



# Off-Site Program EFA/EFE Student/Parent Handbook



Kalamazoo RESA • Education for the Arts & Education for Employment  
1819 East Milham Avenue • Portage, MI 49002-3035  
EFA PH: 269-250-9244 • EFE PH: 269-250-9300



# Welcome Students!

*Each year the Education for the Arts (EFA) and Education for Employment (EFE) programs enroll over 4,500 students in over 45 different Arts and Career and Technical Education programs. Many of these programs are housed right in your high school building; however, some programs are located at other high schools, alternative locations such as Kalamazoo Valley Community College and WMU, within local business and industry or professional art studios. The programs that are housed outside of the traditional high school setting are called “off-site” programs. This handbook is designed to familiarize the student and parent/guardian with the rules, regulations and specifics about enrollment in these areas.*

*Enrollment in an off-site program is different from the traditional high school. Many of these programs are taught by our business and industry partners and professional artists from our community. Students who are enrolled at an off-site learning location are expected to maintain a high level of professionalism at all times. Students are expected to adhere to the rules and policies of their local district, the high school associated with the program, and the rules of the professional environment where the program is housed.*

**Please take a few minutes to review this document with your parent/guardian. Be sure to complete the signature page, sign, date and return to your EFA/EFE instructor by the designated deadline.**

*Congratulations on your enrollment in an Education for the Arts or Education for Employment program, and best wishes for a successful school year.*

*Regards,*

*Cameron Buck*

*EFE Program Administrator, serving Climax-Scotts, Kalamazoo Public Schools, and Schoolcraft*

*Jason Luke*

*EFE Program Administrator, serving Galesburg-Augusta, Portage Central, and Vicksburg*

*Karen Robyn*

*EFE Program Administrator, serving Comstock, Gull Lake, Parchment, and Portage Northern*

*Bryan Zocher*

*EFA Director, serving all Kalamazoo county districts*

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**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

## **TRANSPORTATION**

Regulations regarding transportation to and from EFA/EFE off-site programs are determined by the local districts. Students must contact their guidance office for local district transportation policies. At times, there may be a need for some students to drive motorized vehicles on or near school property. Students should follow their district's driving regulations. Failure of student drivers to observe their local district and EFA/EFE offsite/transfer regulations governing student use of motorized vehicles may result in disciplinary action.

## **ATTENDANCE POLICIES AND PROCEDURES**

The quality of a student's education suffers when he/she is absent from the program. This is especially true when students are enrolled in a program where skills are being taught using specific equipment only found in the classroom lab. Students are encouraged to maintain regular attendance and to make arrangements for non-academic activities at a time that will not conflict with classroom instruction.

Under state law, attendance at school is compulsory until a student reaches the age of eighteen (18) or graduates from high school. Because of this, all students attending an off-site program, unless they are legally emancipated, shall be required to have absences excused by his/her legal guardian. If a student is legally emancipated, he/she may assume responsibility for all absences.

A student who is tardy for a class session creates a situation that is disruptive to the educational process and repeated tardiness will not be tolerated. It is the expectation that students will be in their assigned classroom or location by a time communicated by their instructor.

**Absence and Tardy Procedures** – Attendance and tardiness is recorded and reported back to the student's home school. With the exception of the days students are on an internship, attendance is reported to the home schools daily. It is the expectation that students contact the off-site program before class begins if he/she is going to be tardy or absent.

When a student displays excessive absenteeism or excessive tardiness (more than three (3) in a nine-week period) parents will be notified in writing. When a student reaches five (5) chargeable absences or tardies in any nine-week period, he/she will meet with the teacher to develop a management plan to assist in the correction of the inappropriate behavior. The management plan will be signed by the parent/legal guardian. A copy of the management plan will be submitted to the EFA/EFE administrator and the student's counselor. (Students can view their attendance at any time in Pinnacle).

A student is required to attend at least 90% of his/her class. When excessive absences and/or tardiness causes a student to miss more than 10% of instructional time, the home school will be notified and the following recommendations may be made:

- 1) Student should not receive credit;
- 2) Student should not enroll for the next semester or trimester;
- 3) Student will not be recommended for internship, when applicable.

**“Absent”** is defined as a student who is not physically present at the designated program site.

**“Tardiness”** is defined as a student who arrives at the designated program site later than the agreed upon time communicated by the instructor. If transportation is a part of the program, instructors will communicate his/her expectations as to when students should be in class and ready to learn. A student is tardy if they are not in the designated class site and ready to learn at that designated time.

**“Non-Chargeable Absences or Tardies”** are defined as absences or tardies that are not charged against the attendance requirements. These include missing a class or arriving late to class with written permission of a school authority for a school-related activity, college visitations (which are to be arranged one-week in advance and limited to two [2] yearly) and absences or tardies impacted due to school bus problems or weather.

**“Chargeable Absences”** are defined as absences that are chargeable against the attendance requirement. These are absences which are not with written permission from a school authority or absences that the legal guardian does not verify.

**Off-Site Class Schedules** – Individual class calendars will be discussed at the beginning of the school year and may differ from the student’s home school calendars. If a student’s home school is not in session when EFA/EFE classes are in session, students are encouraged to attend the off-site program; however, they will not be penalized for non-attendance. Weather-related closures are explained later in this document.

**Appeal Process** - Students have the right to appeal the loss of credit due to a lack of attendance. The student must initiate the appeal process. A request for a hearing must be made by contacting the program administrator who will schedule the hearing within the next five (5) school days. At the hearing the student, or the student’s legal guardian, may present evidence as to why the exception should be granted. The EFA/EFE administrator will render a decision on or before the next full school day following the hearing.

## **ACHIEVEMENT POLICIES AND PROCEDURES**

**EFE Students May Earn College Credit in many EFE Classes**– An EFE student must satisfactorily complete the prescribed course work as identified in the individual courses’ syllabi and the Office of Career & Technical Education’s curriculum requirements. EFE students may be eligible for college credit upon successful course completion with a B or better. Refer to individual courses’ syllabi for more information.

**School Work Makeup Procedures** – If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. Assignments/tests/skills that were known previous to the absence are to be completed and submitted upon the student’s return to school.

**Appeal Procedure** – In extenuating circumstances, the student or the student’s parent/legal guardian may appeal the period of makeup time to the EFA/EFE instructor. Extenuating circumstances may include, but are not limited to, serious illnesses, communicable diseases, operations or injuries that cause long-term absence.

## **REPORTING STUDENT PROGRESS**

**Report Cards** – Report cards are an effective method of communicating an evaluation of student progress, and are a way of effectively demonstrating the student’s educational growth. EFA/EFE enrollment comes from multiple districts, all of which have different grade reporting schedules (trimester and semesters.) EFA/EFE will report student grades to home districts and mail a report card to the home of the student every nine (9) weeks. EFA/EFE grades generally won’t be listed on the student’s home district report card. Consult with your local school district regarding when and how credits are awarded.

EFA/EFE utilizes a parent viewer system; access codes will be given to students after 4<sup>th</sup> Wednesday count. EFA/EFE encourages parents to ask their student for his or her code, and utilize this system on a regular basis.

**Parent Teacher Conferences** – Conferences offer an opportunity for parents and instructors to share information and to develop successful strategies to enhance student progress. EFA/EFE off-site instructors are not always a part of any of the local district conference schedules. However, conferences may be scheduled upon request by the parent/legal guardian or the instructor at any time during the course of the school year. Refer to individual course syllabi for more information.

An exception to instructor contact and parent teacher conferences arises when the student is attending a program offered through Kalamazoo Valley Community College (KVCC) or Kellogg Community College (KCC.) KVCC and KCC (staff and instructors) will not release confidential information, either verbally or in writing, about students, unless it is expressly allowed within FERPA guidelines. EFA/EFE has accommodations for this restriction; however, each program does this differently. Refer to individual program packet for more information.

**Class Grades** – Scholarship is evaluated in terms of letter grades. The marking system used at the off-site program is described in the course syllabus.

## **PROFESSIONAL CONDUCT**

**General Behavior** – We expect that students will involve themselves in their EFA/EFE program and participate fully to the best of their ability. Students will be prompt in arriving at their assigned classroom or internship site and will understand and follow all school policies. The students will attend on a regular basis and will be prepared for each class.

Respect for the law and for those persons in authority will be required of all students. This includes conformity to school rules, as well as general provisions of law regarding minors. The students will respect the worth and dignity of everyone and will respect the rights of fellow students. The students will respect the rights and responsibilities of faculty members as they perform their duties and will respect the rights and responsibilities of all other building personnel.

**Professional Dress** – Students are expected to wear clothing in a neat, clean and well-fitting manner while in class and related school sponsored activities. The students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the program's environment. Additional dress guidelines may be identified by some EFA/EFE programs. Procedures for disciplinary action for students who dress or groom inappropriately will be included in their respective district's student handbook.

**Misconduct** – Professional conduct is expected at all times. All students will be subject to the policy, rules and regulations of the host district, program location (such as KVCC or the Epic Center) and the home school during the time they are in attendance. This handbook does not contain every rule or policy. Rules, policies, procedures and/or activities are subject to change during the school year with sufficient notification to students. If a student displays behavior that is severely disruptive to the educational process, the home school will be notified. A conference and a behavior contract are required prior to re-admission to class. Any disciplinary action pursued by the district will be in accordance with the student's appropriate due process rights.

**Alcohol, Inhalants, and Drug Abuse** – Students who unlawfully possess, use or distribute alcohol, inhalants and/or illicit drugs on school premises or at a school activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with their district's "Student Code of Conduct."

**Tobacco Products** - The use and/or possession by any student, regardless of age, of any tobacco product is prohibited in any school building, at school-sponsored events, regardless of location or on any school property. Possession of tobacco products by any student under the age of 18 years may be reported to appropriate law enforcement agencies.

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

**Bullying** - Bullying is a form of harassment and is defined as: The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing or electronically transmitted (often referred to as "cyber bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written or electronically transmitted taunts, name-calling and put-downs, including ethnically based or gender based put-downs, extortion or attempted extortion of money or possessions and systematic exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, while en route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by the law, law enforcement officials shall be notified of bullying incidents.

**Cheating** – Cheating will be immediately reported to parents and the local district's disciplinary contact. A zero will be given for the assignment. Individual course syllabi may indicate further disciplinary action.

**Weapons Free School Zone** – EFA/EFE recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. A student shall be permanently expelled from attending school in the district, if the pupil possesses a weapon that constitutes a dangerous weapon in a weapon free school zone. The local district school board, school administrator or designee must find that the student "knowingly" possessed the weapon and the basis for the finding should be recited on the record. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon.
4. That the weapon possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.

A Weapon or Dangerous Weapon is defined as: a firearm; gun; revolver; pistol; dagger dirk; stiletto; knife with a blade over three inches in length; pocket knife opened by a mechanical device; iron bar or brass knuckles.

A Weapon Free School Zone is defined as school property and/or a vehicle used by the school to transport students to or from school property. School Property is defined as a building, playing field, or property used for

school purposes to impart instruction to children or used for functions and events sponsored by a school district, and includes the area up to 1,000 feet surrounding school property.

## **CLOSED CAMPUS**

Because of our commitment to student safety, the off-site program operates a “closed campus” during the school year. This means that students are to remain in school or in designated outside areas after their arrival on school grounds until the end of the scheduled class period. A student who leaves the program site without permission of the administration will be considered truant. The home school and parent will be notified of a truant student.

## **EMERGENCY POLICIES AND OFF-SITE PROCEDURES**

**Accidents/Illness at School** – All accidents must be reported to the EFA/EFE off-site instructor immediately. Reports of accidents and injuries will be documented by the instructor and turned in to the home school and/or facility when a student is hurt on the off-site premises or under conditions covered by school insurance.

It is the student’s responsibility to ensure that the proper insurance forms are picked up from the home school office so the claims can be promptly filed.

If a student becomes ill at an off-site program and cannot remain in the classroom, the home school will be contacted immediately and arrangements will be made to send the student home.

**Emergency Drills and Procedures** – Directions and maps will be posted in classrooms and throughout the building. Students should familiarize themselves with the procedures in the off-site program in which they have classes. It is the expectation that all students will actively participate and cooperate during emergency procedures and scheduled drills.

**Emergency Communication/Reunification** – In an emergency that requires a lock-down of a school site or creates a need for students to be transported to a safe location, a school district or EFA/EFE official will contact each student’s emergency contact with reunification information.

**Tornado Watch/Warning Policy** – The off-site program will remain in session during a tornado watch, a tornado warning or severe weather warning. Building instructors will be notified in the event of potential severe weather and appropriate precautions will be taken.

**Weather-Related Cancellations or Delayed Starts** - Off-site EFA/EFE programs will follow the weather cancellation/delayed start announcements of the district where the program resides. For example, if an off-site program is located within the boundaries of Kalamazoo Public Schools, then the off-site program will be closed if Kalamazoo schools are closed due to the weather. If a student’s home school is closed due to weather, but the off-site program is open, students are not expected to attend their EFA/EFE program. In this situation, students aren’t penalized, however will be responsible for making up missed work. Dual-enrolled college students will follow the weather cancellation/delayed announcement of that college.

**Emergency School Closings** - In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Individual program closures, more than likely, won’t be listed. Students are to follow the closures of the district where the program resides. If a program dismisses early for an emergency, all after-school functions are automatically cancelled.

**Field Trips** – For EFA/EFE sponsored field trips, the instructor will notify local high school attendance offices and parent/guardians, through a permission slip, of impending absences. However, previous to any scheduled



absence, whether it is EFA/EFE or otherwise, it is the student's responsibility to communicate the anticipated absence and obtain work missed for the day (s) of the given field trip.

**Personal Property** – The off-site program will not assume responsibility for personal property items that are lost or stolen. Students are encouraged to keep all personal valuables with them at all times. If a theft of personal property occurs, it should be reported to the instructor immediately in writing.

**Fees, Charges, and Fines** – Purposeful destruction, defacing, or theft of host facility property will not be tolerated and will be reported to the proper authorities. Accidents that occur resulting in property damage are to be reported to the instructor immediately.

Students are required to pay replacement fees or fines for textbooks, equipment, safety glasses or tools that are lost, damaged or destroyed, whether the fee/fine comes from class or extra-curricular offering. Students will be held responsible for replacement or repair costs due to careless use or malicious destruction of school property. Unpaid replacement costs for damaged, lost and/or stolen materials will be reported to the student's home district. Failure to pay replacement costs/fines may result in loss of privileges.

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, or special projects, as well as transportation costs and admission/participation fees for program-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

**Cellular Phone** – The use of cellular phones, pagers or electronic signaling devices by students enrolled in EFA/EFE is prohibited during normal school hours. If a student brings such a device to class, it must remain "off" and be stored in a locker, backpack, purse, pocket or other place where it is not visible during school hours. If such a device is observed or heard by school staff, it will be confiscated. Photographing, videotaping or otherwise recording individuals without their permission is strictly prohibited. Exceptions to this policy must be approved by the program administrator.

Students who act in violation of this policy shall be subject to progressive discipline as follows:

1. Initial violation – electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic listening device will be returned to student at the conclusion of the class;
2. Second violation – electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian has been contacted by the instructor for the purpose of clarifying this policy;
3. Third violation – the electronic signaling device will be confiscated and secured in a safe location. The electronic listening device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic listening device during the instructional day.
4. Fourth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension from the off-site program.
5. Fifth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subjected to loss of school privileges at the off-site program.

**Emergency Medical Authorization** - The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor and dentist for emergency treatment. In an emergency situation the child will be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

**Student Medication** - Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by completing a "Student Medical Authorization Form".

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion.

## **GRIEVANCE POLICIES AND PROCEDURES** **STANDARDS OF SCHOOL AND CLASSROOM BEHAVIOR**

Education for the Arts and Education for Employment are highly regarded programs and serve as educational institutions that provide quality education in a safe, clean and pleasant environment. Members of the community, parents and school officials expect all students to abide by all established rules and regulations; to conduct themselves in a respectful, responsible manner at all times and to dress in a manner that reflects the standards of the community and the EFA/EFE staff.

**STUDENT'S RIGHTS:** A right is a privilege to which one is justly entitled. All students have the right to:

1. Equal Educational Opportunity
  - EFA/EFE must provide all students a chance to receive an education.
  - No student can be prevented from participating in any program solely because of his/her race, ethnic origin or gender.
  - Students have the right to equal educational opportunity without interference from other students or from people who do not belong on the campus.
2. Exercise Free Expression – Students are entitled to express their personal opinions at a time and place and in a manner that does not offend others and does not disrupt or disturb classroom instruction.
3. Freedom of Assembly – Students are entitled to hold meetings at a time and place and in a manner that does not disrupt classroom instruction or create a threatening or intimidating environment.
4. Due Process
  - Students facing any disciplinary action are entitled to fair procedures to determine if they are at fault.
  - Students are entitled to appeal decisions resulting in major disciplinary action such as suspension, expulsion or exclusion.
  - A student or parent who believes an act of discrimination or denial relative to participation in any educational program or activity has occurred may file a grievance. Grievance procedures may be initiated by contacting the Education for the Arts office at 269-250-9244 or the Education for Employment office at 269-250-9300.

5. Grievance Procedure – Alleged Discrimination for Educational Programs

**LEVEL I:** Problems and complaints of alleged discrimination brought by students, parents or other members of the community should be resolved in an informal manner at the earliest possible time. A complaint should first be presented orally and informally to the instructor or counselor who is immediately involved. If the complaint is not promptly resolved, it should then be presented to the Education for Employment Counselor/Special Population’s Coordinator or the Education for the Arts Director.

**LEVEL II:** When the complaint is submitted in writing to the Education for the Arts Director or the Education for Employment Counselor/Special Population’s Coordinator, it must contain all supporting evidence regarding the alleged discrimination. A decision must be rendered within five (5) working days after receiving the complaint.

**LEVEL III:** If the grievant feels the complaint is not resolved at Level II, the complaint may be forwarded to the Education for Employment Program Administrator or the Education for the Arts Director.

- Within five (5) working days after receiving the decision at Level II, the complainant may appeal the decision by filing a formal written complaint.
- Within twenty (20) working days after receiving the formal complaint, the Education for Employment Program Administrator or Education for the Arts Director shall state a decision in writing to the grievant. The decision shall be in writing and contain all supporting data and the reasons for the decision. The decision of the EFE Program Administrator or EFA Director shall be final.

**STUDENT’S RESPONSIBILITIES:** Students are expected to attend their EFA/EFE program on a regular basis. Students are expected to comply with school regulations and to obey the directions of the instructor and others in authority. Above all, students are expected to respect the rights of others to study, to learn and to accomplish their educational objectives (EC 48908, C.A.C. Title 5, Sec. 300).

# **Kalamazoo RESA, Education for the Arts & Education for Employment**

## **INTERNET ACCEPTABLE USE AGREEMENT**

The purpose of this Agreement is to grant access to and define acceptable use of EFA/EFE technology resources (“Technology Resources”). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of EFA/EFE Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of EFA/EFE Technology Resources is a privilege that may be revoked by EFA/EFE at any time and for any reason.
- B. You have no expectation of privacy when using EFA/EFE Technology Resources. EFA/EFE reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. EFA/EFE also reserves the right to remove any material from the Technology Resources that EFA/EFE, at its sole discretion, chooses to, including, without limitation, any information that EFA/EFE determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. EFA/EFE Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- 1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- 2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- 3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
- 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by EFA/EFE) to engage in bullying may be grounds for discipline under EFA/EFE discipline policy for the program you are participating in.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended, restricted or altered, and you may be subject to other disciplinary action, up to and including expulsion and/or legal action. Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
  2. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
    - Gang related information and/or websites
    - Information on violence or making weapons
    - Email, Skype, Facebook, chat rooms, messaging or other types of direct communication via the Internet that is not authorized by a teacher or program administrator
    - Other material or websites deemed inappropriate by the program administrator
  3. Bullying (as defined in paragraph E).
  4. Sexting, which includes, without limitation, possessing, sending, or distributing, sexually explicit or suggestive photographs, videos, or other visual depictions of yourself or another person.
  5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
  6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
  7. Unauthorized copying or use of licenses or copyrighted software.
  8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
  9. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
  10. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
  13. Misusing equipment or altering system software without permission.
  14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  15. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or EFA/EFE Internet Acceptable Use Policy.
- G. You must promptly disclose to your EFA/EFE Program Instructor or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

- H. It is the policy of EFA/EFE, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of EFA/EFE to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of EFA/EFE to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. EFA/EFE does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the RESA's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. EFA/EFE does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will EFA/EFE be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this agreement and all rules and regulations that may be added from time to time by EFA/EFE.

Any additional rules, regulations, and policies are available from your EFA/EFE Program Instructor.

As a condition of using the Technology Resources, I agree to release the school district, EFA/EFE, and its board members, employees and agents from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having EFA/EFE monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources. I recognize and accept that I may be subject to discipline for any inappropriate use of the districts' or transfer location network/internet connection and/or email.

## **Kalamazoo RESA, Education for the Arts & Education for Employment**

### **PUBLIC NOTIFICATION FOR STUDENT OPT OUT OF RELEASING STUDENT INFORMATION**

Kalamazoo RESA, Education for the Arts (EFA) and Education for Employment (EFE), occasionally showcase student achievement, success, and event participation through news articles and photo opportunities in school newspapers, local newspapers, course catalogs, Kalamazoo RESA websites and other educational promotional efforts. Information used may include student's name, photo, home school, grade level, activities and awards, and enrolled program.

Kalamazoo RESA, EFA and EFE, may ask students to participate in written surveys used to evaluate and improve EFA/EFE programming. Surveys are voluntary and anonymous. Also, Kalamazoo RESA EFA/EFE provides student directories to colleges for articulation (college credit) purposes. This information may include student's name, address, telephone number, date of birth, home school, EFE enrolled program and grade.

Parents wishing to opt a student out of news articles, photo opportunities, surveys and/or directory listings should contact Kalamazoo RESA-EFA/EFE office in writing to request omission by the 4<sup>th</sup> Friday of the class.

Contact Info: ATTN: Deb Miller, Executive Director; Kalamazoo RESA Education for Employment; 1819 E Milham; Portage, MI 49002; Email: [deb.miller@kresa.org](mailto:deb.miller@kresa.org)

EDUCATION FOR THE ARTS & EDUCATION FOR EMPLOYMENT

1819 East Milham Avenue

Portage, MI 49002-3035

EFA: 269-250-9244 EFE: 269-250-9300

**Student Medication Authorization Form**

(Required when a student needs prescription and non-prescription medication to be taken at school.)

\_\_\_\_\_  
Student's Name                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Birth Date                              \_\_\_\_\_  
School                                      \_\_\_\_\_  
Date

School medications and health care services are administered following these guidelines:

- Physician/prescriber signed and dated authorization to administer the medication
- Parent/guardian signed and dated authorization to administer the medication
- Medication must be in original labeled container as dispensed or the manufacturer's labeled container
- Medication label must contain student's name, name of the medication and directions for use and date
- Annual renewal of authorization and immediate notification of changes are required.

Physician Authorization:

\_\_\_\_\_  
Medication/Treatment              Dosage                              \_\_\_\_\_  
Time to be administered

\_\_\_\_\_  
Intended Effect of Medication/Treatment              Side Effects (if any)

\_\_\_\_\_  
Other Medication the Student is Taking

May student self-administer medication under supervision of a school designee? \_\_\_ Yes or \_\_\_ No

Administration Instructions:

\_\_\_\_\_  
\_\_\_\_\_

Date to Discontinue, Reevaluate or Follow Up: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Physician's Emergency Phone Number

\_\_\_\_\_  
Physician's Address

Parent Authorization:

I acknowledge that I am primarily responsible for administering medication to my child. In the event that I am unable to do so or in the event of a medical emergency, I authorize my child to self-administer while under the supervision of an employee or agent of Kalamazoo RESA, Education for the Arts and/or Education for Employment, lawfully prescribed medication in the manner described above. I further acknowledge and agree that when lawfully-prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against Kalamazoo RESA, Education for the Arts and/or Education for Employment, host school districts, their employees and/or agents arising out of the administration of said medication.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent's Phone Number

\_\_\_\_\_  
Parent's Emergency Phone Number

Additional Information: \_\_\_\_\_



# Off-Site Program Student/Parent Handbook

## **SIGNATURE PAGE (REQUIRED)**

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please review the Student/Parent Handbook with your parent/guardian, then sign and return all signature pages to your INSTRUCTOR. This handbook is a summary of the EFA/EFE rules and expectations, and is not a comprehensive statement of local district procedures.**

- ✓ **Public Notification for Student Opt Out of Releasing Student Information**
- ✓ **Transportation** - Local district regulations will apply for EFA/EFE off-site programs.
- ✓ **Attendance Policies and Procedures** - Under state law, attendance at school is compulsory until a student reaches the age of eighteen (18) or graduates from high school. Because of this, all students attending an off-site program, unless they are legally emancipated, shall be required to have absences excused by his/her legal guardian.
- ✓ **Achievement Policies and Procedures** - EFE students may be eligible for college credit upon successful course completion with a B or better.
- ✓ **Reporting Student Progress** - EFA/EFE will report student grades to home districts as well as mail a report card to the home of the student every nine (9) weeks.
- ✓ **Professional Conduct** - We expect that students will involve themselves in their EFA/EFE program and participate fully to the best of their ability
- ✓ **Closed Campus** - Because of our commitment to student safety, the off-site program operates a "closed campus" during the school year.
- ✓ **Emergency Policies and Off-Site Procedures** - All accidents must be reported to the EFA/EFE off-site instructor immediately. Reports of accidents and injuries will be documented by the instructor and turned in to the home school and/or facility when a student is hurt on the off-site premises or under conditions covered by school insurance.
- ✓ **Grievance Policies and Procedures/Standards Of School and Classroom Behavior**
- ✓ **Internet Acceptable Use Agreement**
- ✓ **Medication Policy** - No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed **School Medication Authorization Form** is submitted by the student's parent/guardian.

### **Please sign and return**

#### **Signature Required**

**We have read the handbook and understand all the rules and expectations. We understand this handbook may be amended during the year. Our signatures below acknowledge we agree to be responsible for following all of the rules and expectations of EFA/EFE and understand the consequences for failing to follow the requirements.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Student email: \_\_\_\_\_ Parent email: \_\_\_\_\_