resources which the Superintendent or designee, at his/her discretion, determines may be inappropriate.
5. Users will be held accountable for all activity that occurs using their assigned account and password. Sharing the account or password with another person or using another's account or password is prohibited. It is the user's responsibility to change passwords/access codes regularly, to use difficult passwords and to ensure that passwords are kept confidential. District computers are equipped with temporary locking mechanisms in software, which should be used when away from the computer.

Penalties for Violation

If it is determined by the Superintendent (or designee) that a user has violated the Technology Resources Policy or Administrative Regulations, the user will be subject to appropriate discipline, which may include dismissal or expulsion from the District. Violations of a potential criminal nature will also be reported to law enforcement agencies for appropriate investigation and prosecution.

User Agreement

Prior to any District employee or student receiving permission to access the Internet or other online services through the use of the District's technology resources, the person is required to have on file with the District a signed Appropriate Use Agreement, which is approved by the Superintendent or designee. For students under the age of 18, this agreement must also be signed by the student's parent/guardian.

Student Medication Policy

The Student Medication Policy has been developed to protect the health and safety of all TEC students. Students are not permitted to share any medications (prescription or nonprescription) at any time. Students may have allergic or other adverse reactions to medication and should only take medication prescribed for them by a licensed physician.

To ensure the safety and well-being of all students, St. Clair TEC requests that any student with a medical issue that may require intervention during the school day have a School-Based Medical Management Plan on file.

Medical issues may include, but are not limited to:

- Severe allergic reactions requiring the use of an EpiPen
- Asthma
- Diabetes
- Seizures
- Blood disorders – e.g. hemophilia

St. Clair TEC will provide a School Based Medical Management Plan form for parents/guardians or eligible students to complete with their physician. An individual medical management plan should be submitted for each medical issue if there is more than one medical issue. Parents may choose to submit a copy of a current Medical Management Plan that is on file at their student's high school. Also, any medication (prescription and nonprescription) that needs to be administered during the school day will require a permission form (Student Medication Authorization Form) signed by the parent/guardian and the physician.

Students are prohibited from bringing any item considered to be medication to TEC without permission. Possession and administration of all prescription and nonprescription medication taken by any method, including by mouth, inhaler, injection (includes EpiPen) and application (includes drops and creams) must be approved in advance by Student Services.

To receive approval to bring any form of medication to TEC, students must obtain and complete the Student Medication Authorization Form available in Student Services. The completed form must be submitted to Student Services before approval can be granted.

If approval is granted, the student must strictly follow the established procedures for possession and administration of medication at TEC as stated on the permission form. Unless the student obtains permission to possess and take the medication on their own (self-administer), all medication must be kept and administered in Student Services.

Sharing or distributing any medication is strictly prohibited and may be illegal.

1. Possessing or taking medication without approval;
2. sharing medication with or distributing medication to another student; or
3. failing to follow procedures for possessing and taking medication while at TEC will result in disciplinary action, up to and including termination of enrollment.

The possession and use of epinephrine auto-injectors, such as epi-pens, to treat severe allergic reactions is permitted at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the student's school is participating, if:

1. the student has written approval from his/her physician and, if the student is a minor, from the student's parent or guardian;
2. the principal or other chief administrator of the student's school has received a copy of the written approval(s); and,
3. the student's school has on file an updated written School-Based Medical Management Plan prepared by a licensed physician that contains specific instructions for the student's needs.

The School-Based Medical Management Plan requirement listed above must also be satisfied prior to permitting the possession and use of metered dose or dry powder inhalers to alleviate asthmatic systems or to prevent the onset of asthmatic symptoms before exercise.

The Michigan State Board of Education amended the 2002 Model Policy and Guidelines for Administering Medications to Pupils at School. Effective the 2014/2015 school year, each school building will maintain a supply of epinephrine auto-injector devices. Staff members will be designated and then trained and authorized to administer an epinephrine auto-injector in the event of a life-threatening anaphylaxis response. This authorization will extend to administer epinephrine via an auto-injector device to staff, students and guests in the building/on the grounds. All staff will have a basic awareness of the major signs of anaphylaxis and will know whom to alert in case of an emergency.

Implementation of the Code of Conduct

Search and Seizure

The obligation to search items located at a school is provided for by law. Further, you should know that desks, tables, lockers, cubbies, etc. are owned by St. Clair TEC/RESA and are provided for student convenience. This means that searches of cars, lockers, desks, work tables, and other areas where students store belongings, may occur randomly with or without consent or notice, based on a suspicion that illegal items are present in our building. This authority is given to school officials to provide for an orderly and safe school environment for all students and staff. Any materials discovered during these searches that are considered illegal, unauthorized or in violation will be seized. All lockers, desks, and/or workstations are the property of the school/RESA. At no time do we relinquish exclusive control of these areas. Students do not have an expectation of privacy and Administration or a designee shall have custody of all combinations and/or keys to all locks for lockers, desks, or workstations. Students are prohibited from placing locks on any locker, desk, or workstation without permission. Students are expected to cooperate with search and seizure activities.

SEARCH OF SCHOOL PROPERTY – Students have no expectation of privacy regarding items placed in lockers, desks, worktables, or other areas where students store belongings. These areas are school property and under the control of St. Clair TEC and are subject to search at any time, including periodic general inspections for any reason at any time without notice.

Although lockers, desks, work tables and other storage areas are school property, students are expected to assume full responsibility for the security of personal belongings brought on to school property and placed in school storage areas. We are not responsible for damaged, lost, or stolen personal property.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the Administration or a designee may search lockers and locker contents at any time, without notice, and without parental/guardian or student consent.

The Administration or a designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker or work area search. The Administration or a designee shall supervise any locker or work area search.

SEARCH OF PERSON/PERSONAL BELONGINGS – A student's person or personal belongings (purse, electronic devices, book bag, athletic bag, etc.) may be searched whenever a school official has a reasonable suspicion that the student possesses materials that are illegal, unauthorized, or in violation of the Code of Conduct.

The search and seizure policy applies to students involved in off-site training programs, field trips, or other such activities.

SEIZURE – When conducting locker or work area searches, the Administration or a designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms or other weapons, explosives, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of any dangerous items, or seizure of items that schools are required by law to report to law enforcement agencies. Any items seized by the Administration or a designee shall be removed from the locker or work area and held by the RESA for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

Disciplinary Action

A disciplinary system has been instituted to help violators change their behavior and conform to the Code of Conduct. Following the established Code of Conduct is an important employability skill for all students to demonstrate on a daily basis. The code must be enforced in order to safeguard the rights of others and maintain a proper learning environment. Enforcement will be accomplished through a series of procedures or activities designed to help the student change his or her behavior.

TEC has cooperative agreements with each local school district related to student discipline. It should be noted that any violation could result in suspension from 1 to 10 days. Severe or persistent violations may result in Board of Education action for suspension beyond 10 days and possible termination.

CATEGORIES – Violation of the Code of Conduct will result in one or more of the following actions or combination of actions:

WARNING – This action may be oral or in writing. A notation will be entered into the student's record indicating a warning was given.

BEHAVIOR MANAGEMENT PLAN – This action requires the student and parent/guardian to agree to a written SUCCESS PLAN designed to eliminate unacceptable behaviors and increase desirable behavior in accordance with the Code of Conduct. The student is expected to describe the violation, what happened as a result of the violation and a plan describing what the student will do to correct the problem. The student is required to evaluate the success of the plan over a specified period.

GRADE REDUCTION – The student's grade may be reduced for excessive absenteeism.

DETENTION – This action requires the student to stay after school or come in early for a specific period of time. The student will be notified in advance regarding dates and times to allow for an adjustment of his or her schedule. The student must complete assigned work during detention.

RESTORATIVE PRACTICES MCL 380.1310c – This action may be used in place of or in addition to other disciplinary action. Students will participate in restorative practices on a voluntary basis. Restorative practices emphasize repairing the harm to the victim and the school community.

Restorative practices may include victim-offender conferences that are initiated by the victim, approved by the victim's parent/guardian or, are approved by the victim, are attended voluntarily by the victim, the offender, and other members of the school community, as appropriate, and provide an opportunity for the offender to accept responsibility for the harm caused by the misconduct and to participate in setting consequences to repair the harm.

The consequences will be incorporated into a written agreement that sets time limits for the offender to complete the consequences. The agreement will be signed by all participants. The inclusion of restorative practices will be encouraged for violations that involve interpersonal conflicts, bullying, cyber-bullying, harassment, verbal and physical conflicts, theft, property damage, and class disruption.

Under no circumstances will a victim be required to meet face-to-face with the offender.

IN-SCHOOL SUSPENSION – This action requires the student be removed from his or her program and report to a specific room in the building where classroom assignments will be completed. A staff member will monitor the student. Maximum time for in-school suspension is 10 days.

OUT-OF-SCHOOL SUSPENSION – This action requires that the student be removed from St. Clair TEC for a specific period. The student will be counted absent and will be expected to complete all missed assignments. PLEASE NOTE that when a student is suspended at the high school, that student is also suspended here. Likewise, a suspension at TEC is a suspension from the high school.

PROBATION – This action renders the student's enrollment status as questionable, indicating that additional violations may lead to enrollment termination. A probationary status may remain in effect for a maximum of two semesters.

ENROLLMENT TERMINATION/EXPULSION MCL 380.1311a – This action ends the student's enrollment at St. Clair TEC. This may or may not be an expulsion from the student's high school. If a student is not allowed to attend St. Clair TEC, the student may lose credit. The student may or may not be scheduled into a replacement class in his or her high school. Students may later be considered for re-enrollment based on the law and recommendations of a review panel. PLEASE NOTE: The law requires the permanent expulsion of a student who possesses a dangerous weapon in a weapon-free school zone; commits arson; commits a physical assault at school against a school employee, volunteer, or contractor; or "pleads to, is convicted of, or

is adjudicated for criminal sexual conduct against another student in the district” whether that offense took place in a school building, on school grounds or off campus. Such expulsions are from all public education in Michigan.

However, a school board is not required to expel a student for possessing a weapon other than a firearm, if the student establishes in a clear and convincing manner at least one of the following:

- A. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. The weapon was not knowingly possessed by the student;
- C. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon; or,
- D. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

And, if the school board or its designee determines in writing that at least one of the above factors has been established in a clear and convincing manner; and the student does not have a history of suspension or expulsion.

The law also requires the suspension or expulsion of a student who commits a verbal assault at school against a school employee, volunteer, or contractor; commits a physical assault at school against another student; or makes a bomb threat or similar threat directed at a school building, other school property or a school-related event.

In accordance with MCL 380.1310d, school officials must demonstrate that they considered the following factors before suspending or expelling a student for bullying, physical assault on a student, gross misdemeanor/persistent disobedience, weapons (except firearms), arson, criminal sexual conduct that took place on or off school property, physical or verbal assault on staff or bomb threat:

- A. The student’s age.
- B. The student’s disciplinary history.
- C. Whether the student is a student with a disability.
- D. The seriousness of the violation or behavior committed by the student.
- E. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
- F. Whether restorative practices will be used to address the violation or behavior committed by the student.
- G. Whether a lesser intervention would properly address the violation or behavior committed by the student.

The above factors will also be considered for suspensions that are 10 days or fewer.

PLEASE NOTE: Effective 8/8/18, the law requires the court to prohibit a student adjudicated for criminal sexual conduct or assault with intent to commit criminal sexual conduct from attending the same school building or riding the same school bus as the victim. The perpetrator is responsible for complying with this law. The law specifically allows a victim of sexual assault to seek a personal protection order against a student perpetrator who attends school in the same building as the victim.

DUE PROCESS PROCEDURES – St. Clair TEC adheres to due process in administering the disciplinary policy. This simply means that the student is afforded an opportunity to be made aware of their infraction and an opportunity to provide an explanation prior to having any discipline given.

In instances that are more severe or dangerous a more formalized process is followed including the following procedures:

1. Discipline begins in the classroom. Therefore, the instructor will help the student change his or her behavior in a fair and reasonable manner.
2. In those situations in which the student's behavior is severe or cannot be remediated in the classroom, the instructor will make a referral to Student Services, describing the situation and what remedial attempts have been made. Occasionally, other staff members will observe the Code of Conduct violations outside of the classroom and will make a direct referral to Student Services.
3. The referred student will meet with an Administrator or a designee and the circumstances or details will be reviewed (the instructor may or may not be present).
4. The student will have the opportunity to give an explanation and provide additional information/evidence on his or her behalf.
5. If a student is found in violation of the Code of Conduct, he or she will be informed of the consequences and/or action plan to address the violation. TEC will attempt to notify the parent/guardian and the student's high school of the action. Parents may request a meeting to discuss the decision to take action.
6. The student may appeal to the superintendent or designee for disciplinary action involving a suspension of 10 days or more or action to terminate the student's enrollment. Any request for an appeal must be made in writing WITHIN THREE (3) SCHOOL DAYS of the action that is being appealed. Upon the receipt of a request for an appeal, the superintendent shall schedule a hearing. At the hearing, the student may be represented or accompanied by legal counsel at the student's expense, may provide additional information/evidence on his or her behalf, and cross-examine any evidence presented by the Administration.

PLEASE NOTE: If the student's behavior is so severe as to cause a disruption to normal operations or if the student's behavior is judged to be dangerous to others or there is evidence of illegal activity on the part of the student, such a student may be removed from TEC immediately until a hearing can be convened. The parent/guardian will be notified to remove the student from the building. Law enforcement officials may also be notified to remove the student from the building and/or to assist in the process.

Federal notifications

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (an eligible student) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Regional Educational Service Agency (RESA) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the RESA to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the RESA decides not to amend the record as requested by the parent or eligible student, the RESA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The RESA

will disclose personally identifiable information contained in education records without consent to the extent provided by law, including under the following circumstances:

- a. To school officials with legitimate educational interests. A school official is a person employed by the RESA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the RESA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - b. Upon request, to officials of another educational agency or institution in which a student seeks or intends to enroll. A parent or eligible student may request to receive a copy of the record that was disclosed and/or to have an opportunity for a FERPA hearing.
 - c. Per MCL 380.1136, Directory information will be disclosed unless a parent/guardian or eligible student submits a completed "Opt Out" form to the Assistant Director, Student Services within 30 days from the date of this notice. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed, and includes the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, program and session, participation in officially recognized activities and related video images, grade, dates of attendance, certifications, awards and honors received, the most recent previous educational agency or institution attended and other information that is generally found in directories, yearbooks, and programs. In the event you want to prevent the disclosure of some or all directory information, a parent or eligible student must complete the Disclosure Opt-Out form located in [Appendix B](#) and return it to the Assistant Director, Student Services within 30 days of notice. St. Clair TEC will honor Disclosure Opt-Out requests received after the 30 day window, however, any directory information shared before receipt of the form may not be retrievable. The primary purpose of St. Clair TEC directory information is to include information from your child's education record for certain school publications/displays and/or postsecondary institutions. Examples include:
 - TEC Certification Ceremony program
 - SkillsUSA and HOSA participation
 - National Technical Honor Society membership
 - Special Awards - e.g. Breaking Traditions Award
 - Industry specific competitions
 - Articulation agreements with postsecondary institutions
 - d. Federal law requires disclosure of directory information to military recruiters unless a parent/guardian or eligible student notifies St. Clair TEC in writing that he/she does not want this information to be accessible to such recruiting representatives. Names, addresses and telephone numbers will be made available to recruiting representatives of the armed forces and service academies of the United States to be used to inform students of educational and employment opportunities. If you wish to Opt Out of the disclosure of information to military recruiters, you must complete a St. Clair TEC Opt Out form and check the box to prevent disclosure of your child's directory information to military recruiters.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the RESA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

Pesticide Control Act

NOTIFICATION OF PESTICIDE APPLICATION

Public Act 131 of 1993 amends the Pesticide Control Act to require school administrators to notify parents and guardians of their right to be informed prior to application of pesticides at the school.

This is to notify you that the St. Clair County Regional Educational Service Agency, (RESA), contracts with a pest maintenance professional for a monthly service, which is provided on the second Thursday of every month. If necessary, the State Licensed Pesticide Applicator will use gel baits (and occasionally liquid spray) on the interior perimeter of the building. Liquid pesticide spray is not used in or around any building while it is occupied by students.

At least 48 hours prior to the application of a liquid pesticide, there will be notification posted at all primary points of entry to RESA schools. There will also be a notification posted on the St. Clair County RESA website 48 hours in advance to any applications of a pesticide.

A record of dates of all pesticide applications is available in the Buildings & Grounds office and are available for parents and guardians to review.

If you would like prior notification via US mail, please request a Prior Notification Form from:

Russ Witherspoon, Supervisor of Maintenance, P.O. Box 1500, Marysville, MI 48040-1500, 810-455-4151

Asbestos Hazard Emergency Response Act (AHERA)

St. Clair County RESA 2020 Notification

The Environmental Protection Agency (EPA) requires that each year, district workers and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos related activities that have been conducted in St. Clair County RESA during the past year.

MANAGEMENT PLANS

In 1988, St. Clair County RESA contracted with an environmental consultants firm to conduct inspections and develop asbestos Management Plans for asbestos containing material (ACM) within all district owned buildings. These Management Plans are located in the administrative office of each building and are available to the public for review. A copy of each building management plan is also located at the Maintenance Building.

SURVEILLANCE ACTIVITIES

The AHERA regulation requires periodic surveillance of the condition of ACM every six months. The regulation also requires Reinspections conducted every three years by Michigan Accredited Inspectors. St. Clair County RESA has contracted with an independent consulting firm, Nova Environmental, Inc. to conduct the Reinspections. The next Reinspection is scheduled for 2022. Previous Reinspections and six month periodic inspections can be located in the buildings' Management Plans.

ASBESTOS ABATEMENT

St. Clair County RESA hired a professional asbestos abatement contractor to remove flooring from 3 classrooms in the TEC building in July of 2021. Abatement work was monitored by Nova Environmental, Inc., environmental consultants performing for SCC RESA. Questions regarding this asbestos removal project or any asbestos-related issues can be addressed to Russ Witherspoon, Supervisor of Maintenance at (810) 455-4150.

Nondiscrimination Policy

The St. Clair County Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex, gender, disability, age, religion, height, weight, or marital status, or any other protected class in its programs and activities. 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 RESA's non-discrimination policies:

Jean G. Sturtridge, Director of Legal Services
St. Clair County Regional Educational Service Agency
499 Range Road, PO Box 1500
Marysville, MI 48040
(810) 364-8990

The RESA's complaint procedure may be obtained from Jean G. Sturtridge, Director of Legal Services

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

This policy replaces the previous Board-approved policy dated May 17, 2010.

The Grievance Procedures and a copy of the Complaint Form may also be found in Appendix A of this Handbook. Students may report any incidents of harassment or discrimination using the **OK2SAY** reporting system. (Refer to [page 11](#) in this handbook to review how to access this system).

Appendix A

Harassment and Discrimination Grievance/Complaint Procedures and Complaint Form

The St. Clair County RESA Board of Education has adopted a policy prohibiting harassment and discrimination. The policy may be viewed online at www.sccresa.org. The form on [page 29](#) should be used to file a complaint.

St. Clair County Grievance Procedure

The St. Clair County RESA has adopted the following Grievance Procedure for addressing complaints of discrimination under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and Title IX of the Education Amendment Act of 1972. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611.

STEP 1: A person who believes that he/she has been discriminated against by the St. Clair County RESA is encouraged, but is not required, to discuss the matter informally with the appropriate building principal in the case of a student or his/her immediate supervisor in the case of an employee.

- A. If the building principal or the immediate supervisor is the subject of the complaint or the grievant is not a student or employee, the grievant may instead contact the St. Clair County RESA Section 504 Coordinator.
- B. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

STEP 2: If the informal Step 1 process does not resolve the matter or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the St. Clair County RESA Section 504 Coordinator who will investigate the complaint.

- A. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator to conduct the investigation.
- B. The complaint shall be signed by the grievant and include the:
 - a. grievant's name and contact information;
 - b. facts of the incident of action complained about;
 - c. date of the incident or action giving rise to the complaint;
 - d. type of discrimination alleged to have occurred and
 - e. specific relief sought.
 - f. Note: Witness names and other evidence as deemed appropriate by the grievant may also be submitted.
- C. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.
- D. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint.

STEP 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent within 10 business days after receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint in writing within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The St. Clair County RESA provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. Further, a grievant making a complaint is neither required to prosecute the matter nor confront the alleged discriminator or harasser when that would be inappropriate.

If you have questions regarding these procedures or want to file a complaint pertaining to any of the above protections, please contact the St. Clair County RESA at Jean G. Sturtridge, Director of Legal Services, St. Clair County RESA, 499 Range Road, PO Box 1500, Marysville, MI 48040, (810) 364-8990



REGIONAL EDUCATIONAL SERVICE AGENCY

499 Range Road, PO Box 1500
Marysville, MI 48040
(810) 364-8900 | (810) 364-7474 Fax
www.sccresa.org

COMPLAINT FORM

Name of Injured Party: _____

Address: _____

Phone: _____ Email: _____

If the injured party is a student, please provide the following information:

School: _____ Grade: _____ Birthdate: _____

Complainant's Name: _____

Relationship to Student: _____

Address: _____

Phone: _____ Email: _____

1. Describe the alleged discrimination. Please be specific and describe the specific incident(s), as well as identify the individuals involved, dates/times/locations, etc. Attach additional pages if needed.

2. Describe your proposed resolution to address the alleged problem(s)/violation(s).

Date: _____ Complainant's Signature _____

PLEASE SUBMIT THIS FORM TO:

Jean G. Sturtridge, Director of Legal Services
St. Clair County RESA
499 Range Road, PO Box 1500
Marysville, MI 48040
(810) 364-8990

A person who believes that he/she has been discriminated against by the St. Clair County RESA (RESA) on the basis of race, color, national origin, sex, gender, disability, age, religion, height, weight, or marital status may file a complaint through the RESA's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114. You may file a complaint with OCR at any time. Filing a complaint with the RESA is not a prerequisite to filing with OCR.



FERPA Directory Opt-Out Form

Student Name: Last Name _____ First Name _____ MI _____
 Date of Birth _____ High School _____ Grade _____

Directory Information Opt-Out

St. Clair TEC shall make available, upon request, certain information known as "Directory Information" without prior permission of the parents or the eligible student. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information at St. Clair TEC is the student's name; address; telephone listing; e-mail address; photograph; date and place of birth; major field of study; program and session; participation in officially recognized activities and related video images; grade; dates of attendance; certifications; awards and honors received; the most recent previous educational agency or institution attended; and other information that is generally found in directories, yearbooks, and programs.

The primary purpose of directory information is to allow St. Clair TEC to include information from your child's education record in certain school publications or for completion of articulation agreements with postsecondary institutions. Examples include:

- TEC Certification Ceremony program
- SkillsUSA and HOSA participation
- National Technical Honor Society membership
- Special Awards - e.g. Breaking Traditions
- Industry specific competitions
- Articulation agreements with postsecondary institutions

If you do not want St. Clair TEC to disclose (release) directory information from your child's education records without your prior written consent in accordance with federal law, please mark your selections below:

- ☐ Do not release my child's directory information to any outside entities with the exception of colleges, universities and trade/technical schools. Directory information will still be provided in St. Clair TEC/St. Clair County RESA publications and annual certification program.
- ☐ Do not release my child's directory information which includes name and photo/video image for use in the media (the various means of mass communication, including television, websites, radio, magazines, and newspaper).
- ☐ Do not release my child's directory information to any military recruiter.
- ☐ Do not release my child's directory information to higher education colleges, universities, trade or technical schools.

Parent Signature

I understand that by completing and submitting this form, St. Clair TEC will restrict the release of this type of information from my child's educational records and that St. Clair TEC has no further obligation to contact me on a case-by-case basis to request my consent for the disclosure of directory information. You must return this form to St. Clair TEC within 30 days of the start of school or receipt of this form. If not received within that time frame, it will be assumed that the above information may be released to the extent disclosure is permissible by the Family Educational Rights and Privacy Act (FERPA). Please note that in certain circumstances, federal and state law may permit or require disclosure of the information listed above to authorized persons or entities even if you have opted out of its disclosure as directory information. Selections will remain in effect until a change is submitted.

Parent Name (Please Print): _____ Parent Signature: _____ Date: _____

Date received in Student Services: _____ (Date and Initial)