Welcome Students!

Congratulations and welcome to Northwest Education Services Career Tech. As a division of Northwest Education Services, we are proud of the twenty-two career and technical education opportunities our programs have afforded to students for more than 40 years within the Grand Traverse Region. We are pleased to support our local school districts by offering students the opportunity to participate in one of the finest career and technical education centers in the State of Michigan. We are excited about meeting all first-year students and continuing to work with returning second-year students.

Our mission is to prepare students with skills and learning experiences in high-skill, high-demand, and high-wage careers and post-secondary experiences. The entire staff is committed to ensuring that you, the student, enjoy a meaningful experience as you begin the journey to your future career. Our teaching is relevant to your career pathway. We encourage you to assume personal responsibility by working hard, asking questions, and taking advantage of the numerous opportunities available at Career Tech. It is a great place to learn.

As a student enrolled at Career Tech, you will have the opportunity to participate in a variety of extracurricular activities. We invite you to become involved in Skills USA, FCCLA, FFA, HOSA, NTHS, Student Council, M.I.T.E.S., and/or any of the additional student clubs, community projects and leadership organizations available at Career Tech. Involvement in these will enhance and benefit the entire school community. Your experience at Career Tech is what you make of it.

We believe that Career Tech graduates can find success anywhere in the world. We hope that you are as excited about your possibilities as we are! If you have a question or need some help, please stop and see me. I am looking forward to a great 2023-24 school year for all those connected with Northwest Education Services Career Tech! Please take time to browse our website, https://www.northwested.org/career-tech, for information about Career Tech programs.

Sincerely,

Patrick G. Lamb
Assistant Superintendent Career & Technical Education
# Staff Directory

## Main Office
- **Patrick Lamb**, Assistant Superintendent  
  231.922.6260  
  plamb@NorthwestEd.org
- **Maggie Johnson**, Admin. Assistant  
  231.922.6322  
  msjohnson@NorthwestEd.org
- **Matthew Griesinger**, Assistant Principal  
  231.922.6369  
  mgriesinger@NorthwestEd.org
- **Matthew Nausadis**, Assistant Principal  
  231.922.6414  
  mnausadis@NorthwestEd.org
- **Jan Gac**, Receptionist  
  231.922.6276  
  jgac@NorthwestEd.org

## Placement Services
- **Pat Buron**, Placement Coordinator  
  231.922.6298  
  pburon@NorthwestEd.org
- **Jana Miseta**, Teacher Consultant  
  231.922.6381  
  jmiseta@NorthwestEd.org
- **Rachel Walmer**, Teacher Consultant  
  231.922.6478  
  rwalmer@NorthwestEd.org
- **Keri Puffer**, Career Preparation  
  231.922.6312  
  kpuffer@NorthwestEd.org
- **Chris Haines**, Curriculum Supervisor  
  231.922.6570  
  chaines@NorthwestEd.org

## Attendance Line
- **Kati Maki**, Admin. Assistant  
  231.922.6296  
  kmaki@NorthwestEd.org
- **Darcy Ceglarek**, Admin. Assistant  
  231.922.6308  
  dceglarek@NorthwestEd.org
- **Colleen Tennant**, Admin. Assistant  
  231.922.6547  
  ctennant@NorthwestEd.org
- **Barry Bialik**, Counselor  
  231.922.6281  
  bbialik@NorthwestEd.org
- **Karmin Olds**, Counselor  
  231.922.6278  
  kolds@NorthwestEd.org

## Student Services
- **Sarah Bernstein**, ELA  
  231.922.6400  
  sberstein@NorthwestEd.org
- **Taffetta Gle**, ELA  
  231.922.6350  
  tgle@NorthwestEd.org
- **Kelly Hawkins**, ELA  
  231.922.6379  
  khawkins@NorthwestEd.org
- **Erin Kuhn**, ELA  
  231.922.6344  
  ekuhn@NorthwestEd.org
- **Raquel Torres**, ELA  
  231.922.6593  
  rtorres@NorthwestEd.org
- **Andrew Belanger**, Math  
  231.922.6312  
  abelanger@NorthwestEd.org
- **Deborah Menchaca**, Math  
  231.922.6480  
  dmenchaca@NorthwestEd.org
<table>
<thead>
<tr>
<th>Program</th>
<th>Instructor</th>
<th>Parapro</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriscience</td>
<td>Brian Matchett</td>
<td>Julie Copiz</td>
<td>922-6284</td>
<td><a href="mailto:bmatchett@NorthwestEd.org">bmatchett@NorthwestEd.org</a> <a href="mailto:jcopiz@NorthwestEd.org">jcopiz@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Auto Repair</td>
<td>Kevin Kimble</td>
<td>Mike Williams</td>
<td>922-7869</td>
<td><a href="mailto:kkimble@NorthwestEd.org">kkimble@NorthwestEd.org</a> <a href="mailto:mwilliams@NorthwestEd.org">mwilliams@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Aviation Maintenance</td>
<td>Scott O’Dell</td>
<td></td>
<td></td>
<td><a href="mailto:sodell@NorthwestEd.org">sodell@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Business Careers</td>
<td>Julie Gauthier</td>
<td>Sandra Chavalia</td>
<td>922.6311</td>
<td><a href="mailto:jgauthier@NorthwestEd.org">jgauthier@NorthwestEd.org</a> <a href="mailto:scavalia@NorthwestEd.org">scavalia@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Collision Repair</td>
<td>John Ballew</td>
<td>Dan Bowers</td>
<td>922-6290</td>
<td><a href="mailto:jballew@NorthwestEd.org">jballew@NorthwestEd.org</a> <a href="mailto:dbowers@NorthwestEd.org">dbowers@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Construction Trades</td>
<td>Thomas Sensabaugh</td>
<td>Frank Treadwell</td>
<td>922-6479</td>
<td><a href="mailto:tsensabaugh@NorthwestEd.org">tsensabaugh@NorthwestEd.org</a> <a href="mailto:ftreadwell@NorthwestEd.org">ftreadwell@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Amy Brooks</td>
<td>Geoff Jones</td>
<td>922-6285</td>
<td><a href="mailto:abrooks@NorthwestEd.org">abrooks@NorthwestEd.org</a> <a href="mailto:gjones@NorthwestEd.org">gjones@NorthwestEd.org</a> <a href="mailto:lschulte@NorthwestEd.org">lschulte@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Early Education</td>
<td>Melanie Dahlman</td>
<td>Jackie Orth</td>
<td>922-6366</td>
<td><a href="mailto:mdahlman@NorthwestEd.org">mdahlman@NorthwestEd.org</a> <a href="mailto:jorth@NorthwestEd.org">jorth@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Electrical Occupations</td>
<td>Jessie Fyock</td>
<td>Josh Standfest</td>
<td>922-6292</td>
<td><a href="mailto:jfyock@NorthwestEd.org">jfyock@NorthwestEd.org</a> <a href="mailto:gshumar@NorthwestEd.org">gshumar@NorthwestEd.org</a> <a href="mailto:jstandfest@NorthwestEd.org">jstandfest@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Engineering Academy</td>
<td>Debbie Oliver</td>
<td></td>
<td>922-7845</td>
<td><a href="mailto:doliver@NorthwestEd.org">doliver@NorthwestEd.org</a> <a href="mailto:mgeorge@NorthwestEd.org">mgeorge@NorthwestEd.org</a> <a href="mailto:dmenchaca@NorthwestEd.org">dmenchaca@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Film &amp; New Media</td>
<td>Zac Wendland</td>
<td>Jodie Rose</td>
<td>922-6387</td>
<td><a href="mailto:zwendland@NorthwestEd.org">zwendland@NorthwestEd.org</a> <a href="mailto:jrose@NorthwestEd.org">jrose@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>Rebecca Kinnee</td>
<td>McKenzie Schaub</td>
<td>922-6294</td>
<td><a href="mailto:rkinnee@NorthwestEd.org">rkinnee@NorthwestEd.org</a> <a href="mailto:mschaub@NorthwestEd.org">mschaub@NorthwestEd.org</a> <a href="mailto:sscwendeman@NorthwestEd.org">sscwendeman@NorthwestEd.org</a> <a href="mailto:nwolfe@NorthwestEd.org">nwolfe@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Dawn Anton</td>
<td>Elizabeth Miller</td>
<td>922-6355</td>
<td><a href="mailto:danton@NorthwestEd.org">danton@NorthwestEd.org</a> <a href="mailto:emiller@NorthwestEd.org">emiller@NorthwestEd.org</a> <a href="mailto:sbullard@NorthwestEd.org">sbullard@NorthwestEd.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sarah Bullard</td>
<td>922-6299</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>922-6483</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Colin O’Brien</td>
<td></td>
<td>922-6356</td>
<td><a href="mailto:cobrien@NorthwestEd.org">cobrien@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Power Equipment</td>
<td>Jared Diephouse</td>
<td>Matt Dorman</td>
<td>922-6286</td>
<td><a href="mailto:jdiephouse@NorthwestEd.org">jdiephouse@NorthwestEd.org</a> <a href="mailto:mdorman@NorthwestEd.org">mdorman@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Precision Machining</td>
<td>Peter Povolo</td>
<td></td>
<td>922-1302</td>
<td>p <a href="mailto:povolo@NorthwestEd.org">povolo@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Public Safety</td>
<td>Tom Lennox</td>
<td></td>
<td>922-6458</td>
<td><a href="mailto:tlennox@NorthwestEd.org">tlennox@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Robotics &amp; Automation</td>
<td>Tim VanderMeulen</td>
<td></td>
<td>922-7820</td>
<td><a href="mailto:tvandermeulen@NorthwestEd.org">tvandermeulen@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Teacher Academy</td>
<td>Susan O’Connor</td>
<td></td>
<td>922-6446</td>
<td><a href="mailto:socconnor@NorthwestEd.org">socconnor@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Web &amp; App Development</td>
<td>Bruce Provencher</td>
<td></td>
<td>922-6279</td>
<td><a href="mailto:bprovencher@NorthwestEd.org">bprovencher@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Writers Studio</td>
<td>Teresa Scollon</td>
<td></td>
<td>922-6579</td>
<td><a href="mailto:tsollon@NorthwestEd.org">tsollon@NorthwestEd.org</a></td>
</tr>
<tr>
<td>Welding</td>
<td>Mark Stein</td>
<td>Austin Tondu</td>
<td>922-6291</td>
<td><a href="mailto:mstein@NorthwestEd.org">mstein@NorthwestEd.org</a> <a href="mailto:atondu@NorthwestEd.org">atondu@NorthwestEd.org</a></td>
</tr>
</tbody>
</table>
**2023-24 Calendar**

**IMPORTANT DATES TO NOTE**

- **September 6**: First Day of School
- **November 7**: Regional In-Service – NO STUDENTS
- **November 23 and 24**: Thanksgiving Break – NO SCHOOL
- **December 22 – January 2**: Winter Break – NO SCHOOL
- **January 15**: Teacher Work Day – NO STUDENTS
- **March 25 – April 1**: Spring Break – NO SCHOOL
- **May 27**: Memorial Day – NO SCHOOL
- **June 10**: Last Day for students (depending on snow days)

---

- **End of 1st Nine Weeks**: November 3
- **End of 1st Semester**: January 19
- **End of 3rd Nine Weeks**: March 22
- **End of 2nd Semester**: June 10 (depending on snow days)
This student/parent handbook is based in significant part on policies and administrative guidelines adopted by the Northwest Education Services Board of Education. Those Board policies and administrative guidelines are incorporated by reference in the provisions of this handbook. Policies and guidelines of the organization are periodically reviewed and updated in response to changes in the law and other circumstances. Complete policy documentation can be found on the district's website at www.NorthwestEd.org or by contacting the Northwest Education Services administration office or your school supervisor/principal. A student handbook has the force and effect of Board Policy, per Board Policy 5205.

ENROLLMENT

ENROLLING AT CAREER TECH
To be officially enrolled at Career Tech, you must contact your district counselor or enroll with a Career Tech counselor. Students and parents are strongly encouraged to attend an orientation session and complete enrollment by completing the online student forms, once student portal sign-ins have been issued.

MATERIALS/LAB FEES
Program instructors will issue all textbooks, safety equipment, uniforms, supplies, or other items needed by the program. Students may be charged for materials that go into projects they make and wish to keep.

2023-2024 DAILY SCHEDULE

School staff will supervise students on school grounds 60 minutes before their assigned AM/PM session begins and 60 minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

ATTENDANCE POLICY
The following standards reflect Board Policy 5301.

RESPONSIBILITIES OF THE STUDENT
Attendance records will be maintained on a per-semester basis. The policy applies to all high school and adult students enrolled. Students will earn credit by being present in class and successfully completing required coursework. Your skill level, work ethic, and attendance record are very important in determining your potential as an employee. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY THEIR ATTENDANCE ON POWERSCHOOL.

Achieving perfect attendance will grant you special recognition. A letter will be sent to your family and home school. Perfect attendance means no personal absences or make-up days and less than three tardy notices per semester.
ATTENDANCE HOTLINE
Students are expected to attend school every day school is in session. Students are to arrive before class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Student Services (922-6320) as well as the student’s home school attendance office. Parents can expect to be notified by an automated phone system, School Messenger, for any unreported absences. Parents are given 48-hours to report or verify student absences. The phone number and message system are available 24 hours a day.

IF ABSENT:
1. **Parents call 922-6320 the day of your student's absence.** Absences not verified by a parent within 48 hours can’t be made up or excused.
2. Student absences will be reported to the home school on a daily basis.

**Home high school-related absences must be verified by the home high school. Failure to do so will result in the absence being charged against you.**

HOME HIGH SCHOOL RELATED ABSENCES (No Penalty)
1. Snow days called by sending school or Career Tech
2. School sponsored activities as determined by home school
3. College visitation with home school approval
4. Home high school calendar conflicts
5. Armed services: ASVAB testing or physical

INCLEMENT WEATHER DAYS (No Penalty)
In the event that school is canceled, delayed, or closed early because of inclement weather or some other event, school officials will notify local media and post an alert on the North Ed social media and website at www.northwested.org. A snow day is a day when Traverse City Area Public Schools are closed. In these instances, NorthEd programs are also closed.

For the most current information, please check the North Ed website (www.northwested.org), a local broadcast news or radio station, or call the TCAPS hotline at (231) 933-1955. More detailed instructions for school closing alerts can be found at https://www.northwested.org/services/communication-services/school-closings--alerts/

PERSONAL ABSENCES* (Must be verified by a parent/guardian within 48 hours by note or phone call.)

1. Illness/or absences for medical appointments
2. Funeral attendance
3. Legal business
4. Religious holidays
5. Family vacations
6. Wedding attendance
7. Homebound students
8. Hunting
9. Arriving too late or leaving too early
10. Penalty day assessed every third tardy
11. Time cards not turned in
12. More than 15 minutes in sick room
*Extended illness, bereavement or extenuating circumstances will be reviewed on an individual basis by the administration and teacher. The student is required to obtain a special consideration contract/request prior to review. Students 18 years of age must still have parental notification of absences unless authorized by an administrator.

**PLANNED ABSENCES**
Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.
Students are expected to:
- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

**TARDINESS**
**ALL STUDENTS WHO ARE TARDY ARE REQUIRED TO REPORT TO STUDENT SERVICES.**
Every third tardy will affect attendance as a penalty day. If you arrive less than 15 minutes after your home school’s start time, or leave less than 15 minutes before the scheduled sending school departure time, you are tardy. A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

**LEAVING EARLY**
If a student leaves 15 or more minutes before the end of class, it will count as an absence.
Leaving less than 15 minutes before the end of class will count as a “tardy.” Parents must call or write a note in order for students to leave early.

**CREDIT RECOMMENDATION**
Being present for the full class is the student’s responsibility. Personal absences will affect Career Tech’s recommendation to the Home School for credit in the following ways:

- 5 or Less Days: Recommend 1 ½ credits per semester. (Max available)
- 6 - 10 Days: Recommend 1 credit.
- 11 - 15 Days: Recommend ½ credit.
- 16 or More Days: Recommend no credit. Meet with an administrator to determine continued enrollment.

To assist students in meeting their attendance responsibilities, the Career Tech staff will:
At Orientation: Notify students of attendance expectations and provide a link to the Student Handbook.
At Five Personal Absences: . . . . . . . .Send a letter home reminding student of attendance expectations.
At Ten Personal Absences: . . . . . . . . A letter will be sent to home and school.
Students on co-op or work experience training agreements are required to turn in time cards on a weekly basis. Failure to do so may result in personal absences or credit reduction which may affect graduation. If time cards are not turned in within two weeks, the absences will stand as personal absences.

MAKE-UP OPPORTUNITIES
With prior approval from the instructor, a student may have the opportunity to make up a personal absence, if verified by the parent within 48 hours, as it relates to credit recommendations. A make-up day can only be pre-arranged through the instructor when the home high school is not in session. Make-up days may only be granted outside of regularly scheduled Career Tech class time, unless special permission has been granted by the home school. Students should arrange for make-ups on a timely basis and not wait for the last minute. **A student may make up no more than six verified (parent called) absences per semester.**

Career Tech will offer four Saturday make-up sessions per semester. Students are required to sign up in advance. Each two-hour time block equals one make-up day. Saturday School attendance is a privilege and may be revoked due to disciplinary issues and/or lack of production.

Make-up days have to be completed during the same semester that the verified personal absence occurs. Make-up slips should be turned into Student Services. This must be done before the end of the semester. **Skips/unverified absences cannot be made up.**

EARLY CHECKOUT
Once you arrive at the Career Tech, you must remain on the grounds until your class is over. If leaving early or arriving late, please report to Student Services.

HOME SCHOOLED STUDENTS ATTENDANCE EXPECTATIONS
Home schooled students will follow the calendar and arrival/departure times of the district in which they reside. Home schooled students are not eligible for no-penalty absences for pep rallies, sporting events, field trips, early dismissals and other related activities that are sponsored by the district of residence. They are expected to attend Career Tech on those days. For safety, home schooled students will follow the weather-related cancellations of the district in which they reside.
GRADES AND COURSE CREDITS

CAREER TECH PROGRAM CREDIT
Credit for successful completion of a Career Tech program is recommended by Career Tech and is granted by the home high school (Board Policy 5409). Through Articulation Agreements with Northwestern Michigan College and other post-secondary institutions, you may receive college credit for skills attained in many programs at the Career Tech.

GRADING
A copy of student reports will be kept on file at Career Tech, one will be sent to the student's home high school, and a copy will be given to the student. At any point in time, students and parents are encouraged to check grades online in PowerSchool (passwords will be provided). All programs have implemented Evidence-Based Reporting (EBR) which focuses on mastery of core standards and is often referred to as standards-based grading or competency-based grading. EBR emphasizes mastery of skills rather than completion of tasks, and students will be required to show a level of desired proficiency in each standard. Standards for each program will be identified on their course syllabus.

A student's grade will be based upon the body of evidence a student produces over time in relation to their level of proficiency in each of the program's major learning concepts. Each semester is divided into 18 weeks. Students will be assigned a grade at the end of each semester. All academic scores for both Math and/or ELA will be combined into the gradebook for the technical program. In other words, there is only one final grade for combined technical and academic proficiency. Grades are reported to home schools which then report these grades on a student's official transcript. Career Tech does not produce a student transcript.

Students will have to provide EVIDENCE of learning/proficiency for each of the course standards. Each assignment will be graded on a 4, 3, 2, 1 scale. Please note that a 3 is the target rating and is equivalent to an “A.” The 4 is rare and is only used when a student exceeds expectations. (Board Policy 5418)

GRADING SCALE – EBR

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Student earns a rating of 3 or 4 for each of the class standards.</td>
</tr>
<tr>
<td>B</td>
<td>Student earns a rating of 2 for any one standard, and a 3 or 4 for the remaining class standards.</td>
</tr>
<tr>
<td>C</td>
<td>Student earns a rating of 2 for two or more standards with no score of 1 for any class standard.</td>
</tr>
<tr>
<td>D</td>
<td>Student earns a rating of 1 for any one class standard.</td>
</tr>
<tr>
<td>E</td>
<td>Student earns a M (missing) for any assignment</td>
</tr>
<tr>
<td>F</td>
<td>Student earns a rating of 1 for two or more class standards / IE (insufficient evidence) in any standard</td>
</tr>
</tbody>
</table>
ACADEMIC CREDIT OPTIONS
Academic credit may be earned at Career Tech. Each program offers academic credit taught by a highly-qualified instructor. Home school counselors will help a student determine the credit reflected on their transcript.

CERTIFICATES
Students may earn:
1. **Principal's A or A- Honor Roll**: Students who earn a grade of A or A- will receive a Principal's Honor Roll certificate each semester.
2. Most programs offer industry-specific certification.
3. Quarterly Perfect Attendance

CAREER PREPARATION SKILLS
In addition to technical skills, each student at Career Tech will experience career preparatory instruction including but not limited to the following: job shadow, reverse job shadow, work experience, co-op, resume writing, interviews, rights on the job, career information, and future educational needs.
BUILDING AND PARKING ACCESS

VISITORS
All visitors must check in at the Main Office window. Students be advised: We will have visitors throughout the year. Carry on with your work as usual. If asked a question, please answer as accurately as possible and in a polite, mature manner.

STUDENT GUESTS
You may bring friends to visit your program only if you:
1. Receive permission from your program instructor before bringing friend(s).
2. Obtain a written admission slip from the Attendance Office the day of the visit. (If the visitors are from a school in our district, they are expected to have permission to visit from their school.)

ID BADGES
ID badges are recommended for school safety by the Department of Homeland Security. Students at Career Tech are required to wear their Career Tech picture ID at all times when they are in the building when Career Tech is in session. The ID badge must be presented to any staff member or security person upon request. Guests will be given a name tag upon check-in at the front office.

Students will be issued ID badges as soon as possible after enrolling in a Career Tech program. Students must wear their own ID, “face out,” and in plain view, hanging around the neck on a lanyard. Lanyards will be provided by Career Tech. IDs attached to program hats are not acceptable. It is the responsibility of each student to maintain possession of their ID badge. Lost, damaged, or altered IDs will be replaced at a cost to the student of $5.00 each.

Not wearing your ID badge, wearing the ID badge of another student, altering an ID badge in any manner, or wearing an ID badge incorrectly or inappropriately can result in loss of driving privilege, parental contact, or suspension from the Career Tech.

DRIVING/PARKING
It is recommended that students use the transportation provided by their home high school. If granted permission to drive a private car to Career Tech, students must park in the designated student lot on the northwest side of the building. All students driving to Career Tech are required to possess an official Career Tech student parking tag. Visitor parking is available at the main entrance of the building. NO student parking is allowed in the back parking lot or the visitor lot.
A **$10.00 fee** will be used to maintain the parking lot or offset costs for student activities. The tag can be purchased in the main office and must be placed on the rearview mirror with the number facing outside. Visiting students should get a “Visitor Parking Permit” from the main office on the day of their visit. NMC current year parking stickers are also recognized as valid permits for our Career Tech student parking lot. **The transfer or selling of Career Tech parking tags is not permitted.**

All vehicles must be operated in a safe manner and comply with all existing laws. Driving is a privilege. Vehicles may be subject to search while on school property. Students who drive to Career Tech must maintain a vehicle that is both safe and orderly. Career Tech reserves the right to ban a vehicle that is not safe and/or contains any profane gestures, paraphernalia, or displays that may be viewed as inflammatory, intimidating, or discriminating, including Confederate flags and other controversial symbols that interrupt the educational process.

Upon arrival at Career Tech, students are to park in the designated student parking area, immediately leave the parking lot, enter our Career Tech building, and not return to the parking lot until it is time to depart for home. Please keep music at an appropriate volume.

Upon arrival at Career Tech, do not leave the property until class is over. If found loitering in the parking lot at other than the above times, a student may lose driving privileges and/or receive other disciplinary action. Career Tech assumes no responsibility for damage or theft relating to personal vehicles. If tardiness becomes an issue, a student may lose driving privilege. *(Board Policy 5803)*

**STUDENT EXPECTATIONS**

**SAFETY**

Students must follow the safety rules established for each Career Tech program. Students in designated programs must wear safety glasses according to law.

Each instructor will explain procedures that must be followed in case of lock-down drills, fires and tornadoes. All completed school safety drills are documented and posted at [www.northwested.org](http://www.northwested.org).

It is recommended that all enrolled students carry personal medical insurance. High school students should contact their local school office to take out a school insurance policy if they have no other insurance. **Career Tech does not carry accident insurance for students.** Injuries occurring at Career Tech must be reported to the program instructor or the main office and an Accident Form completed.
FIRST AID, ILLNESS, or INJURY AT SCHOOL
Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student’s parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student’s behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

HEAD LICE
A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student’s parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student’s scalp, the student may return to class, but the District must inform the student’s parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student’s parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

CLEAN-UP FACILITY CARE
Students will be expected to help keep labs and classrooms clean on a daily basis. Maintenance of facilities, equipment, and supplies is an important part of training. It is expected that the hallways and snack areas are kept clean by putting paper, wrappers and other trash in the containers provided.
**CELL PHONES**
Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices. School administrators and teachers may confiscate a student’s cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student’s parent to discuss the rule violation before returning the cell phone or electronic device.

**VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**
Northwest Education Services and Career Tech may utilize video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

**LOCKERS - Board Policy 5102**
Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.
SEARCH AND SEIZURE – Policy 5103
Pursuant to Board Policy 5103, the following guidelines shall be used when there is reasonable suspicion that a student may have in his/her possession evidence, that a specific rule or law has been violated, or that the student possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff or district property.

- School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.
- A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.
- School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.
- The District may use detection dogs to search for contraband on District property consistent with Policy 3107.
- A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.
- Strip searches are prohibited.
- The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.
- This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.
- All lockers and desks provided by Career Tech for student use remain the property of the district and are subject to inspection and search.
- Authorized searches include: a student's pockets, purse, backpack/briefcase or any other object in the possession of the student, including vehicles of a student. Policy 5103 (Revised 10/2021)

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY – Policy 3115
The District will abide by the language outlined in Board Policy 3115.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION AGAINST STUDENTS - POLICY 5202
The District prohibits unlawful discrimination. For purposes of this Policy, “unlawful discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.
This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment. Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school. The District will comply with all applicable state and federal laws related to unlawful discrimination.

Types of Unlawful Harassment

- “Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:
  - creating an intimidating, hostile, or offensive environment; or
  - unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.
- Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.
- Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
- Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.
REPORTING REQUIREMENTS

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator: Emily Quinn, Director of Human Resources, 231-922-6417, equinn@NorthwestEd.org.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with: Matt Olson, Assistant Superintendent, 231-922-6495, molson@NorthwestEd.org.

If you or someone you know has been the victim of any other type of unlawful discrimination, including unlawful conduct based on race, color, or national origin, you may file a complaint with: Emily Quinn, Director of Human Resources, 231-922-6417, equinn@NorthwestEd.org OR Pat Lamb, Assistant Superintendent, 231-922-6280, plamb@NorthwestEd.org.

A report of unlawful discrimination may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.
BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS – POLICY 5207

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

Career Tech recognizes that bullying is a serious issue that has damaging effects on our students and society. Bullying behaviors take different forms and are NOT acceptable in our society nor our school. Students and parents are encouraged to report any and all incidents of bullying either directly to teachers, secretaries, school administrators, or anonymously after 5:00 PM, via 922-6320. Go to www.northwested.org for the complete policy.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Definitions – The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its
subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
   A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
   B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
   C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
   D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
   A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
   B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
   C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district athletic competitions or other school events. Policy 5207 (Revised 10/2021).
For further definition and instances that could possibly be construed as: Harassment, see Policy 5202 (Revised 10/2021).

**SEXUAL HARASSMENT**
Sexual harassment will not be tolerated at Career Tech. This will include but not limited to:
   1. touching, pinching and grabbing body parts.
   2. sexual notes, pictures, or sexting.
   3. making suggestive or sexual gestures, looks, or verbal comments.
   4. spreading sexual rumors or making sexual propositions.
   5. suggestions regarding students’ sexual orientation.

Some forms of harassment may also be crimes and will be reported to police or prosecutors. Students who experience Sexual Harassment should report incidents to a teacher, counselor, or assistant principal. See Board Policy 3118.
STUDENT SERVICES

To help prepare students for success on the job, Career Tech offers programs of assistance. Students receive Career Preparation instruction including resume writing, letters of application, and interviewing skills. Counselors provide assistance in areas ranging from personal help to career guidance. Teacher Consultants assist those students with individualized educational plans or special accommodations (please notify Career Tech if your child has special needs). Placement Coordinators assist in securing and monitoring work experiences for students.

FIELD TRIP TRANSPORTATION
All Career Tech students must ride Career Tech provided transportation. Students wishing to use alternate transportation must seek approval from Career Tech administration prior to the date of departure.

STUDENT CLUBS AND ORGANIZATIONS
FCCLA – Family Career Community Leaders of America
FFA – Future Farmers of America (Agricultural Science)
HOSA – Health Occupations Students of America
MITES – Michigan Industrial Technology Education Society
NRC – National Robotics Competition
Skills USA
Square One Innovative Vehicle Design

Joining one of the skill and leadership clubs listed above and others as defined within our programs, will give students many leadership opportunities, and provide opportunities to participate in local, regional, and state skill competitions related to a technical program. When participating in student clubs or organizations sponsored by Career Tech, students are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriate by club sponsors. Violations of the rules will be subject to possible removal from the club, removal from competitions, and/or other penalties.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)
Membership requirements include:
● Completion of one semester at Career Tech
● Must be eligible for full credit recommendation in a Career Tech program.
● Grade of B or better.
● Positive standing at the student’s home school.
● Ability to follow instructions, be safety conscious, work well with others, be dependable, trustworthy, responsible, honest, take pride in their work, exhibit a good attitude, exhibit leadership, and exhibit good citizenship.
● NTHS members are expected to attend scheduled NTHS meetings and complete ten hours of community services per semester.

A student who meets these eligibility requirements will be responsible for completion of the NTHS nomination form, securing Career Tech instructor and home school recommendations.
Any NTHS member who fails to meet any of the membership requirements listed above may be removed from NTHS.

**STUDENT COUNCIL**
Student Council has officers and members in AM and PM sections. Council members meet monthly to represent all technical program students at Career Tech. Students on the Council plan Career and Technical Education Month activities, participate in community service projects, and are involved in many other school initiatives.

**SCHOLARSHIPS/AWARDS**
Each year, Career Tech offers graduating seniors the opportunity to apply for post-secondary scholarships and tools for those entering the workforce. Scholarships and awards are partially generated through the Career Tech Scholarship Golf Outing.

**PLACEMENT SERVICES**
Placement services are available to all enrolled students and to students who have completed programs at Career Tech. Assistance provided will include those activities designed to help people secure employment consistent with their training and career goals. These services are provided through an established placement center, instructors will make recommendations and referrals to the Placement Department regarding potential placement sites, known employer needs and corresponding student abilities and student readiness.

*Work-Based Learning Eligible Students must:*
- Be at least 16 years of age and obtain approval from parent/guardian.
- Be in compliance with school attendance *(not in credit reduction)* and academic policies – **minimum** overall grade of a “C” *(minimum of a “2” in each standard)* **average** achieved and maintained in both program and academic class.
- Complete at least **8 program segments** of their Career Tech program to be eligible for a paid co-op.
- Complete all program safety practices and assessments.
- Be employed not less than an average of 10 hours and a maximum of 24 hours per week, while school is in session, when participating in a paid co-op.
- Participate for a maximum of **45 hours per specific training experience** if unpaid work experience.
- Be able to provide their own transportation *(few exceptions)* to/from the worksite.
- Adhere to all school policies, worksite safety, company policies and procedures.

**ARTICULATION**
Articulation is a process of transition from one educational institution to another. Articulation agreements are formal, written documents agreed upon by two or more institutions. Students may have an opportunity to earn college credit for competencies attained in career and technical education programs at Career Tech depending on their program.
Articulations Benefits for the Student

- Start college studies while still in high school; begin college in classes higher than entry level.
- Receive college credit for course work taken at the secondary level.
- Spend less money on tuition and less time obtaining a post-secondary education.
- Accelerate progress by reducing duplication creating motivation to continue schooling.
- Improves job readiness skills and job placement potential.
- Articulation credit appears on the student’s college transcript.

EARLY COLLEGE
Early College is a program for high school students within the Grand Traverse region to earn college credits by completing course work at their home high schools, Northwest Education Services Career Tech, on college campuses, via online and blended learning environments and/or through field experiences. For more information, please call 231.922.6425.
CAREER TECH STUDENT CODE OF CONDUCT

As a person and a student you have certain rights. Along with these rights go certain responsibilities. You have the right to pursue your own fulfillment, but your rights must end when they begin to impinge on the rights of others. Some of the most significant rights and responsibilities in the school setting are:

THE RIGHT TO:

- Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press, keeping in mind recent Supreme Court decisions.
- Express views or protest symbolically so long as the manner of expression does not disrupt the orderly operation of the school or the rights of others.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures. Privacy in regard to their personal possessions will be respected unless there is reasonable suspicion that the student or student's vehicle is concealing materials prohibited by law or school regulation.
- Student lockers are the possession of the Career Tech and may be subject to search. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy.

THE RESPONSIBILITY TO DEMONSTRATE AN APPROPRIATE WORK ETHIC BY:

- Attending class daily
- Being on time to class
- Demonstrating job-desirable behavior
- Displaying a positive attitude and demonstrating the initiative to complete job tasks
- Obeying school rules
- Maintaining a reasonable standard of wearing apparel which is appropriate to your role as a student and meets occupational specific standards
- Fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other, and to respect the dignity and worth of other individuals.
- Refraining from libelous, slanderous remarks, and obscenity in verbal or written expression, and harassment or intimidation of other students.
- Developing tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
- Respecting the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property and to accept the consequences for articles stored in a school locker. It is important for students to develop personal pride in their appearance and an understanding of what is
appropriate at school and in the workplace. The Career Tech staff will continue efforts to develop each student's personal pride and understanding of appropriate dress and avoidance of extremes.

PERSONAL APPEARANCE/DRESS CODE
Board Policy 5204 states student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing. Students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code
Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- Program-specific attire and PPE must be worn as designated by the instructor(s).
- Any clothing or accessories associated with gang activity or membership are prohibited.
Students who represent the District at an official or school-sponsored function or public event may be required to follow specific dress requirements as a condition of participation or attendance.

**STUDENT DISCIPLINE**

*Discipline Generally*
The District may discipline students who engage in misconduct up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

**STUDENT CODE OF CONDUCT**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.
Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this document. Depending on the circumstances of a particular situation, separate extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

**DUE PROCESS RIGHT** – Board Policy 5206A (Revised 10/2021. Summary below)
The Board recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedures. To ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. **Students subject to short-term suspension:**
   Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the seven factors provided in the Student Code of Conduct before suspending a student.

B. **Students subject to removal from program:**
   As deemed appropriate by administration, a student may be removed from their program when, after due process, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that removal is the appropriate consequence. Career Tech administration will work with the student’s high school to arrange appropriate academic programming.

C. **Reciprocity:**
   Career Tech will honor all disciplinary decisions of sending schools as they relate to suspension and expulsion. For example, when a student is expelled from their sending school, they will be removed from their program at Career Tech.

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District’s obligation to maintain a safe and orderly learning environment.
<table>
<thead>
<tr>
<th>Prohibited Conduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Illegal Substances or Paraphernalia, including Alcohol:</strong> possession, sale,</td>
<td>• Up to 5 days out of school suspension (OSS)</td>
<td>• Removal from Program</td>
</tr>
<tr>
<td>attempted sale, distribution, attempted distribution, use, or attempted use of</td>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike</td>
<td>• Assessment (SSW)</td>
<td>• Police Referral</td>
</tr>
<tr>
<td>drugs</td>
<td>• Possible Police Referral</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tobacco/Nicotine:</strong> possession, sale,</td>
<td>• 1-2 days out of school suspension (OSS)</td>
<td>• Referral to Administrator</td>
</tr>
<tr>
<td>attempted sale, distribution, attempted distribution, use, or attempted use of</td>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>any</td>
<td>• Assessment (SSW)</td>
<td>• Possible Program Removal</td>
</tr>
<tr>
<td>form for tobacco, including vaping devices or supplies.</td>
<td>• Possible Police Referral</td>
<td>• Police Referral</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disruptive Behavior or Insubordination:</strong> disrupting the learning environment</td>
<td>• Referral to Administrator</td>
<td>• Referral to Administrator</td>
</tr>
<tr>
<td>or school activity or violating a school rule or directive.</td>
<td>• Parent Contact</td>
<td>• Out of School Suspension 1-3 Days (OSS)</td>
</tr>
<tr>
<td></td>
<td>• Possible 1 Day Out of School Suspension (OSS)</td>
<td>• Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>• Possible Behavior Contract</td>
<td>• Possible Police Contact</td>
</tr>
<tr>
<td></td>
<td>• Possible Police Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dangerous Weapon Possession or Threat:</strong> firearm, dagger, dirk, stiletto, knife</td>
<td>• Parent Contact</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>with a blade over 3 inches in length, pocketknife opened by a mechanical device,</td>
<td>• Possible Out of School Suspension up to 10 days (OSS) or Program Removal</td>
<td>• Possible Program Removal</td>
</tr>
<tr>
<td>fireworks, explosives, iron bar, or brass knuckles.</td>
<td>• Police Contact</td>
<td>• Police Contact</td>
</tr>
<tr>
<td></td>
<td>• Refer to MI School Code 380.1311</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Weapons and Look-Alike Weapons Possession:</strong> an object that is</td>
<td>• Parent Contact</td>
<td>• Program Removal</td>
</tr>
<tr>
<td>not a “dangerous weapon,” including but not limited to a pellet or air-soft gun,</td>
<td>• Possible Out of School Suspension up to 10 days (OSS)</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td>a knife with a blade of 3 inches or less, items intended to look like a</td>
<td>• Possible Program Removal</td>
<td>• Police Contact</td>
</tr>
<tr>
<td>dangerous weapon, or similar items.</td>
<td>• Possible Police Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Use of an Object as a Weapon:</strong> any object used to threaten or harm another,</td>
<td>• Parent Contact</td>
<td>• Program Removal</td>
</tr>
<tr>
<td>regardless of whether injury results.</td>
<td>• Possible Out of School Suspension up to 10 days (OSS)</td>
<td>• Parent Contact</td>
</tr>
<tr>
<td></td>
<td>• Possible Program Removal</td>
<td>• Police Contact</td>
</tr>
<tr>
<td></td>
<td>• Police Contact</td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td>Parent and Police Contact</td>
<td>Possible Out of School Suspension</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</td>
<td>• Parent Contact • Possible Out of School Suspension up to 3-5 days (OSS) • Possible Program Removal • Police Contact</td>
<td></td>
</tr>
<tr>
<td>Physical Assault / Violence: causing or attempting to cause physical harm to another person or property through intentional use of force or violence. Including verbal or written threats thereof.</td>
<td>• Parent Contact • Possible Out of School Suspension up to 10 days (OSS) or Program Removal • Police Contact</td>
<td></td>
</tr>
<tr>
<td>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</td>
<td>• IE on the assignment • Alternative assignment provided • Possible 1 day of Out of School Suspension (OSS) • Parent Contact</td>
<td></td>
</tr>
<tr>
<td>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</td>
<td>• Parent Contact • Possible Out of School Suspension up to 10 days (OSS) or Program Removal • Police Contact</td>
<td></td>
</tr>
<tr>
<td>Misuse of School and/or Personal Technology</td>
<td>• Parent Contact • Loss of privilege or confiscation of device • Possible Out of School Suspension up to 3 days (OSS) or Program Removal • Possible temporary removal from program pending parent meeting • Restitution • Possible Police Contact</td>
<td>• Parent Contact • Possible Out of School Suspension up to 3-5 days (OSS) or Program Removal • Possible temporary removal from program pending parent meeting • Restitution • Possible Police Contact</td>
</tr>
<tr>
<td>Persistent Disobedience (Insubordination)</td>
<td>• Parent Contact • Possible Out of School Suspension up to 10 days or program removal • Possible temporary removal from program pending parent meeting</td>
<td></td>
</tr>
</tbody>
</table>
**Gross Misbehavior:** deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities

- Parent Contact
- Possible Out of School Suspension up to 10 days or program removal
- Possible temporary removal from program pending parent meeting
- Possible Assessment (SSW)
- Possible Police Contact

**SCHOOL RESOURCE OFFICER**
The North Ed School Resource Officer (SRO) is a law enforcement officer who is assigned to serve Career Tech, Oak Park, New Campus and North Ed needs as well as collaborate with nearby TCAPS schools when necessary. The main goal of the SRO is to prevent juvenile delinquency by promoting and cultivating positive relations between youth and law enforcement. The SRO position encompasses three major components which allow the SRO to achieve this goal: law enforcement, education, and counseling. These three components allow the SRO to take a proactive approach to law enforcement. SRO's are not just “cops” on campus. They provide all law enforcement duties to each respective campus. They educate the students by teaching law related classes and other related subjects in the classrooms and counsel both students and parents on various topics. The SRO becomes involved in the students' lives as a positive role model. The intent is that the positive experiences students have with the SRO bridge the gap between juveniles and law enforcement, and in doing so, help prevent juvenile crime. The other critical role they play within each campus is facilitating “lock down” duties, intruder concerns and any other safety concerns found in this section.

**DISTRICT COMPLIANCE OFFICER**
Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. Northwest Education Services Civil Rights Compliance Officer is Emily Quinn, Director of Human Resources, 231-922-6717.
Family Education Rights and Privacy Act

STUDENT RECORDS
The Family Education and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's educational record.

These rights are:
1. The right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access.
2. The right to request an amendment of the student's educational record that the parent or eligible students believe is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent FERPA authorizes disclosure without consent. Exceptions to consent include: disclosure to school officials with legitimate educational interests and disclosure to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

If you have questions about your student's educational records, please contact the program supervisor for assistance.

Cumulative records are available for review by parent/guardian after a written request has been made. The program supervisor or designee will be present during the review following Northwest Education Services Policy 5309. Student records are confidential. Parents of students, eligible students, and persons designated in accordance with Northwest Education Services Board of Education Policy 5309 as representing the parents of handicapped children, may inspect and review the student's educational records upon request. Inspection of student records shall be consistent with Policy 5309 (Revised 10/2021).

STUDENT PRIVACY
The Board of Education respects the privacy of parents and their children. No student shall be required as a part of the school or the district's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals personal information, beliefs or practices in accordance with Board Policy 5308 (Revised 10/2021).

DIRECTORY INFORMATION (STUDENT)
Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student's name; address; telephone number; date and place of birth; major field of study; participating in officially recognized activities and sports; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO
directories; school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal email address lists. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology. Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District.

ARMED FORCES RECRUITING
Selective Service Obligation – Male students reaching the age of 18 are reminded they are required by law to register for the selective services. See Board Policy 5309 for additional information.

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian wants the student’s directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

DRUG-FREE SCHOOLS
Memorandum To Parents Regarding School Board Policy
In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.
PARENT INVOLVEMENT IN THE SCHOOL PROGRAM - Policy 5401 – (Summary below)
The Board of Education recognizes and values parents and families as children’s first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student’s parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Northwest Education Services Career Tech is an Affirmative Action, Equal Opportunity Institution

Children’s Protective Services Investigations
The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.
Northwest Education Services
Agreement for Acceptable Use of Technology Resources
Students Grades 6 and Above

________________________________________/________________________________________

Building/Program Name                      Student Name

This Agreement is entered into on: ____________________________
This Agreement is between ____________________________ ("Student" or "User") and
the Northwest Education Services ("North Ed").

The purpose of this Agreement is to grant access to and define acceptable use of the North
Ed's 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 the North Ed's Technology Resources either at school or away from
school, you understand and agree to the following:

A. Your use of the North Ed's Technology Resources is a privilege that may be revoked by
North Ed at any time and for any reason.

B. You have no expectation of privacy when using the North Ed's Technology Resources.
North Ed reserves the right to monitor and inspect all use of its Technology Resources,
including, without limitation, personal email and voice-mail communications, computer
files, databases, web logs, audit trails, or any other electronic transmissions accessed,
distributed, or used through the Technology Resources. North Ed also reserves the
right to remove any material from the Technology Resources that North Ed, at its sole
discretion, chooses to, including, without limitation, any information that North Ed
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. North Ed's 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:
   a) Substantially interfering with educational opportunities, benefits, or programs of
      one or more pupils;
   b) 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;
   c) Having an actual and substantial detrimental effect on a pupil's physical or
      mental health; or
   d) 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 the
North Ed) to engage in bullying may be grounds for discipline under North Ed's Anti
-Bullying Policy 5207.

F. If you misuse the Technology Resources, your access to the Technology Resources may
be suspended and you may be subject to other disciplinary action, up to and including
expulsion. Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is “harmful to minors.” Material that
   is “harmful to minors” includes any picture, image, graphic image file, or other visual
   depiction that (1) taken as a whole and with respect to minors, appeals to a prurient
   interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a
   patently offensive way with respect to what is suitable for minors, an actual or
   simulated sexual act or sexual contact, actual or simulated normal or perverted
   sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks
   serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic,
   profane, or vulgar.
3. Bullying (as defined in paragraph E).
4. 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.
5. 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.
6. Unauthorized copying or use of licenses or copyrighted software.
7. 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.
8. Posting or distributing confidential or inappropriate information meant to harass,
   intimidate, or embarrass others.
9. Allowing someone else to use your account or password or not preventing
   unauthorized access to Technology Resources when leaving them unattended.
10. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
11. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
12. Misusing equipment or altering system software without permission.
13. 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.
14. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or NorthEd's Policy 5208.

G. You must promptly disclose to your teacher 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 North Ed, 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 North Ed 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 NorthEd 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 email, and other forms of direct electronic communications.

J. North Ed 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 North Ed'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. North Ed 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 North Ed 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 North Ed or its Internet Service Provider.

I also agree to follow all rules in North Ed's Board Policies. Any additional rules, regulations, and policies are available and located on the North Ed website.
As a condition of using the Technology Resources, I agree to release the North Ed and its board members, agents, and employees, including its Internet Service Provider, 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 North Ed monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.
I have read this Acceptable Use Agreement and agree to its terms.

________________________________________
Print Name

________________________________________
Student Signature Date

I have read this Agreement and agree that as a condition of my child’s use of the Technology Resources, I release North Ed and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify North Ed and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of Northwest Education Service’s Technology Resources.

I authorize North Ed to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children’s Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having North Ed monitor and inspect my child’s use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the North Ed’s Technology Resources until this Agreement has been signed by both my child and me.
I have read this Agreement and agree to its terms.

________________________________________
Parent/Guardian Signature Date

cc: parent/guardian, student file Revised: 7/19
APPENDIX A

Asbestos Control Program

August 2022

Northwest Education Services presently operates an asbestos control program in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, 1987 as amended. This plan is presently on file at the State of Michigan Asbestos Program and the EPA Region V in Chicago, Illinois. All known asbestos containing materials (ACMs) have been documented in the “Management Plan” and are available for public review in the Custodial/Maintenance Office at the Northwest Education Services Administration Building, 1101 Red Drive, Traverse City or in the supervisor’s office of each individual school.

In 2019 the 3-year re-inspections were performed by a State of Michigan Accredited Asbestos Inspector. In addition to the surveillance and re-inspection activities for the last year, asbestos was abated in the room D28 and Hall D41 at the Arnell Administration building, and the doors in room 221 and room 258 at the New Campus school. All remaining ACMs were noted to be intact (good condition) and do not require any response actions at this time. The 3-year re-inspections will be completed again in 2022.

The school satisfies the requirements of AHERA and OSHA by performing periodic surveillance every six months to assure that ACM conditions do not change and has documented annual asbestos training for all of its affected employees. For additional questions regarding ACM in the district or in any leased facilities, please contact Rick Ankerson at 231-922-6200.
Dear Parent/Guardian:

Northwest Education Services has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1) Posting at the primary entrance of the school.

2) Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above). You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Assistant Superintendent Pat Lamb at 231-922-6260 or plamb@northwestEd.org.

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail please contact Pat Lamb at 231-922-6260. Please give the Department person's or secretary, your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.
Youth Health & Wellness Center
Medical and Counseling Services for Ages 10-21, and their children.

Medical Services:
- Physicals
- Immunizations
- Illness and Injury

Confidential Services:
- STD Testing
- Substance Abuse
- Pregnancy Testing and Prevention

Counseling Services:
- Short-term, Long-term, Individual, and Group sessions

We are located on the Career Tech Campus

Open on Monday-Friday (8:30 am – 4:30 pm)
Open year round including vacations and summer break.
Call for an appointment: 231-922-6416
All services are charged on a sliding scale based on client’s income.
Services can also be billed to insurance. We can also help you apply for Medicaid.
# Registration / Billing

## Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Birth Date</th>
<th>Age</th>
<th>School</th>
<th>Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
<th>County</th>
<th>Home Telephone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian:</th>
<th>Relationship to Student</th>
<th>Parent Work Phone #</th>
<th>Parent Cellular #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Emergency Contact</th>
<th>Relationship</th>
<th>Telephone #</th>
<th>Cellular #</th>
</tr>
</thead>
</table>

### Race: (Please check one or more)
- [ ] Am Indian/Alaskan
- [ ] Black/African American
- [ ] White/Caucasian
- [ ] Asian
- [ ] Native Hawaiian/Pacific Islander

### Ethnicity: (Please check one or more)
- [ ] Arabic
- [ ] Hispanic
- [ ] Non-Arabic
- [ ] Non-Hispanic

Is Student employed? [ ] Yes [ ] No Where? [ ] Weekly hours: _______

Hourly rate: ____

### Insurance:
- [ ] Medicaid
- [ ] BCBS
- [ ] Priority Health
- [ ] Other: [ ]
- [ ] No

### Immunization Coverage?
- [ ] Yes
- [ ] No

### Prescription Coverage?
- [ ] Yes
- [ ] No

### Laboratory Coverage?
- [ ] Yes
- [ ] No

### Office co-pay?
- [ ] Yes
- [ ] No

Member Name: [ ] Birth Date: [ ]

### Does the student live with Parents? [ ] Yes [ ] No

If no, where?

Student Cell # [ ] Can we text student? [ ] Yes [ ] No

Student email address [ ] Can we email student? [ ] Yes [ ] No

Student attends: [ ] Career Tech [ ] TC High Other: [ ]

Name of Health Care Provider [ ]

Date of last visit [ ]
Youth Health & Wellness Center Consent for Services

IMMUNIZATIONS

Immunization status will be verified at every visit. By initialing, I agree to have my child vaccinated if they are due for any recommended or required vaccinations. _____ (Parent initials)

I understand my child will receive Vaccine Information Statements on all vaccinations they receive, or I may review them beforehand by visiting the clinic website at: www.gtchd.org _____ (Parent initials)

I give Youth Health & Wellness Center authorization to obtain a copy of the above named student’s immunization record from the school’s office, primary care provider’s office, or the County Health Department. I authorize Youth Health & Wellness Center to enter my child’s immunizations into MCIR (Michigan Care Improvement Registry). _____ (Parent initials)

Student Name: ___________________________ Date of birth: _______ Pt # _______

SERVICES PROVIDED AT YOUTH HEALTH AND WELLNESS CENTER (YHWC)

- Physical exams (including comprehensive, school, sports, work, camp) which may include vision & hearing tests, basic lab tests, spirometry, etc.
- Treatment for acute & chronic illness & injuries
- Prescription and over-the-counter medications
- Administration of immunizations (as recommended by ACIP) and TB skin testing
- Referrals for specialty services

* Crisis intervention
* Substance abuse education, counseling
* Mental Health and psycho-social assessment, counseling, treatment and referrals
* Pregnancy testing and referrals
* Sexually transmitted infection testing, treatment and counseling
* HIV education, counseling, testing and referral

*Current Michigan Law allows for confidential services to minors in these areas. They do not require parental consent. Information related to these services will be confidential and will not be disclosed without written authorization of the minor unless otherwise required by law such as Child Protective Services and Communicable Disease reporting, or if a life threatening condition is suspected or detected.

NO birth control pills or devices are dispensed or prescribed at Youth Health and Wellness Center.

I give my consent for the above named student to receive all provided services listed above at Youth Health & Wellness Center. By signing this consent form, I certify that I am the legal guardian of the student named above. I understand that I may withdraw my consent for services upon written notice to Youth Health & Wellness Center.

I authorize the Youth Health & Wellness Center to release information regarding treatment to third party payers or others for the purpose of receiving payment for services. I further authorize both the Youth Health & Wellness Center and my child’s primary care physician to release information to each other for the purpose of continuity and coordination of care. I also authorize Youth Health and Wellness Center and K-Town Youth Care (both Grand Traverse County Health Department teen clinics) to share health information as necessary for the continuity and coordination of care if my child receives services at both clinics. I understand that over-the-counter and prescription medications may be prescribed and dispensed by clinic staff under the supervision of the Medical Director.

I understand that my student may have the opportunity to participate in educational programs related to health and wellness topics, as well as have the opportunity to give feed back on services and programs through questionnaires or focus groups.
I understand that my/my child’s privacy is of the utmost importance to YHWC staff and that health information is always handled in a confidential manner as required by law.

I understand my student may be administered a behavioral risk assessment during their appointment at YHWC.

I understand that I have a right to receive a written copy of the Youth Health & Wellness Center Notice of Privacy Practices which is available at Youth Health & Wellness Center.

I understand that the information I have provided on this form will be used to determine eligibility for payment of medical services based on a sliding-fee scale. I further understand that it is my child’s responsibility to report any changes in their income or health insurance coverage to Youth Health & Wellness Center before each visit.

I authorize the clinic to bill insurance, Medicaid or another 3rd party payer, if applicable. If the services are not paid by the third party payer, I understand I may get a bill in the mail for a discounted rate. If there is no 3rd party payer to bill, I understand payment is due at the time of each visit. I may be billed at a discounted rate if my son/daughter is unable to cover the amount due at the time of service. I understand my son/daughter will not be denied services, and unpaid balances will not be sent to collections, due to inability to pay.

I understand that I may call to talk with the provider about my child’s health care at anytime; however, any information regarding confidential services to minors protected by Michigan Law will be excluded, unless there is a release on file allowing the provider to share this information.

SIGNATURE OF PARENT /GUARDIAN: ____________________________________________ DATE: ____________

Provider Signature:  ____________________________________________

Date: ______________
1. Do you feel your adolescent is healthy today?  □ Yes  □ No
   Please tell us any concerns you have: ____________________________________________

2. Is your adolescent allergic to any medicine?  □ Yes  □ No
   If yes, what drug(s)? __________________________________________________________
   What happens? __________________________________________________________________

3. List any medication your adolescent is taking now and the problem for which the medication was given:

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dosage</th>
<th>Reason</th>
<th>How long?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Has your adolescent ever been hospitalized or had surgery?  □ Yes  □ No
   If yes, please explain below:
   Date ________ Problem / Surgery_____________________________________________________________________
   Date ________ Problem / Surgery_____________________________________________________________________

5. Has your adolescent ever had any serious or sports-related injuries? □ Yes  □ No
   If yes, explain ________________________________________________________________________________

6. Has there been any change in your adolescent’s health during the past year? □ Yes  □ No
   If yes, explain ________________________________________________________________________________

7. Please check (✓) whether your adolescent ever had any of the following health problems. If yes, at what age did the problem start?

<table>
<thead>
<tr>
<th>ADD / ADHD</th>
<th>Yes</th>
<th>No</th>
<th>Age</th>
<th>Yes</th>
<th>No</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia or blood disorders</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Asthma</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Cancer / Leukemia</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Heart murmur / heart problems</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Immune disorders, HIV / AIDS</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Headaches / Migraines</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td>Stomach or bowel problems</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
<td>Yes</td>
<td>No</td>
<td>Age</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please explain any yes answers: ___________________________________________________________________________
8. Regarding Immunizations: the following questions will help us determine if it is safe for your adolescent to receive vaccines.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Please Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy to eggs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergy to vaccine components</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergy to latex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any serious reactions to vaccines in the past, including flu or flu mist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of cortisone, prednisone or other steroids, anti- cancer drugs or radiation treatment in the last 3 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a chance your adolescent is pregnant today or a chance of becoming pregnant in the next month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you would like your adolescent to get the flu mist vaccine, is he or she in close contact with a person whose immune system is severely compromised and who must be in protective isolation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your adolescent received vaccines in the last 4 weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Transusions, IgG or antiviral medication in the past year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intussusception as a baby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your child on aspirin therapy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Family and Social History**

9. Have you or any of your adolescent’s blood relatives (parents, grandparents, aunts, uncles, brothers or sisters), living or deceased, had any of the following problems? If the answer is Yes, please state the age of the person when the problem occurred and their relationship to your teen.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
<th>Age at onset</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholism / Drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergies / Asthma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer - type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart attack or stroke</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High blood pressure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High cholesterol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental health / Depression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - specify:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. With whom does the adolescent live most of the time? (Check all that apply)

   - □ Both parents in the same household
   - □ Mother
   - □ Father
   - □ Step Mother
   - □ Step Father
   - □ Guardian
   - □ Brother(s) / ages ____________________________
   - □ Sister(s) / ages ____________________________
   - □ Other _____________________________________
11. **In the past year**, have there been any changes in your family such as:
   - □ Marriage
   - □ Serious illness
   - □ Change in school
   - □ Separation
   - □ Loss of job
   - □ Births
   - □ Divorce
   - □ Move to a new house
   - □ Deaths
   - □ Incarcerations
   - □ Other

____________________________
Parent/Guardian Signature

____________________________
Date reviewed

____________________________
Provider Signature

____________________________
Date reviewed