
TUSCOLA TECHNOLOGY CENTER

Student Handbook Guide for Students, Parents and Guardians



2022-2023

TUSCOLA TECHNOLOGY CENTER
1401 Cleaver Road
Caro, MI 48723
989.673.5300

Todd Laventure, Principal/CTE Director

Tuscola Technology Center Mission Statement and Beliefs

The Tuscola Technology Center programs deliver career training excellence and related educational services to all area residents using state-of-the-art equipment and curriculum.

We believe:

- We are an extension of the local school districts.
- Our programs are an application of academic knowledge.
- Education is a lifelong process.
- All students are capable of learning and can become employable.
- In promoting personal growth and individual achievement through job skill training in simulated and actual work environments.
- Input from business and industry is essential in the planning and development of curriculum and selection of equipment, materials and supplies.
- Programs deliver career training and excellence to all area residents using state of the art facilities and equipment.

A Commitment to serve...a promise to educate.

Nondiscrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital or familial status, height, weight, arrest record, and genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.

Americans with Disabilities Act

The Tuscola Intermediate School District Board of Education passed a resolution regarding ADA and the District's compliance with that law. The Board of Education and all personnel of TISD will offer reasonable accommodations for qualified persons with disabilities as provided by law. Persons needing reasonable accommodations should see the principal in the Administrative Services Office.

TUSCOLA INTERMEDIATE SCHOOL DISTRICT ADMINISTRATION

SuperintendentGene Pierce
Director of Career & Technical EducationTodd Laventure
Assistant Superintendent/Special Education.....Eric Kunisch

**TUSCOLA INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**

President.....James Welke
Vice PresidentCharles Squires
Secretary James Brown
TreasurerDean Nichols
Trustee Louise Hodges



Tuscola Technology Center

**PRINCIPAL/
CTE DIRECTOR**
Todd Laventure

August 1, 2022

**DISTRICT
OFFICE**
1385 Cleaver Road
Caro, MI 48723
989-673-2144

Eugene W. Pierce
Superintendent

**BOARD OF
EDUCATION**

James Welke
President

Charles Squires
Vice President

James Brown
Secretary

Dean Nichols
Treasurer

Louise Hodges
Trustee

Dear TTC Student:

Welcome to the Tuscola Technology Center where we are committed to enhancing professional knowledge and skills. You are to be commended on choosing career-technical education and improving your skills for employment in a global market. Our programs, provided by the Tuscola Intermediate Board of Education are planned in cooperation with representatives from the business and industry community. Employers assist in designing and monitoring the programs to ensure that students are learning state of the art technology and gain the skills necessary for successful employment and advancement. Our certified teaching staff is constantly improving their skills and care deeply about the success of each student.

Students are required to comply with this Handbook and all subsequent additions to and modifications of this Handbook. Students will be notified of changes to the Handbook via email, and an updated version of the Handbook is always available online at: <http://www.tuscolaisd.org>

The 2022-23 school year will be filled with many new challenges and rewards. It is your responsibility to make the most of this year and take advantage of the numerous opportunities offered through the Tuscola Technology Center. The center has a fine tradition of highly skilled students advancing into satisfying careers and post-secondary education. Commit to getting the most out of each day and develop the skills valued by business and industry. Be prepared to become the future industry leaders! Again, congratulations on taking the first step in developing professional skills and attitudes!

Sincerely,

A handwritten signature in black ink that reads "Todd Laventure".

Todd Laventure
Principal/CTE Director



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TTC Programs

TTC offers 20 (twenty) Career-Technical Programs which are listed below. The programs are clustered together in major occupation categories, in order to identify for you their individual relationship to the total occupational field.

Agriscience Management

Agriscience and Natural Resources

Human Services

Cosmetology
Culinary Arts
Law Enforcement/Protective Services
Professions in Education/Early Childhood

Business, Management, Marketing & Technology

Computer Technology Management/Web Media
Insurance Leadership Academy
Marketing & Business Management

Health Sciences

Nursing Careers

Arts and Communications

Art and Digital Design
Graphic Communications

Manufacturing Technology Cluster

Auto Body
Automotive Technology
Construction Technology
Diesel Technology
Electricity/Electronics
Welding and Fabrication

Placement Programs

Apprenticeships
Business & Industry Site Training (BIST)
Co-Op Placement

TTC Staff

Administration

Principal.....	Todd Laventure
Principal Secretary	Kim Thorp
Bookkeeper.....	Dawn Ewald
Building Usage Administrative Assistant.....	Lila Deeren
Assistant Principal.....	Lee Pavlichek
Student Services Administrative Assistants	Abby Windsor
	Teri Higgins
GED/Life Long Learning Facilitator.....	Tina Adam

Instructional Staff

Agriscience & Natural Resources	Jeremy Glaspie
Art & Digital Design.....	Sheryl Piché
Auto Body.....	Jason Enos
Automotive Technology	Count Wood
Computerized Technology Management/Web Media.....	Amy Schuette
Construction Technology.....	Scott Jarrett
Cosmetology	Kim Poppeck
	Melissa Cox , Mandi Darbee
Culinary Arts.....	Robert Zehnder
Diesel Technology.....	Greg Bukoski
Electricity/Electronics.....	Matthew Bartolowits
Graphic Communications.....	Bethany Goforth
Insurance Leadership Academy.....	Michael Burkhardt
Law Enforcement/Protective Services	Steve Roland
Marketing & Business Management	Cindy Olson
Nursing Careers	Margaret Deisig
Placement/Co-Op/Pre-Apprenticeship/BIST.....	Robert Dice
Professions in Education/Early Childhood.....	Melissa Findlay
Skills Path/GED.....	Walter Kujat
Welding and Fabrication.....	Tim Loney

TTC Staff Continued

Support Staff

Paraprofessional.....	Kristen Devine
Paraprofessional.....	Shari Hawken
Paraprofessional.....	Emily Ryers
Paraprofessional.....	Tyler Southgate
Paraprofessional.....	Caitie Theisen
Paraprofessional.....	Jessica Williams
Paraprofessional.....	Scott Weiland

Student Services Staff

Placement Coordinator	Robert Dice
Business & Industry Site Coordinator	Robert Dice
Special Needs Support Teachers/Counselors	Keri Severt
Special Needs Support Teachers/Counselors	Craig Searight

Information Systems

Information Systems Coordinator	Robert Frost
Information Systems Technician.....	Nathan Fitzgerald
Information Systems Technician.....	Dan Kotsko
Information Systems Technician.....	JJ Krause
Information Systems Technician	Gavin Renn
Information Systems Technician.....	Brian Wisneski
Information Systems Data Specialist.....	Melisa Swoish
Information Systems Administrative Assistant	Jennifer Shelito

Custodial/Maintenance

Operations Manager.....	Jeff Kudara
Custodial Supervisor	Dan DePelsMaeker
Custodial	Mark Cranick
Custodial	Lura Dice
Custodial	Anthony Valentine
Maintenance.....	Jason Strunz Bob Parker

Session Time Schedule

AM Session

Warning Bell 8:30 AM
Morning Session 8:35-11:05 AM

PM Session

Warning Bell 11:55 AM
Afternoon Session 12:00-2:30 PM

Special Note: The Cosmetology Program has an individualized schedule that will be explained in detail to the Cosmetology students and will reflect the state guidelines of 1500 hours needed to complete the program.

Marking Period and Semester Ending Dates (All schools except Caro and USA)

October 28, 2022, End of 1st Marking Period
January 13, 2023, End of 2nd Marking Period and 1st Semester
March 17, 2023, End of 3rd Marking Period
June 7, 2023, End of 4th Marking Period and 2nd Semester

<u>DATES FOR CARO/USA HIGH SCHOOL</u>
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November 18, 2022, End of Trimester 1 February 24, 2023, End of Trimester 2 June 7, 2023, End of Trimester 3
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Arrivals and Departures

Upon arriving at TTC, students are expected to report immediately to their program area. Students are not to gather or line up in the hallways by Student Services or Common areas due to many visitors and meetings. **Students who leave early or arrive late must report to Student Services Office.** Students must board their bus immediately after finishing their program to permit efficient departure back to their home school so as not to miss homebound transportation. Students leaving TTC for any reason (all athletic events included) must follow the procedures outlined below:

1. If the student is driving or riding, a driving/riding permit must have been completed in advance and submitted to Student Services Office. Remember, all riders must have a separate permit also.
2. If someone other than a parent/legal guardian is picking you up at the Center, a note must be presented to Student Services signed by a parent/legal guardian and home school principal or assistant principal.
3. Upon leaving the Center, the student must receive permission from Student Services and must sign out in Student Services Office.
4. If your parent or legal guardian is picking you up from TTC, they must come into Student Services to sign you out. They should park in the main parking lot and enter through the main entrance of the building.

Students are to enter and depart through the main door only. Under no circumstances are students to enter or leave through the side or rear doors at TTC.

Student Safety

Although the Tech Center has taken all necessary safety precautions, the possibility of accidents still exists. A nurse is available most of the school day, and immediate aid is available. Students who have been injured can receive attention through the Student Services Office.

Safety is an important concern of everyone at TTC. Students are asked to exercise good judgment in matters concerning safety at all times. Protective glasses and clothing, in conjunction with other safety devices, have been provided to insure maximum student safety. If an accident occurs, the student must notify the instructor immediately.

In the event that a serious injury should occur, the nurse will consult with the student's parents, if possible, as to the best course of action. In cases where immediate hospital treatment is necessary, transportation will be arranged by the Tech Center. The cost of emergency services by non-school agencies will be the responsibility of the student or his or her parents.

Hepatitis B Vaccine

Due to the nature of their curriculum, students enrolled in the Nursing/Health and Early Childhood Professions curriculums are offered the opportunity to be vaccinated against Hepatitis B. The Tech Center will provide all information relative to the inoculation to students and their parent/guardian.

Prescription Medications

Self-possession and self-administration of medication shall be reviewed on an individual basis and must meet all of the requirements of the Tuscola Intermediate School District Board Policy, be approved in writing by the doctor and parent, and be monitored by the school nurse. If you have any questions please contact the Tuscola Intermediate School District Superintendent's Office by calling 989.673.2144.

(ACBM) Asbestos Containing Building Materials

Each building has an approved Asbestos Management Plan on file in the principal's office showing or describing the following information:

1. Area of testing and location of any friable materials
2. Results of testing - past and present
3. Results of air sampling, if done or to be done
4. Recommendations of the consultant
5. Asbestos projects completed and final test clearance, etc.

These buildings include:

1. Administration Office, Superintendent's Office, 1385 Cleaver Road, Caro, MI 48723
2. Highland Pines, Special Education Building, Principal's Office, 1381 Cleaver Road, Caro, MI 48723
3. Tuscola Technology Center, Principal's Office, 1401 Cleaver Road, Caro, MI 48723

4. Storage Building, Tuscola Technology Center, Principal's Office, 1401 Cleaver Road, Caro, MI 48723
5. Bayshire Beauty Academy Building, Manager's Office, 148 State Street, Caro, MI 48723

Change of Address

Students are required to inform TTC Student Services Office of any change of address and/or telephone number. This is necessary for a number of reasons, particularly in providing assistance in job placement, follow-up and emergency situations.

Student's Rights and Responsibilities

Student Records

The Family Educational Rights and Privacy Act (FERPA) and state law afford parents and students age 18 and over ("eligible students") certain rights with respect to the student's education records, including:

1. The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Parents or eligible students may request in writing the following information:
 - a. Student record information disclosed to any person, agency, or organization;
 - b. The name and contact information of each person, agency, or organization to which the information has been disclosed; and
 - c. The legitimate reason that the person, agency, or organization had for obtaining the information.

TISD is not required to report student information that is disclosed in certain circumstances, as outlined in Section 1136(3) of the revised School Code.

3. Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or a privacy violation. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a privacy violation. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or Section 1136 of the Revised School Code authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel), a person serving on the school board, a

person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school will also disclose educational records without consent to officials of another school district in which a student seeks to enroll or is enrolled.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

6. The right to obtain a copy of the Board's policy from Todd Laventure.
7. The right to object to the release of directory information by completing the TISD opt-out form during the annual opt-out window. The Board has designated certain information as "directory information," which means it can be disclosed without consent, unless the parent or eligible student completes the opt-out form. "Directory information" includes a student's name, grade level, address, and date of graduation.

Student Records

Your cumulative file is maintained in the Student Services Office and may contain the following: progress reports, attendance memos, parent-teacher conference notes, mid-semester grades and semester grades, staff conference notes and other information. Parents/guardians and eligible students can request to review any of these records. Except as otherwise permitted by law, your records are closed to persons or agencies outside the school without your written permission. School officials with a legitimate educational interest have the right to review your records when the need arises.

Student Communications

Student communications are handled using the public address system, bulletin boards in classrooms and hallways. School personnel have e-mail and the District has a website www.tuscolaisd.org available for student/parent/guardian access. Skyward Family/Student Access is a web-based service that will allow parents, students and authorized family members to view "real-time" attendance records, schedules, grades, assignments, and progress reports. Family P.I.N. numbers and instructions will be sent home during the first quarter of the school year.

First Amendment Rights

Students have First Amendment rights of assembly, petition, and expression. Those rights, however, are not without limitation. Expressive activity (e.g., speech, published materials and clothing) can be prohibited if it includes content that:

- Causes or is reasonably forecast to cause a material and substantial disruption to the educational environment;
- Is obscene or vulgar;
- Is defamatory;
- Invades the privacy of another person;
- Encourages illegal activity or violation of school rules;
- Promotes a product or service not permitted for minors as a matter of law (e.g., tobacco, alcohol, or illicit substances).

It is your responsibility to make sure that your speech, written materials and clothing do not contain impermissible content. Distribution of literature must be reviewed and approved by the principal or designee before the material is distributed.

Non-Discrimination and Harassment Policy

It is the policy of the Tuscola Technology Center not to discriminate against any student on the basis of religion, race, color, national origin, sex, disability, age, marital or familial status, height, weight, arrest record, or genetic information. This policy also adheres to student relationships with each other and the entire staff. Consistent with Policy 5202, TTC will investigate all allegations of unlawful harassment, and discipline or take other appropriate action against any individual who engages in unlawful harassment.

Students should report any incidents of unlawful harassment or discrimination to:

Eric Kunisch
Assistant Superintendent, Special Education
989-673-2144
1385 Cleaver Rd.
Caro, MI 48723
ekunisch@tuscolaisd.org

Holly Main
Special Education Monitor
989-673-2144
1385 Cleaver Rd.
Caro, MI 48723
hmain@tuscolaisd.org

Todd Laventure
Principal/Tuscola Technology Center
989-673-5300
1401 Cleaver Rd.
Caro, MI 48723
tlaventure@tuscolaisd.org

Students may also report incidents of unlawful harassment to any teacher or administrator. Reports made to any teacher or administrator must be reported to the anti-harassment coordinator.

Unlawful harassment does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of unlawful harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 5202 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 5202, which further addresses harassment. The failure of any student to abide by the requirements of Board Policy 5202 will result in discipline, up to and including permanent expulsion.

If you have any questions or concerns regarding the Tuscola Intermediate School District's nondiscrimination policy and its implementation, contact the Superintendent's Office at 989.673.2144. A full copy of the Tuscola Intermediate School District's grievance procedures and nondiscrimination policy may also be obtained through the Superintendent or on the website at <https://go.boarddocs.com/mi/tuscola/Board.nsf/public?open&id=policies>.

Title IX Complaints

Any complaints of sexual or sex-based harassment will be processed in accordance with Policy 3118.

Bullying: (see attachment 1, page 38)

Bullying of a student at school is strictly prohibited. "Bullying" 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 students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- B. Adversely affecting a student's ability to participate in or benefit from the 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; or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Weapon-Free School Zone

The Board of Education of the Tuscola Intermediate School District, as both an employer and public school district recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. Accordingly, the Board of Education of Tuscola Intermediate School District may permanently expel a student if the student possesses a "dangerous weapon," as defined by state law, in a weapon-free school zone.

The Board of Education may suspend or expel a student for possession of weapon which is not a "dangerous weapon" which may be used to cause or threaten harm to others such objects include, but are not limited to: BB gun, pellet gun, airsoft gun, paintball gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray and any item intended for use as a weapon.

Definitions:

1. "Dangerous Weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length; pocket knife opened by a mechanical device, iron bar, or brass knuckles.
2. "Weapon-Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.
3. "School Property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by school, and includes the areas up to 1000 feet surrounding school property.
4. "Firearm" means that term as defined in 18 USC ' 981 which includes an item that will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant or an item that is considered a "destructive device" as defined by law.

Due to the nature of the educational programs at TTC students have access to a wide variety of tools and supplies that may be considered weapons under ordinary circumstances. The District's weapons policy will be implemented in any instance where students use tools or supplies as a weapon. Weapons, explosives, or weapon-like items are not to be fabricated on TISD property. Students are not allowed to take tools and supplies from any lab without express permission from the instructor.

Application to Students with Disabilities: This policy shall be applied in a manner consistent with the rights secured under federal law to students who are determined to be eligible for special education programs and services or a student with a disability under Section 504.

Enrollment Eligibility

Students who are enrolled in the 11th or 12th grade in the public or non-public schools of the Tuscola Intermediate School District or have enrolled in a high school completion program are eligible to attend. Enrollment is accomplished through the home school counselors. Adults and tuition adults are encouraged to attend day classes at TTC and may enroll through their local adult education director or TTC Life Long Learning Office.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the District; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic

general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's person and/or personal effects (e.g., purse, book bags, and athletic bags) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material. If a properly conducted search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

Lockers, Locker Contents and Student Storage

Lockers and student storage areas are school property: All lockers assigned to students are the property of the District. The student should have no expectation of privacy with this locker. At no time does the District relinquish its executive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee. Unauthorized locks placed on lockers will be immediately cut off.

Legitimate use of school lockers and student storage: The school has assigned lockers or storage to its students for their convenience and temporary use. Students are to use lockers and storage exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers or storage for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Students are solely responsible for the contents of their lockers and should not divulge locker combinations to other students, unless authorized by the principal or his/her designee.

Search of locker or storage contents: Random searches of school lockers or student storage and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and student storage and contents at any time, without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker or student storage search. The principal or his/her designee shall supervise the search. In the course of a locker or student storage search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Seizure: When conducting locker or student storage searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of the items that schools are required to report to law enforcement agencies under the Statewide School Safety

Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker or storage and held by the school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/legal guardian of a minor student or a student's 18 years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

Instructor's Authority

The instructor has the authority to direct the activities of each student and to administer discipline as required. Students should treat their relationships with instructors and support staff as they would treat the relationship with a boss or supervisor.

Visitors

TTC students cannot have visitors in the building unless prior approval is arranged with the assistant principal and the instructor. Visitors, other than parents who are observing a class consistent with state law and Board policy, are only allowed if they wish to examine a program they have an interest in. All visitors to the building must stop at Administrative Services to check in first, upon arrival. The receptionist will inform the appropriate staff member of the visitor's arrival. Unless an appointment has been made, we ask all visitations be made before 8:30 a.m. or after 2:30 p.m.

Resumes

An up-to-date resume is a course requirement in every program at TTC. Students will receive instruction on writing a resume in their class. A resume will be completed and filed in Student Services to fulfill course requirements at TTC.

Student Forms

At the beginning of each school year, a Student Medical Information / Acceptable Use Policy form is required to be filled out and turned in for each student's file. This must be done within the first 10 calendar days of the student's start date in order to remain an active student at the Tuscola Technology Center.

Student Deposit

Students may be required to pay a deposit for tools, texts or supplies in some programs at TTC. Your instructor will notify you of these fees.

Student Projects

All student projects must be paid in full before the item is removed from TTC.

Age of Majority

Eighteen-year-old students and students who are declared emancipated minors by a court of competent jurisdiction are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.

2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. All school attendance standards continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should notify the district that they have reached the age of 18 or have been declared an emancipated minor by a court of competent jurisdiction. Parents/guardians may continue to receive information about the student, consistent with state and federal law.

Parental Rights

Classroom visitation/observation: 24 hour notice is requested for parents/guardians to visit/observe their student's class. Classroom observation will be permitted unless the observation would disrupt that day's activity. Please contact Student Services Assistant Principal for visitation.

Parents/guardians have rights to review curriculum materials and their student's records.

The Tuscola Intermediate School District actively encourages parental participation in all of the programs it operates. Parents are involved in a wide variety of activities including but not limited to: Parent Teacher Conferences, Individualized Education Program Team Meetings, Annual Parent Survey, Program Advisory Committee, and the Parent Advisory Committee. If you wish to become more directly involved in a program offered by the Tuscola Intermediate School District please contact: Todd Laventure, Principal or Lee Pavlichek the Assistant Principal.

Plant Security

Security devices and measures, such as but not limited to video cameras, motion detectors (stationary or portable) and alarms may be installed in any district buildings or vehicles to protect district personnel, students and property. Outside lighting and/or video surveillance devices may be installed and maintained at each TISD attendance center to provide illumination and observation of the immediate grounds.

Normal digital video records may be kept for a period of 36 days. Specifically extracted recordings may be kept for specific reasons for an extended period of time at the District's discretion, until such time that the recording is no longer needed. Video surveillance can be viewed by school administration and/or surveillance technicians as needed.

Parent Involvement Plan

Parent Involvement Statement

The Tuscola Intermediate School District actively encourages parental participation in all of the programs it operates. Parents are involved in a wide variety of activities including, but not limited

to: Parent Teacher Conferences, Individual Education Planning Team Meeting, Annual Parent Survey, Program Advisory Committee and the Parent Advisory Committee.

As Tuscola Technology Center School Staff, we will:

- Provide a safe, positive learning environment
- Show that we care about all students and respect the uniqueness of all students and their families
- Deliver a high quality curriculum through motivation and interesting learning experiences
- Address each student's needs and encourage individual talents
- Value and respect the importance of parents' role in education of their children
- Communicate academic progress and attendance concerns through progress reports, report cards, teacher notes, phone calls and letters
- Establish flexible scheduling and create a warm atmosphere for parents/guardians during classroom visits and participation in the activities
- Help parents to support learning and positive behavior at home

As a Tuscola Technology Center Student, I will:

- Arrive at school and attend class on time each day
- Put forth my best efforts that include paying attention and participating in class discussions
- Promptly deliver to parent(s) and teacher(s) all letters, messages and notes from school or home
- Cooperate with other students and adults at school
- Respect the rights and property of others and follow all school rules. This includes showing respect by not acting hostile or creating fear in others
- Use appropriate language to communicate with adults and other students

As the parent or caring adult, I will:

- Encourage my child's development and progress in school, for example :
 - Review and discuss schoolwork and homework; This includes offering assistance when needed
 - Ensure that my child attends school on time each day and is ready to learn
- Show the value of learning self-control and hard work, for example:
 - Help my child see how school learning is needed in the real world
 - Recognize and praise my child's efforts and progress
- Contribute to good home/school communication, for example:
 - Share information with school staff about unique family or child circumstances that may affect my child at school
 - Read newsletters, notes, and other communications and discuss and/or respond when needed (or appropriate)
 - Participate in parent-teacher conferences and attend important meetings and open house
 - Share concerns about my child and about the school and work together with the school to resolve problems

If an explanation is offered for extenuating circumstances that prevent the parent/guardian from a full commitment, school officials will consider accessing resources that assist the parent/guardian with achieving their goals.

Transportation

Transportation to and from the Tech Center is provided by your home school bus. Proper student conduct is required on the bus at all times. Procedures are as follows:

1. Students attending TTC are required to ride the school bus to and from all sessions at the center. It is the student's responsibility to make sure he or she catches the bus on time.
2. Students who miss their home school bus to the Tech Center may not automatically drive to TTC. If you miss the bus you should report to the principal's office of your home school. A determination as to your attendance/transportation will be made by your home school principal and the Tuscola Technology Center principal or designee. The high school must call the Technology Center to inform Student Services of the individual who will be driving.
3. Any student who has been removed from their home school bus due to discipline problems will not be issued a driving permit unless extenuating circumstances exist. It will become the responsibility of the student's parent/legal guardian to provide transportation to and from TTC.
4. Walking to and from the Tech Center is not permissible, unless prearranged by the home school, parent/guardian, and TTC.

Student Driving/Riding/Parking

Only under special circumstances will students be issued the privilege of a driving or riding permit. This will be determined by the home school, TTC Administration and the student's parent/guardian. TTC has the right to deny your privilege for riding or driving. Procedures that must be followed regarding the student driving, riding and parking policies are outlined below.

1. All drivers and riders must complete a separate permit. If you are driving to bring a project in or driving is related to your class, please have instructor initial the driver permit.
2. If you need to drive or ride to the Tech Center, you must receive and complete a permit from the Student Services Office. Follow these procedures:
 - a. Fill out permit, including:
 - Student information
 - Reason for driving or riding
 - Day(s) you are driving or riding
 - b. Have the permit signed by:
 - Yourself
 - Your parent/guardian (unless student has a completed waiver on file)
 - Your home school principal or assistant principal
 - TTC (we will sign after all other signatures are present)
3. Turn in the signed permit to the TTC Student Services Office **48 hours** in advance of the day you wish to drive or ride:
 - a. The vehicle must be driven in a careful, reasonable and legal manner.

- b. The vehicle must be parked while busses and students are moving in the driveway or parking lot at dismissal time.
 - c. The vehicle must be properly parked at all times in the designated student area (parking lot in front of TTC); in no case are cars to be parked behind TTC or in the staff/visitor area directly in front of TTC.
 - d. Remain out of vehicle after arrival.
 - e. A vehicle going to the rear (west side) of TTC must use the north drive only; for safety reasons, vehicles are not allowed to drive between Highland Pines School and the Tuscola Technology Center.
 - f. TTC students leaving the TTC are not allowed to use the Highland Pines School parking lot as an exit
 - g. Observe rules and regulations for driving or riding as may be announced or posted during the school year.
4. When driving to or from TTC you must:
- a. Display your permit on the dashboard of the vehicle.
 - b. Carry no riders in your vehicle unless you have specific permission on your permit to carry riders; Remember - riders must also have a signed permit.
 - c. Students allowing unauthorized passengers to ride to TTC may lose their driving permit as well as face suspension.
5. When riding to or from TTC, you must:
- a. Ride in no other student's vehicle unless you have specific permission to ride on your permit.
 - b. The driver, if a TTC student, must have authorization on their permit to carry a rider.
 - c. Students who ride without proper authorization may lose their riding permit as well as face suspension.

Violations of Tuscola Technology Center policy will result in immediate action by TTC and/or home school, and may result in loss of your driving/riding privilege and/or disciplinary action up to and including suspension or expulsion from school. Vehicles may be searched when a reasonable suspicion exists of activities in conflict with this handbook. Improperly parked, operated and/or registered vehicles may be towed at the owner's expense. Violations for driving without a permit or permission will result with the following disciplinary actions: 1. Warning 2. Loss of driving privileges for the semester violation occurred in and one day ISS (in-school suspension) 3. Permanent loss for driving and OSS (up to 3 days depending on violation).

Attendance Policy

The Tuscola Technology Center places a high priority on attendance because the attendance pattern established by the student in school often sets an attendance pattern for employment. To benefit from the primary purpose of the school experience, it is essential that each student maintain regular and punctual attendance. Class attendance is necessary for learning and academic achievement as well as for developing the habits of punctuality, dependability, and self-discipline demanded by business and industry. Regular attendance in the Technology Center's labs is essential to allow students to fully participate in class instruction, discussion, and skill development.

Attendance Awards

Students will receive attendance awards for Perfect and Outstanding Attendance:

1. 0 absences during one school year is considered perfect attendance
2. 1-5 absences during one school year will be considered outstanding attendance
3. Students will earn a seal on their Career-Technical Certificate indicating either perfect or outstanding attendance
4. No out-of-school suspensions

Students will receive a Certificate of Commendation for perfect or outstanding attendance at the end of each semester. Students with perfect and outstanding attendance will also receive priority for job placement referrals.

When You Are Absent

When a student is absent, for any reason, it is important that the parent/guardian/advocate notify the student's home school and the TTC Student Services Office within 48 hours of the student's return. Notification to TTC can be made by calling **989-673-5300 ext. 30336** or by note delivered to the TTC Student Services office. All notifications shall include the specific days and dates on the absences. Documentation and/or notification is required for excused absences.

Attendance Notifications

Daily attendance notifications will be sent out via email, text and/or phone for all unexcused absences. These notifications go to the primary family member listed on the student medical form.

Pre-Arranged Absences

Pre-arranged absences should be taken care of prior to the absence. Forms can be picked up in the Student Services office. Once completed the forms should be returned to the Student Services office. If the student has excessive absences, or if the parent request will cause absences to exceed allowed amount before grade reduction, TTC administration reserves the right to deny request.

Semester Attendance

Absences beyond 8* days per semester are considered excessive. Both excused and unexcused absences are charged in the student's total absences. (**Trimester schools: absences beyond 6 per trimester are considered excessive.*)

Classification of Absences (Excused and Unexcused)

Parents/Guardians are expected to notify the TTC Student Services office whenever their child is absent. Notification can be achieved by calling **989-673-5300 ext. 30336** or sending a note the day the student returns to school. Notification should occur within 48 hours of the student’s return

EXCUSED		UNEXCUSED
<p style="text-align: center;">Counted</p> <ul style="list-style-type: none"> • Illness • Family vacations/trips • Doctor appointments • Hospitalization* • Medically homebound* • Counseling* • Family emergency* <p><i>*Waiver Consideration Possible</i> (may make up assignment & time)</p>	<p style="text-align: center;">NOT Counted</p> <ul style="list-style-type: none"> • Court appointments • School suspensions • College visitation • Military recruitment appointment • Home school excused <p>(may make up assignment; not required to make up time)</p>	<p style="text-align: center;">Counted</p> <ul style="list-style-type: none"> • Absences that are not reported to the Students Services office within 48 hours • Skipping • Missing the TTC bus • Personal matters which could be handled outside school hours <p>(No make-up permitted)</p>

The principal or his/her designee reserves the right to determine the classification of any student absence.

Tardies

Tardies: All students arriving late for Tech Center must sign in in the Student Services Office.

3 tardies=1 absence

Absent vs. Tardy: 30 minutes or less = 1 tardy; > than 30 minutes tardy = 1 absence

Making up Assignments

Students are expected to make up all work missed during excused absences. It is the student’s responsibility to contact their instructor for make-up assignments. The student will be allowed the same number of days to complete make up assignments as the number of days that he/she was absent. Students will **NOT** be permitted to make up assignments missed during unexcused absences.

Making up Time

The student who exceeds the 8* day absent limit shall have the opportunity to make-up time after school and receive credit/grade for the missed assignment. The rules for making up time are as follows: **(Trimester schools: absences beyond 6 per trimester are considered excessive.)*

1. Does not apply to unexcused absences
2. Applies only to students who exceed the 8* day absent limit for the semester and 6 for the trimester.

3. A limited number of after school make-up hours will be offered through the Student Services office. Instructors may also offer make-up opportunities. All make-up time must first be arranged by the instructor and then approved by the assistant principal.
4. All make-up time must be arranged by the end of the current semester/trimester. The exception would be if a student has applied for a waiver and has been denied. That student would have 5 school days after the committee's decision to make a request for make-up time.
5. Students shall be responsible for arranging their own transportation to and from the Tech Center.
6. Make-up will be scheduled at one hour for each class hour missed.

**(Trimester schools: absences beyond 6 per trimester are considered excessive.)*

Attendance Waiver Request

In the event that a student has missed three or more consecutive days of school due to a medical injury or illness, a Medical Waiver Form may be submitted to excuse those absences. This form will be reviewed by an attendance committee for acceptance or denial, after which the student and parent will be notified. All Medical Waivers must be submitted to the Student Services Office before the end of the current grading period in which the absences took place. In addition to the completed Medical Waiver Form, all medical documentation related to that incident must be attached.

Grade Reduction-Semesters and Trimesters

Absences beyond 8 per semester are considered excessive. At 9* absences, excused or unexcused, the student's grade will drop one full letter grade. At absence 11, 13, 15 the student's grade will drop one full letter grade for each of these absences. **(Trimester schools: At 7 absences, excused or unexcused, the student's grade will drop one full letter grade. At absences 9, 11, 13 the student's grade will drop one full letter grade for each of these absences.)* Any grade reduction may be appealed to the Tech Center Administration in writing within 2 weeks of the end of the semester. If the appeal is upheld, the student will be provided an opportunity to make-up the work and time, with credit, at the convenience of the instructor with the approval of administration.

Evaluation and Grade

Students will receive a progress report each marking period and at the end of each semester. Grades will be determined by the accumulation of honor points in the areas of skills, work habits and attendance. Grades will be assigned in accordance to the scale below:

Grade	Percentage	Grade	Percentage
A	100-93	D+	69.99-67
A-	92.99-90	D	66.99-63
B+	89.99-87	D-	62.99-60
B	86.99-83	E	59.99-0
B-	82.99-80	I	Incomplete
C+	79.99-77	W	Withdrawal
C	76.99-73	N/C	No Credit
C-	72.99-70		

As part of the evaluation process, every school year students who do not receive a Certificate of Completion will receive a Student Achievement Record of Progress (SARP). This record will indicate the achievement of the individual student in the particular duties and related tasks they have

received instruction and practice in. The following indicates the levels of achievement used by all career-technical education program areas at Tuscola Technology Center to evaluate students:

- Level 1: Student has been exposed to the task
- Level 2: Task has been accomplished with assistance
- Level 3: Task has been accomplished according to criteria
- Level 4: Ability to teach or demonstrate the task to others

Career-Technical Education Certificates

Students who complete their CTE program and complete the Student Competency Achievement Testing process may be awarded CTE proficiencies certificate. Instructors can recommend students for employment in the job titles identified in the program curriculum. A student does not have to be enrolled in a particular program all year to earn a certificate. Students may earn a CTE certificate after successful achievement of job skills after one semester. The awarding of CTE certificates should not be based on the attainment of a minimum grade. Certificates should be based on student performance in relation to the program curriculum and other information. Students must complete the Student Competency Achievement Test (SCAT) for the CTE program with a score of 80% or above on the written test and a Level 3 or above on all performance tests. Students may earn a perfect or outstanding attendance seal for their certificate.

CTE Instructors may revoke the CTE Certificate for students who do not meet program standards in other areas. This would include poor work habits, disruptive behavior, poor achievement/performance, incomplete assignments, and attendance.

Honor Seals

Listed below are the criteria for students to receive an honor certificate:

1. Successfully completed the Student Competency Achievement Testing Process
 - a. Performance Test - Students must earn a skill level of employable to highly employable
 - b. Written Test - Students must score eighty percent or above on their written test
2. Students must maintain a 3.5 grade point average for the year
3. Students must have outstanding attendance, no more than five absences during the school year
4. Students must achieve a job title in their particular program area

Articulation Program

TTC currently has articulation agreements with (including but not limited to) Delta Community College, Davenport University, Ferris State University, Baker College, Mott Community College, University of Northwestern Ohio and others. Articulation means that you can earn college credit for the program you are studying at TTC. This can reduce your college costs and you can receive credit for introductory classes. For more information, contact Craig Searight, TTC Counselor.

Field Trips

At various times throughout the school year, instructors will arrange field trips relating to their program area. **If it becomes necessary for a student to be absent from the home high school for a field trip, it is his/her responsibility to obtain permission from their home school 2 days prior to the field trip.** Tech Center instructors will provide the forms necessary to verify these field trips with the home high school. Transportation on field trips may be provided by TTC. Private student automobiles are not to be used for this purpose. All TTC policies apply during field trips. Participation on field trips may be based on student attitude, attendance, behavior and grades. Student luggage, bags, etc. will be checked prior to departure and at any time necessary during the field trip.

Please note that the only beverages allowed on the bus on the way to the field trip will be water. All bags will be inspected upon entry of the bus.

Bus conduct should be as follows:

1. Noise levels should be kept at a minimum with no loud music, yelling, etc.
2. No unacceptable language allowed, as in the classroom
3. Unacceptable behavior is as follows: horseplay, changing seats while bus is moving, discourteous and rude behavior
4. Students are not to use the emergency exit unless directed by the instructor or bus driver
5. Students will clean the bus of any trash or debris from the trip before exiting the bus

Tornado and Fire Drills

Fire and tornado drills will be held periodically. Directions for student procedure will be issued by each instructor for their area. If any exit is blocked, the nearest alternate route should be taken. Students are to exit as a class and return when all clear is issued. It is essential that all fire and tornado drills be completed in a quiet, efficient and orderly manner.

Bomb Threats

All bomb threats will be taken seriously. Students will not be released early due to threats. Disciplinary actions will be carried out to the fullest extent of the law to those responsible for the threats.

Crisis Response

An emergency crisis response plan has been developed and practiced with the assistance of appropriate emergency response personnel.



Tuscola Technology Center

989-673-5300

1401 Cleaver Road, Caro, MI 48723

www.tuscolaisd.org

August 1, 2022

Dear Parents,

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school district has made preparations in conjunction with local emergency response personnel to respond effectively to such situations. In fact, public schools are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have an emergency or major disaster during school hours, your student(s) will be cared for at the school. Our school system has a detailed emergency plan, which has been designed to respond to any major catastrophe.

Your cooperation is necessary in any emergency, for both the safety of staff and students, and the expedient reunification with your child.

- ❖ Do not telephone the school. Telephone lines may be needed for emergency communication.
- ❖ Do not go to the school, or evacuation site, until notified to do so.
- ❖ In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site.
- ❖ Only a parent or guardian 18 years of age or older, who has been identified as such on the school system emergency form, will be permitted to pick up a student. This form is required to be filled out by parents at the beginning of every school year.
- ❖ Tune your radio and television to those channels listed. If students are to be kept at school or evacuated to an alternate site, the media will be notified.
- ❖ Impress upon your children the need for them to follow directions of any school personnel in time of an emergency.
- ❖ Student's cell phones will be collected during emergency situations. A sudden surge in cell phone usage could actually overload the system causing it to shut down.

Students will be released only to parents and/or guardians identified on the school system emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses, or an alternate evacuation site. Parents need to be patient and understanding with the school district and its student release process. Please instruct your student to remain with school personnel until you or a designee arrives.

The emergency actions your school may take are dependent on the emergency situation. Please realize that we will do everything within our power to keep your student safe. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Todd Laventure
Principal/CTE Director

**PRINCIPAL/
CTE DIRECTOR**
Todd Laventure

**DISTRICT
OFFICE**
1385 Cleaver Road
Caro, MI 48723
989-673-2144

SUPERINTENDENT
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Emergency Weather Procedures

If the home high school is closed due to inclement weather conditions, students are not required to attend the career-technical program; however, if the Center is open, students may attend. Information regarding the closing of the Tuscola Technology Center due to inclement weather will be carried by WKYO1360 AM & WIDL 92.1 FM Caro and other local TV and radio stations.

Job Placement

Tuscola Technology Center is able to provide job placement assistance to all students through either your program instructor or placement office. TTC job placement assistance is designed to help you find full time, part time or temporary jobs. The TTC placement effort is made up of several parts:

1. Program instructors who take an active placement role for each of their students
2. A placement coordinator who coordinates all placement efforts
3. You, the student, who has mastered specific occupational competencies, attained pre-employment employability skills and has a good attendance record

The Center offers the following specific placement programs to help assist you in becoming employable:

- **Non-Paid Work Experience:** Work experience is a non-paid school supervised and administered program that provides the student with part time work for a short period of time. It is an integral part of the educational program and the training station serves as an extension of the classroom. This program provides the student with an on-the-job learning experience that is in harmony with his/her interests, needs and objectives.
- **Co-op:** Co-op is a paid school supervised and administered program that provides the student with related employment. This is for students who have successfully achieved the program duties and tasks outlined in the particular curriculum and have met all attendance guidelines (no more than five absences per semester) and specific rules of the Co-op program. Co-op students are required to participate in related career-technical instruction at the center. It provides a capstone experience where students can practice the competencies that have been developed in a career-technical program.

Student Organizations

Students will be extended an opportunity to belong and become an active part of a student organization. These organizations are as follows: Business Professionals of American (BPA), DECA, Health Occupation Students of America (HOSA), SkillsUSA, FFA, FCCLA, ProStart, Michigan Industrial Technical Education Society (MITES) and National Technical Honor Society (NTHS). Students attending a competition must ride the school supplied transportation to and from the competition when transportation is provided.

Business Professionals of America (BPA)

An organization that helps to develop individual and group initiative in planning and carrying out business related activities. A club that operates through the framework of secondary schools and three levels - local, state and national.

DECA

Identifies the program of student activities relating to marketing and education programs and is an integral part of the Marketing/Business Management Program. DECA activities have a tremendous psychological effect upon the attitudes of students. This club provides an opportunity to develop responsibilities in good citizenship. DECA members learn to serve as leaders and followers and have opportunity for state, national, and international recognition.

ProStart

ProStart (in partnership with the National Restaurant Association), allows students to learn through curriculum and work experience opportunities in the culinary field. Students can become eligible to earn the ProStart National Certificate of Achievement and have articulation credits available to them for college.

FFA

FFA brings together students, teachers and agribusiness to solidify support for agricultural education. Today, the national FFA organization remains committed to the individual student by providing a path to achievement in premier leadership, personal growth and career success through agricultural education. Now, the organization is expanding the nation's view of traditional agriculture and finding new ways to infuse agriculture into the classroom.

FCCLA

FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families. FCCLA members make a difference in their families, careers and communities by addressing important personal, work and societal issues through Family and Consumer Sciences education.

Health Occupation Students of America (HOSA)

HOSA is a student organization that promotes the development of leadership skills, occupational and personal competencies, as well as social skills which lead to successful employment in the health field.

SkillsUSA

SkillsUSA is one of several student organizations at the Tech Center. The local Skills USA chapter promotes leadership as well as career-technical skills and is an open membership to students in the following programs: Auto Body Repair, Auto Technology, Power Technology, Welding Fabrication, Advertising Design, Graphic Communications, Drafting Occupations, Electronics, Hospitality Management, Early Childhood Professions, and Law Enforcement/Protective Services. Competition at local, regional, state, national, and international levels are organized so that students may test their knowledge and skills as well as meet students with similar interests.

Michigan Industrial Technical Education Society (MITES)

The purpose of this organization is to encourage and recognize fine craftsmanship in the field of industrial education. The MITES program invites students to enter their projects in a regional fair. The projects must be made in school and will be entered in one of the following categories:

Architectural Drawing	Auto Mechanics	Wrought Metal	Machine Trades
Mechanical Drawing	Architectural Model	Open Division	Woodworking
Graphic Communications	Pattern Making	Group Projects	Plastics
			Electronics

First and second award winners in the regional fairs may then be entered in the statewide competition held during the annual Michigan Industrial Education Society Convention.

National Technical Honor Society (NTHS)

Membership in the National Technical Honor Society is also available for students. Membership requirements are:

- Completion of one semester at the Technology Center
- Absence of three days or less per semester (with no make-ups)
- Grade of B+ or better
- Instructor may use additional criteria within their program
- Positive standing at student's home school
- Student candidate must follow instructions, be safety conscious, work well with others, be dependable, trustworthy, responsible, and honest, take pride in their work, exhibit a good attitude, exhibit leadership, and exhibit good citizenship

Student Forum

Student Forum is a TTC student organization that works on a variety of fundraising projects throughout the school year. The organization consists of 19 students, one student from each session, who will represent the TTC programs. Being part of Student Forum allows each representative the opportunity to develop skills in communications, teamwork, leadership, and organization skills. Past fundraisers include Breast Cancer Awareness and Christmas for Kids. Student Forum also organizes an American Red Cross Blood Drive, Imagination Library fundraiser, and organizes a student scholarship fund.

Professional Learning Center

The staff in the PLC welcomes all TTC students. We are open to all students needing to make up homework, class assignments, take tests, get college information, and use the computer to research careers and perform self-assessments. Passport to Your Future, KeyTrain, E2020, Word and Skill Bank Software is available to practice math and reading in your skill areas. Viewing of films, movies or tapes are also available for student use. We are also available to help remediate in areas you need most, such as reading, math, employability skills and career-technical skills.

Program Changes and Withdrawals

It is hoped that through guidance in the home school, you have made a good choice in selecting a program in which you are sincerely interested. However, students do on occasion change their goals.

Before you decide to change your particular program, talk to the teacher and/or career counselor at TTC about your concerns and feelings. Perhaps the teacher may be able to redirect your interests into a different job goal within your present program. Your next step is to obtain permission from your home high school to change or drop a program. The Tech Center will not make any changes in your program unless you first obtain permission from the home school. After you have obtained home school permission, go to the Student Services Office for further assistance or possible change. Students should be aware that in most cases the home school would not be able to reschedule a student back into regular classes during the semester. Therefore, if a student withdraws from a Tech Center program during the semester or is terminated from a program, the student may lose a semester's credit toward graduation, which may result in the student not being able to graduate when planned. Students for semester and trimester may switch classes up until two weeks after the start of first semester (September 12, 2022). Students on semester schedules cannot switch programs 2 weeks after the start of 2nd semester (January 30th, 2023.) Students on trimester schedules cannot switch programs 2 weeks after the start of trimester 2 (December 2, 2022). Students on trimesters cannot enter a program at the start of the third trimester. The exception to the third trimester rule is any student new to the district may join at any time or any student who attended the TTC program the first trimester may add back in the third trimester with the instructors written approval.

Student Conduct

The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibility of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of that community.

A primary responsibility of the schools of Michigan and their professional staffs is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

Assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school and/or engaged in school-connected activities) as those, which may result in warnings, in school suspensions, out of school suspensions, or expulsion. The categories are general in nature and are not deemed to be all inclusive:

1. Matters relating to public and private property. Included but not limited to:
 - a. Theft - taking the property of others
 - b. Misuse of books, materials and equipment
 - c. Defacing property
 - d. Trespassing/unauthorized presence in a building - students are allowed in cold storage only with direct supervision of TTC staff
2. Matters pertaining to citizenship including but not limited to:

- a. Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
 - b. Use of profane and obscene language
 - c. Possession of weapons or explosives - Including but not limited to: pocket knives, paintball guns, BB guns, lookalike weapons
 - d. Initiating false alarms
 - e. Insubordination - failure to carry out a reasonable request
 - f. Disrespect - to assault verbally or in writing any member of the TTC staff or student body
 - g. Cheating on classroom assignments, projects or tests
 - h. Arson - malicious burning or attempt to burn any TTC property, or burning or attempting to burn another person's property while on TTC property or at a TTC event
 - i. Possession or connection with pornographic material, including pornographic material on the internet
3. Matters pertaining to attendance, including but not limited to:
 - a. Violation of compulsory attendance laws
 - b. Persistent tardiness
 - c. Failure to attend school regularly
 4. Matters pertaining to safety of others, included but not limited to:
 - a. Physical attacks or threats to students or school employees
 - b. Fighting
 - c. Extortion
 - d. Intentionally causing or attempting to cause physical harm to another through force, violence, bullying, cyber bullying, intimidation or hazing
 5. Persistent disobedience and/or breaking of school rules and regulations
 6. Gross misbehavior - conduct detrimental to the normal function of the school or activities
 7. Drugs: Possession or evidence of use of alcohol, prescription drugs, illegal drugs, or inhalants anywhere on the Tech Center campus will be grounds for suspension or exclusion from the Tech Center program. This shall include but not be limited to drug look-a-likes and paraphernalia. Police will be notified in the event of a student's possession of controlled substance/drugs. Furthermore, students found in possession of controlled or illegal substances will be suspended from school. In some cases, a suspension can be reduced by completing a drug/alcohol assessment and recommended treatment program. Program treatment and assessment is at the expense of the parent/guardian at any facility of the parent's choosing.
 8. Tobacco-Free School Zone: Section 473 of the Michigan Penal Code prohibits the use of tobacco products on school property. Violation of this law may result in a \$50.00 fine. Any student who is caught smoking or carrying tobacco may be reported to the local police and appropriate disciplinary action, which will be suspension of 3 days out of school. Electronic nicotine delivery systems and their parts are not permitted on campus.
 9. Dress: In an effort to preserve the health and safety of the students, a number of programs require definite dress or uniforms. Cleanliness of person and dress is essential. Dress shall not be extreme, exhibitionistic or immodest to the extent that it interferes with the education process. The Tech Center shall provide protective glasses to ensure maximum eye safety. Personal hair grooming shall be of a style that will not jeopardize the health and safety of all individuals. Appropriate protective dress is required when working

around dangerous equipment (jackets, aprons, etc.). Technology Center students may participate in several field trips and/or student organization functions that require business attire. Dress for success! Plan early for these events. Restrictions governing student dress include but not limited to the following:

- Shoes must be worn at all times. Some programs require protective footwear.
- Shirts and blouses must cover the midriff, shoulders and back.
- Clothing with language and/or pictures promoting alcohol, bars, tobacco, any types of drugs, vulgarity, indecency, or is disruptive in any way shall not be worn.
- No see-through clothing is allowed.
- Clothes with holes or tears in inappropriate places are not allowed.
- Muscle shirts and short-shorts or gym shorts shall not be worn; shorts must be hemmed; skirts and all articles of clothing must be of appropriate length and fit so as not to distract from or disrupt the educational environment.
- No coats will be worn in the building.
- Head apparel such as hats, bandanas, scarves, etc. will not be worn in the classroom unless permission is given by the instructor. Exceptions may be made for religious or health reasons.
- All undergarments should be completely and appropriately covered.
- No pajama pants are allowed.
- Yoga Pants – if yoga pants are worn, shirts must be long enough to cover the mid-thigh area.

TTC Administration and instructors help students make judgments concerning appropriate dress at school and employment.

10. The Tuscola Technology Center maintains an atmosphere that is like the workplace. Amorous behavior, holding hands, kissing, hugging etc., is not acceptable on campus.
11. Media Player: Students are not allowed to use or have any type of media players (iPod, MP3 players, Nintendo DS, etc.) at TTC.
12. Toys/Laser Pointers: Inappropriate toys including but not limited to laser pointer, electronic games and cards are not allowed at TTC. These items can be confiscated.
13. Electronic Communication Devices including but not limited to cell phones: Students may have cell phones in their possession, but use of cell phones will be prohibited, unless approved by the student's instructor. The following disciplinary steps will be enforced for unauthorized use in classrooms and the building:
 - 1st Offense - Device is taken and returned at the end of the class period/parent contact will be made.
 - 2nd Offense - Device is held in Student Services Office for 5 days/parent contact will be made.
 - 3rd Offense - Student will receive out of school suspension.
14. Eating and drinking is not allowed in any classroom or lab in the Tech Center, without instructor approval. A bottled water vending machine is available for student use at the Tuscola Technology Center with instructor approval.
15. Students must have permission from their instructor and a hall pass to leave the classroom.

Tuscola Technology Center Internet, Network and Computer Acceptable Use Policy (AUP)

(Please see Attachment 2, page 41)..... signature will be required on the Student Medical /AUP form that will be sent home separately

Procedural Rules and Regulations for the School Community

The constitutional rights of individuals assure the protection of due process of law; therefore this system, on constitutionally and legally sound procedures, is developed with regard to the administration of discipline in the Tuscola Technology Center.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of the school district resources including appropriate personnel in cooperation with the student and his/her parent or legal guardian.
3. A student must be given an opportunity for a meeting with the appropriate school administrator if his/her parent or guardian indicates the desire for such a meeting. A meeting shall be held to allow the student and his/her parent or guardian to explain or present their view of the situation.

Guidelines and Procedures for Student Discipline

Guidelines

Whenever a student is referred to the administration for corrective discipline, the administrator will make every attempt to get all the facts of the situation and then make a determination as to the kind and degree of discipline that will be necessary. Depending on the circumstances and severity, and in cases of gross misbehavior (physical violence, alcohol/drug possession, driving policy violation, etc.) some of the first steps listed below may be bypassed.

- Warning - This may be either written or verbal.
- In-School Detention - The student is suspended from his/her class but required to come to the Tech Center and do class work in a room, monitored by the administrator and/or a designee.
- Out-of-School Suspension - The student is suspended for one, but not more than 59 days from the Tech Center Program and required to serve this time at home. If you are suspended from TTC, you may also be suspended from your home school.
- Expulsion - In extreme discipline cases or in repetitive discipline cases, a student may be removed from a program or the Tech Center for 60 or more school days by the Board of Education.
- Reimbursement - Students, who cause damage to the facilities and/or the equipment at TTC intentionally or through neglect of the proper procedures or policies, will be billed for the cost of repair and/or replacement of damage.

Once administration is involved in the discipline process, discipline decisions will be made by administration with input from staff. Student contracts may be requested at any discipline level. This contract will state the expected behavior of the student, the time period the contract is in effect, and what happens if the contract is not adhered to.

Due Process and Hearing Procedures

Before a student is suspended or expelled from school for any offense except possession of a firearm, TTC administrators will consider:

- a. The student's age;
- b. The student's disciplinary history;
- c. Whether the student is a student with a disability;
- d. The seriousness of the violation or behavior committed by the student;
- e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- f. Whether restorative practices will be used to address the violation or behavior committed by the student; and
- g. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Students subject to short-term suspension (10 days or less):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

Health and Safety

TTC encourages all students, staff, and visitors to protect against the spread of disease by taking the following steps:

- Wash your hands often with soap and water, especially after you cough or sneeze.
- If you are not near soap and water, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Immediately throw the tissue away in a closed wastebasket after using it.
- Cough or sneeze into your elbow if you don't have a tissue.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.

- Try not to touch your eyes, nose or mouth. Viruses often spread this way.
- In a pandemic, following the instructions of public health officials will be crucial-and in some cases, the law.



Tuscola Technology Center

989-673-5300

1401 Cleaver Road, Caro, MI 48723

www.tuscolaisd.org

**PRINCIPAL/
CTE DIRECTOR**
Todd Laventure

**DISTRICT
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989-673-2144

SUPERINTENDENT
Eugene W. Pierce

**BOARD OF
EDUCATION**

James Welke
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Trustee

August, 2022

Parents of TTC Students:

Michigan law requires the Tuscola Technology Center to notify students' parents and Guardians of pesticide use within our building.

Pesticides are used in our Greenhouse Program throughout the school year when infestations occur. The spraying is usually done after school hours, but is occasionally done as part of instruction during the school day.

Our building is also sprayed on a monthly basis for pest control after school hours. This is done on the first Thursday of every month between 3:00 and 6:00 p.m. with pesticides PT 279 Engage, PT 565 Plus LXO and PT 270 Dursban. The Material Safety Data Sheet is on file at our building for your information. If your child has a known allergy to pesticides, please contact the Student Services Office so we can best serve your child.

If you have any further concerns regarding this policy, please contact the Operations Manager at 989.673.5200, Ext. 30362.

Sincerely,

Todd Laventure
Principal - Tuscola Technology Center



A commitment to serve...a promise to educate.

Tuscola Technology Center School Calendar
2022-2023 SCHOOL YEAR

FIRST DAY FOR STUDENTS	AUGUST 29, 2022
STUDENT FORUM BLOOD DRIVE AT TTC	OCTOBER 18, 2022
STUDENT APPRECIATION	OCTOBER 27, 2022
TTC IN-SERVICE DAY (No students)	OCTOBER 21, 2022
END OF FIRST MARKING PERIOD	OCTOBER 28, 2022
INTERVIEW DAY	NOVEMBER 3, 2022
PARENT TEACHER CONFERENCE AT TTC	NOVEMBER 3, 2022
END OF TRIMESTER 1	NOVEMBER 18, 2022
THANKSGIVING VACATION	NOVEMBER 23-25, 2022
CHRISTMAS VACATION (AT END OF DAY)	DECEMBER 21, 2022
SCHOOL RESUMES	JANUARY 3, 2023
END OF SECOND MARKING PERIOD/SEMESTER 1	JANUARY 13, 2023
10TH GRADE TOURS - NO SCHOOL AT TTC (Make-up for 10 th Grade Tours)	FEBRUARY 1, 2023 FEBRUARY 3, 2023
HOSA BLOOD DRIVE	FEBRUARY 8, 2023
PRESIDENTS' DAY (No school at TTC)	FEBRUARY 20, 2023
END OF TRIMESTER 2	FEBRUARY 24, 2023
TTC SPRING IN-SERVICE DAY (No students)	MARCH 10, 2023
9TH GRADE TOURS (TTC students attend)	MARCH 7 THRU MARCH 10, 2023
END OF THIRD MARKING PERIOD	MARCH 17, 2023
SPRING BREAK (AT END OF DAY)	MARCH 24, 2023
SCHOOL RESUMES	APRIL 3, 2023
CO-OP BREAKFAST	MAY 2, 2023
SPRING FLING	MAY 12, 2023
MEMORIAL DAY - NO SCHOOL AT TTC	MAY 29, 2023
LAST DAY FOR STUDENTS AT TTC	JUNE 7, 2023
END OF FOURTH MARKING PERIOD/SEMESTER 2	JUNE 7, 2023
END OF TRIMESTER 3	JUNE 7, 2023

Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:
Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - A. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
 - B. Adversely affecting a student's ability to participate in or benefit from the 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; or
 - D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness or another person with reliable information about an act of bullying, is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official (s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

Complaints against Certain School Officials. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

C. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. Annual Reports. At least annually the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official. The Superintendent (“Responsible School Official”) shall be responsible for ensuring the proper implementation of this policy throughout the district. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Posting/Publication of Policy. Notice of this policy will be:

1. Annually circulated to all students and staff,
2. Posted in conspicuous locations in all school buildings,
3. Annually discussed with students, and
4. Incorporated into the teacher, student, and parent/guardian handbooks.

Training and Educational Programs. The Responsible School Official shall provide the opportunity to annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

H. Definitions

1. “At School” means 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 the it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.

2. “Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, “Telecommunication Access Device” is defined to mean any of the following:

A. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 705.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

B. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving and telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the

receipt, acquisition, interception, transmission retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications, device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal code, *supra*, as may be amended by time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

- A. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or⁵ other person or entity which, for a fee, supplies the Facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- B. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- C. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Tuscola ISD
Agreement for Acceptable Use of Technology Resources (2022-23 School Year)
Tuscola Technology Center

The purpose of this Agreement is to grant access to and define acceptable use of the ISD'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.

5208 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (
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(As of July 1, 2021, the latest version of this policy can be found by going to www.tuscolaisd.org, About, Board of Education, Tuscola ISD Board of Education Policies).

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 3116).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Information Systems Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information

- C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying, and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including and in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher’s approval plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Information Systems Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of District Technology Resources.

Possession of a Wireless Communication Device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's Central Office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5103 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

It is the policy of the Tuscola Intermediate School District Board of Education to provide students, staff, volunteers, and other authorized users access to the ISD's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the ISD's administration to:

- A. Monitor minors' online activities and use technology protection measures on the ISD's computers with Internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means 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.
- B. Use technology protection measures on the ISD's computers with Internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: Superintendent or his/her designee.

- C. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.
- D. Prohibit access by minors to inappropriate matter on the Internet.
- E. Prohibit unauthorized access, including so-called “hacking”, and other unlawful activities by minors online.
- F. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- G. Restrict minors’ access to materials that are “inappropriate for minors” to include: 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.
- H. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the Superintendent or his/her designee to take all steps necessary to implement this policy and to otherwise comply with the CIPA.

The Board directs the Superintendent or his/her designee to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or his/her designee will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and Board member; (2) an acceptable use agreement to be signed by students attending the Tuscola Technology Center and their parents; and an acceptable use agreement to be signed by students attending Highland Pines School and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A. A statement that the use of the technology resources is a privilege that may be revoked at any time.
- B. A statement that a user has no expectation of privacy when using the technology resources.
- C. Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.

- D. A statement that the technology resources may not be used to bully other people.
- E. A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.
- F. A list of what constitutes "misuse" of the technology resources.
- G. A statement that the ISD does not guarantee that the technology resources will be error free or uninterrupted.
- H. A requirement that users report any material that makes them feel threatened, harassed, or bullied.
- I. A release of all claims and liabilities against the ISD for use of the technology resources.

PARENT:

I have read this Agreement and agree that as a condition of my child's use of the ISD's technology resources, which include (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, I release the ISD 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 the ISD 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 the ISD's technology resources.

I have explained the rules listed above to my child.

I authorize the ISD 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 ISD's technology resources is not private. I consent to having the ISD 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.

STUDENT:

I understand that I may sometimes be permitted to use the ISD's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- A. I will only use the computers, electronic devices, and Internet for school work.
- B. I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- C. I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- D. If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- E. If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- F. I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- G. If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- H. I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I. I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- J. I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- K. I will keep my password secret from all other students.
- L. I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- M. I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters
- N. I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.
- O. I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.