

STUDENT-PARENT HANDBOOK

OFF-SITE AND TRANSFER PROGRAMS

2020-2021



KALAMAZOO RESA

CTE

Career & Technical Education

*formerly known as
Education for Employment*



KALAMAZOO RESA

EfA

EDUCATION
FOR THE ARTS

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE



WELCOME STUDENTS

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

Each year the Kalamazoo RESA Education for the Arts (EFA) and Career & Technical Education (CTE), formerly known as Education for Employment, programs enroll more than 3,000 students in over 45 different Arts and Career & 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 Western Michigan University, within local business and industry sites or in professional art studios. The programs that are housed outside of the traditional high school setting are called Off-Site Programs. The programs that are housed in traditional high school settings, but accept students from throughout Kalamazoo County are called Transfer Programs. This handbook is designed to familiarize the student and parent/guardian with the rules, regulations and specifics about enrollment in these programs.

Enrollment in off-site and/or transfer programs is different from the traditional high school. Many of these programs are taught by business and industry partners, as well as professional artists from our community. Students who are enrolled in these programs 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.

Congratulations on your enrollment in an Education for the Arts or Career & Technical Education program and best wishes for a successful school year.

Regards,

Bryan Zocher
EFA Director

Cameron Buck
*CTE Program Improvement &
Accountability CEPD Administrator*

Diane Fort
CTE Program Coordinator

**For contact information please
visit the program websites:**

Education for the Arts
kresa.org/efa

Career & Technical Education
kresaCTE.org

TABLE OF CONTENTS

4	Achievement Policies & Procedures
5	Attendance Policies & Procedures
7	Cell Phones
7	Closed Campus
8	Emergency Policies & Procedures
10	Fees, Charges & Fines
10	Field Trips
11	Grievance Policies & Procedures
13	Opt-Out of Releasing Student Information
14	Professional Conduct
17	Reporting Student Progress
17	Student Medication Authorization
18	Technology Acceptable Use Agreement
21	Transportation

FORMS

22	Acknowledgment Page
23	Medication Authorization Form

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 non discrimination policy: Assistant Superintendents Tom Zahrt and Mindy Miller.

Contact information: (269) 250-9200, 1819 E. Milham Ave, Portage, MI 49002.

ACHIEVEMENT POLICIES & PROCEDURES



CTE Students May Earn College Credit In Many CTE Courses:

A CTE 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. CTE students may be eligible for college credit upon successful course completion with teacher approval and a letter grade of B or better. Refer to individual courses' syllabi for more information.

School Work Make-up Procedures*:

If a student's absence is excused, they will be permitted to make-up any missed work, including homework and tests. The student will be permitted the same number of days as they were absent to submit the make-up work. The student is responsible for obtaining assignments from their teacher(s). Assignments, tests and/or skills that were assigned prior 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 make-up time to the EFA/CTE instructor. Extenuating circumstances may include, but are not limited to, serious illnesses, communicable diseases, operations or injuries that cause long term absence.

**Local district policy may supersede this procedure. Please refer to individual courses' syllabi for more information.*

ATTENDANCE POLICIES & PROCEDURES

The quality of a student's education suffers when they are 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 required 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 off-site and/or transfer programs, unless they are legally emancipated, shall be required to have absences verified by their legal guardian. If a student is legally emancipated, they may assume responsibility for all absences.

A student who is tardy for a class session creates a situation which 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 daily, with the exception of students who are on an internship. It is the expectation that students contact the off-site and/or transfer program's teacher before class begins if they are going to be tardy or absent.

When a student displays excessive absenteeism or excessive tardiness (more than six (6) per semester) parents/guardians will be notified in writing. When a student reaches more than six

(6) per semester, they 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/CTE administrator and the student's counselor. For details about excused and unexcused absences, please see the chart on page six (6.)

A student is required to attend a minimum of 90% of classroom instructional time. 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 for the EFA/CTE class;
2. Student should not enroll in the EFA/CTE class 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 hub transportation is a part of the program, instructors will communicate their expectations as to when students should be in class and ready to learn.

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/CTE classes are in-session, students are encouraged to attend the off-site/

transfer program; however, they will not be penalized for non-attendance. Weather-related closures are explained later in this document. Note: Instructors must mark student absent when they are not in class. In cases where the student's absence is due to home school conflict, an absence is recorded with a comment describing reason for absence. By clicking on the student's absences in PowerSchool, one can see the absence breakdown.

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 parent/legal guardian, may present evidence as to why the exception should be granted. The EFA/CTE administrator will render a decision on, or before, the next full school day following the hearing.

**Local district policy may supersede this procedure. Please refer to individual courses' syllabi for more information.*

What is a nonchargeable or excused absence? (EA or SR code)

- ✓ Illness with a doctor's note (EA)
-
- ✓ Absence for a previously approved school activity (SR)
-
- ✓ Medical appointments with a doctor's note (EA)
-
- ✓ College Visit with 1 week notice (up to 2 per school year) (SR)
-
- ✓ Required court appointments with documentation (EA)
-
- ✓ School bus never arrived or was late (SR)
-
- ✓ Religious holiday or religious instruction (EA)
-
- ✓ Days your high school is closed or has an altered schedule (snow days, exams, delayed start, etc.) (SR)

What is a chargeable or unexcused absence? (A code)

- ✗ Illness with or without a parent note
-
- ✗ Absence for a school activity, not previously approved
-
- ✗ Medical appointments with or without a parent note
-
- ✗ Oversleeping and/or missed the bus
-
- ✗ Car trouble or stuck in traffic
-
- ✗ Employment and/or job interview
-
- ✗ Skipping class
-
- ✗ Other appointments that were not previously excused

Instructors: Please use the comment section in PowerSchool to indicate reason given for all absences.

CELL PHONES

The use of cell phones, and/or other electronic devices by students enrolled in EFA/CTE 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. Please refer to the Technology Acceptable Use Agreement in this handbook and classroom syllabus for additional information.

The photographing, videotaping or otherwise recording of 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 device will be confiscated by school staff and secured in a safe location. The device will be returned to student at the conclusion of the class period.
2. **Second violation:** Electronic device will be confiscated and secured in a safe location. The electronic device will not be returned to the student unless, and until, the student’s parent/guardian has been contacted by the instructor for the purpose of clarifying this policy.
3. **Third violation:** Electronic device will be confiscated and secured in a safe location. The electronic device will not be returned to the student unless, and until, the student’s parent/guardian provides written assurance that the student will no longer be allowed to possess the electronic device during the instructional day.
4. **Fourth violation:** Electronic device will be confiscated and secured in a safe location. The student will be subject to suspension from the off-site/transfer program. Parent/guardian must pick-up device from EFA/CTE classroom.

** Local district policy may supersede this procedure. Please refer to individual courses’ syllabi for more information.*

CLOSED CAMPUS

Due to our commitment to student safety, off-site programs operate 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 & PROCEDURES

Accidents & Illness at School: All accidents must be immediately reported to the EFA/CTE instructor. Reports of accidents and injuries will be documented by the instructor and submitted to the home school and/or facility when a student is hurt on the program 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/transfer program and cannot remain in the classroom, the parent and home school will be contacted immediately, and arrangements will be made to send the student home.

Emergency Drills & Procedures: Directions and maps will be posted in classrooms and throughout the building. Students should familiarize themselves with the procedures in the 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/CTE official will contact each student's emergency contact with reunification information.

Tornado Watch & Warning Policy: The EFA/CTE program will remain in session during a tornado watch, a tornado warning or severe weather warning. Program instructors will be notified in the event of potential severe weather and appropriate precautions will be taken.



Weather-Related Cancellations or Delayed Starts: EFA/CTE programs will follow the weather cancellation and/or delayed start announcements of the school district where the program resides. For example, if an off site/transfer program is located within the boundaries of Kalamazoo Public Schools, then the program will be closed if Kalamazoo Public Schools are closed due to the weather. If a student's home school is closed due to weather, but the off site/transfer program is open, students are not expected to attend their EFA/CTE program.

In this situation, students are not penalized, however they will be responsible for making up missed work. Dual enrolled college students will follow the weather cancellation and/or delayed announcement of the college.

Emergency School Closings: In the event of bad weather and other local emergencies, please check the local school districts' website

and local television stations to be advised of school closings and early dismissals. Individual program closures, more than likely, will not 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.

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, 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 Emergency Medical Technician (EMT) 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 wellbeing. 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 Medication Authorization Form (see page 23). Only medication in its original container, labeled with the date of prescription, the student's name and exact dosage will be administered.

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.



FEES, CHARGES & 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 immediately reported to the instructor. 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 accumulated 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. Extracurricular 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.

FIELD TRIPS

The course instructor will notify the local high school attendance office and parent/guardians, in writing via the permission slip, of any impending absences for an EFA/CTE sponsored field trip. However, prior to any planned absence, EFA/CTE or otherwise, it is the student's responsibility to communicate their intended absence and obtain classwork that was missed.

GRIEVANCE POLICIES & PROCEDURES

STANDARDS OF SCHOOL & CLASSROOM BEHAVIOR

Education for the Arts and Career & Technical Education are highly regarded programs and serve as educational institutions which 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/CTE staff.

STUDENT RIGHTS

A right is a privilege to which one is justly entitled. All students have the right to:

- 1. Equal Educational Opportunity:**
 - EFA/CTE must provide all students a chance to receive an education.
 - No student can be prevented from participating in any program solely because of their 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 Career & Technical Education 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 and/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 Career & Technical Education Student Services 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 Career & Technical Education Student Services Coordinator, it must contain all supporting evidence regarding the alleged discrimination. A decision must be rendered within five (5) working days upon receiving the complaint.

LEVEL III: If the grievant feels the complaint is not resolved at Level II, the complaint may be forwarded to the Career & Technical Education Program Coordinator 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 Career & Technical Education Program Coordinator 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 CTE Program Coordinator or EFA Director shall be final.

OPT-OUT OF RELEASING STUDENT INFORMATION



Kalamazoo RESA, Education for the Arts (EFA) and Career & Technical Education (CTE), occasionally showcase student achievements, successes and event participation through news articles and photo opportunities in school newspapers, local newspapers, course catalogs, Kalamazoo RESA websites as well as other educational and promotional efforts. Information used may include student's name, photo, home school, grade level, activities/awards and enrolled program.

Kalamazoo RESA, EFA and CTE may ask students to participate in written surveys to evaluate and improve EFA/CTE programming. Surveys are voluntary and anonymous. Also, Kalamazoo RESA EFA and CTE provide student directories to colleges for articulation (college credit) purposes. This information may include student's name, address, telephone number, date of birth, home school, CTE and/or EFA 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 and/or CTE in writing to request omission by the fourth Friday of the class.

Contact Information

Cameron Buck
Program Improvement & Accountability CEPD Administrator

Kalamazoo RESA
1819 E Milham
Portage, MI 49002

cameron.buck@kresa.org

PROFESSIONAL CONDUCT

Student Responsibilities: Students are expected to attend their EFA/CTE program on a regular basis, to participate fully and to the best of their ability. Students will be prompt in arriving at their assigned classroom or internship site. Students are expected to comply with school regulations and to obey the directions of the instructor. Above all, students are expected to respect the worth and dignity of fellow students, as well as the rights of others to study, learn and to accomplish their educational objectives.

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 rights and responsibilities of faculty members as they perform their duties and will respect the rights and responsibilities of all other building personnel.

Personal Property: The off-site/transfer 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.

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 and/or

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 certain EFA/CTE 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 school 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 & 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 & Nicotine Products: The use and/or possession by any student, regardless of age, of any tobacco product, electronic cigarette or other vaping device is prohibited in any school building, at school-sponsored events, regardless of location, or on any school property. Possession of these products by any student under the age of 18 years old may be reported to appropriate law enforcement agencies.

Sexual Harassment: Sexual harassment has no place in any EFA or CTE programs 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/CTE instructor, program administrator and 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 is not 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 an acceptable behavior and is prohibited.

Students who engage in any act of bullying while at school, during, in connection to or with any school or school-sponsored function, 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. Depending on the circumstances and as may be required by the law, law enforcement officials shall be notified of bullying incidents. Incidents of bullying should be reported to the classroom teacher who will contact the Program Coordinator and/or Principal either in person or in writing. The identity of persons reporting bullying will be kept confidential.

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 and CTE recognize 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. 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 was 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 of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet or paint balls; dagger; 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.



REPORTING STUDENT PROGRESS

EFA/CTE utilize a parent viewer system; access codes will be given to students at the beginning of the school year. EFA/CTE encourage parents to ask their students for their code and to utilize this system on a regular basis.

An exception to instructor contact and parent teacher conferences arise when the student is attending a dual enrolled program offered through Kalamazoo Valley Community College (KVCC) or Kellogg Community College (KCC). KVCC and KCC staff and instructors will not release confidential information, neither verbally or in writing, about students, unless it is expressly allowed within FERPA guidelines. EFA/CTE have accommodations for this restriction, however, this is done differently within each program. Refer to individual program packet for more information.

Report Cards: Report cards are an effective method of communicating an evaluation of student progress, and a way of effectively demonstrating the student's educational growth. EFA/CTE enrollment comes from multiple school districts, some of which have different grade reporting schedules (trimester and semesters). EFA and CTE will report student grades to home districts, as well as mail a report card to the home of the student every nine (9) weeks. Final grades are recorded at the end of each semester. Consult your local school district regarding when and how credits are awarded.

Parent-Teacher Conferences: Conferences offer an opportunity for parents/guardians and instructors to share information and to develop successful strategies to enhance student progress. EFA/CTE off-site/transfer instructors are not always a part of the local school 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.

Class Grades: Progress is evaluated in terms of letter grades. The marking system used at the off-site/transfer program is described in the course syllabus.

STUDENT MEDICATION AUTHORIZATION

The Student Medication Authorization Form is needed when a student requires prescription and/or non-prescription medication to be taken at school. The form must be signed by the student's parent/guardian. No school or district employee can administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed form is submitted. Please see attached form (page 23).

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The purpose of this Agreement is to grant access to and define acceptable usage of EFA/CTE “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/CTE Technology Resources, either at school or away from school, you understand and agree to the following:

- A. Your use of EFA/CTE Technology Resources is a privilege that may be revoked by EFA/CTE at any time and for any reason.
- B. You have no expectation of privacy when using EFA/CTE Technology Resources. EFA and CTE reserve the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed or used through the Technology Resources. EFA and CTE also reserve the right to remove any material from the Technology Resources that EFA/CTE, at its sole discretion, chooses to, including, without limitation, any information that EFA/CTE determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive or that otherwise violates this Agreement.
- C. The Technology Resources do not provide a “public forum,” and may not be used 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. Technology Resources may however be used to contact or communicate with public officials.
- D. EFA/CTE Technology Resources are intended for use only by registered users. The student is responsible for their account and password, as well as any access to the Technology Resources made using their account and password. Any damage or liability arising from the use of the student’s account and password is their responsibility. Use of a student account by someone other than the specific student is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both the account owner and the person(s) using your account and password.
- E. Students 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 and/or messaging devices (including devices not owned by EFA/CTE) to engage in bullying, may be grounds for discipline under EFA/CTE disciplinary policy for the program in which the student is participating.

F. If a student misuses the EFA/CTE Technology Resources, their access to the Technology Resources may be suspended, restricted or altered, and they 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 which 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 which the student is not authorized to access.

7. Unauthorized copying or use of licenses or copyrighted software.
 8. Plagiarizing, which includes the unauthorized distribution, copying, usage, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author and/or creator.
 9. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 10. Allowing someone else to use a student account or password, or not preventing unauthorized access to Technology Resources by leaving them unattended.
 11. Usage, soliciting the use of, attempting to use or discover the account information or password of another user.
 12. Disabling or attempting to disable 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/CTE Internet Acceptable Use Policy.
- G. Students must promptly disclose to their EFA/CTE program instructor or other school employee any content they view or receive over the Technology Resources which is inappropriate or that makes them feel uncomfortable, harassed, threatened or bullied, or which contains sexually explicit content. Students should not delete such content until instructed to do so by a staff member.
- H. It is the policy of EFA/CTE, 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/CTE 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/CTE to educate students about cyberbullying awareness and about appropriate online behavior, including disclosing, disseminating or using personal information, as well as how to safely and appropriately interact with other individuals on social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. EFA/CTE does not guarantee that measures described in paragraphs H and I will provide any level of safety or security, or that the aforementioned measures will successfully block all inappropriate material from students. Students agree not to intentionally engage in any behavior which was intended to be prevented by paragraphs H and I.

- K. EFA/CTE 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/CTE 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. Students 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 inappropriate use.

The student agrees to follow this agreement, as well as all rules and regulations that may be added from time-to-time by EFA/CTE.

Any additional rules, regulations and policies are available from the student's EFA/CTE program instructor.

As a condition of using the Technology Resources, the student agrees to release the school district, EFA/CTE and its board members, employees and agents from all liability related to student usage or inability to use the Technology Resources.

The student understands that data sent or received over the EFA/CTE Technology Resources is not private. The student consents to having EFA/CTE monitor and inspect usage of the Technology Resources, including any electronic communications sent or received through the Technology Resources. The student recognizes and accepts that they may be subject to discipline for any inappropriate use of the districts' or off-site/transfer location network/Internet connection and/or email.

TRANSPORTATION

Regulations regarding transportation to and from EFA/CTE off-site and transfer programs are determined by the local school districts. Students must contact their counselor's office for local district transportation policies. At times, there may be a need for some students to drive 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/CTE off-site/transfer regulations governing student use of motorized vehicles may result in disciplinary action.

EFA/CTE STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT PAGE

Sign and return to your program teacher by September 13.

Name: _____ Teacher: _____ Grade: _____

The EFA/CTE Student-Parent Handbook, located at kresaCTE.org in the Students/Parents section is a summary of the EFA/CTE rules and expectations and is not a comprehensive statement of local district procedures.

Achievement Policies & Procedures: CTE students may be eligible for college credit upon successful course completion with a letter grade of B, or better, and teacher approval. Refer to individual courses' syllabi for more information.

Attendance Policies & 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 and/or transfer program, unless they are legally emancipated, shall be required to have absences excused by their legal guardian. If a student is legally emancipated, they may assume responsibility for all absences.

Cell Phones: Use of cell phones or other electronic devices by students is prohibited during normal school hours.

Closed Campus: Due to our commitment to student safety, off site programs operate a "closed campus" during the school year.

Emergency Policies & Procedures: All accidents must be immediately reported to the EFA/CTE instructor. Reports of accidents and injuries will be documented by the instructor and submitted to the home school and/or facility when a student is hurt on the program premises or under conditions covered by school insurance.

Fees, Charges & Fines: Students are required to pay replacement fees or fines for items damaged or destroyed.

Field Trips: EFA/CTE will notify schools about planned field trips. It is the student's responsibility to notify their home school instructors and obtain work missed.

Grievance Policies & Procedures: Standards of School and Classroom Behavior; Students are expected to comply with school regulations and to obey the directions of the instructor and others in authority.

Opt Out of Releasing Student Information: Parents wishing to opt a student out of news articles, photo opportunities, surveys and/or directory listings should contact Kalamazoo RESA EFA/CTE office in writing to request omission by the 4th Friday of the class.

Professional Conduct: Students are expected to attend their EFA/CTE program and fully participate to the best of their ability.

Reporting Student Progress: EFA/CTE will report student grades to home school districts, as well as mail a report card to the home of the student every nine (9) weeks. Final grades are reported at the end of each semester.

Student Medication Authorization: Required when a student needs prescription and non prescription medication to be taken at school. Must be submitted by the student's parent/guardian.

Technology Acceptable Use Agreement: The purpose of this agreement is to grant access and define acceptable use of the EFA/CTE Technology Resources.

Transportation: Regulations regarding transportation to, and from, EFA/CTE off site/transfer programs are

We have read the complete handbook located online at kresaCTE.org in the Students/Parents section 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 the rules and expectations of EFA/CTE and understand the consequences for failing to follow the requirements.

Student Signature

Parent/Guardian's Signature

Date

Student email

Parent email

STUDENT MEDICATION AUTHORIZATION FORM

Needed when a student requires prescription and non-prescription medication to be taken at school.

Name: _____ Birthdate: _____ 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 No

Administration Instructions: _____

Date to Discontinue, Reevaluate or Follow-Up: _____

Physician's Signature

Date Signed

Physician's Address

Physician's Emergency Phone Number

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 Career & Technical Education, 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 Career & Technical Education, host school districts, their employees and/or agents arising out of the administration of said medication.

Parent's Signature

Parent's Phone Number & Emergency Number

Date Signed

Additional Information: _____



KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE