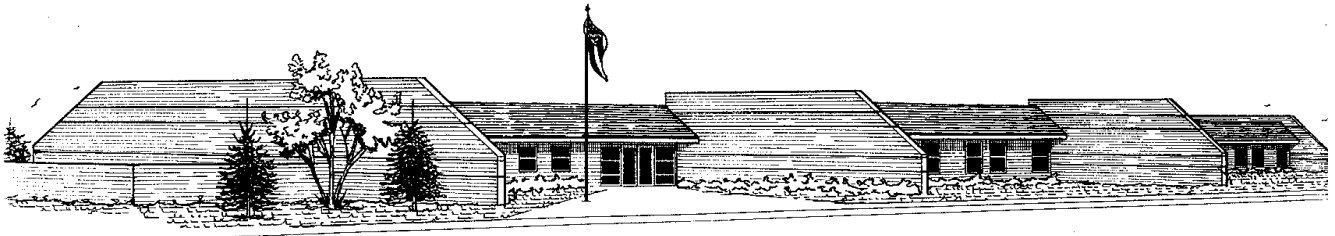


Student Parent/Guardian Handbook

2023-2024



Huron Area Technical Center

**Helping Inspire Success and Dreams
Since 1986**

1160 S. Van Dyke

Bad Axe, MI 48413

Phone: 989-269-9284

24 Hour Attendance Hotline: 989-269-3405

E-mail HATCattendance@HuronISD.org

Fax: 989-269-2844

www.huronisd.org

HURON INTERMEDIATE SCHOOL DISTRICT

BOARD OF EDUCATION

Ryan Kramer, President
Janice Holz, Vice President
Carol Roggenbuck, Executive Secretary
Gary Osminski, Treasurer
Tammy Schave, Trustee
Dr. Nancy Lubeski, Assistant Secretary

MISSION STATEMENT

The Huron Area Technical Center accepts the challenge to provide each individual and business with access to career and technical education which meets the changing needs of our global society. We expect all learners to strive toward their highest potential and to become lifelong learners, thereby improving quality of life.

NONDISCRIMINATION POLICY

It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan 48413; (989) 269-6406

HISD Compliance Officers

Section 504 of the Rehabilitation Act of 1973: Nondiscrimination on the Basis of Being Disabled

Title VI of the Civil Rights Act of 1964

Title II of the Americans' with Disabilities Act (ADA) of 1990

Age Discrimination Act of 1975

Title IX of the Education Amendments of 1972: Nondiscrimination on the Basis of Sex

[Geraldyn Kolar](#), Special Education Monitor/Supervisor/Transition Coordinator (989)269-6406

[Lane Walker](#), Principal, HATC (989) 269-9284

McKinney-Vento District Homeless Liaison

[Theresa Hessling](#), Assistant Principal, HATC (989) 269-3442

Title III English Language Proficiency

Steve Carlson, Director of General Education (989) 269-3465

WELCOME TO THE HURON AREA TECHNICAL CENTER!

On behalf of the Huron Intermediate School District Board of Education, the administration, instructors, and staff of the Huron Area Technical Center, **Welcome!**

The HATC prepares students for successful futures. Our programs and services are designed to develop each student's academic, technical, and employability skills in preparation for the workplace and/or postsecondary education.

The Huron Area Technical Center is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. Each student is issued a Student-Parent/Guardian Handbook that describes the policies and procedures governing the Huron Area Technical Center. Your safety and that of your classmates is our first priority.

The HATC emphasizes the value of daily attendance to earn credit and on student achievement. You are scheduled to attend the HATC 2 1/2 hours per day; and depending on your career-technical education program, you may learn in groups or individually with a great deal of hands-on instruction, in a work-based learning setting, on technical equipment, and/or at a computer station.

Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. You will be treated with respect while you are with us. Your classmates, instructors, and administration expect the same from you.

The program instructor will review the Handbook and program specific regulations. We ask that you and your parent/guardian take the time to read the Handbook, complete the authorization form, and return it to your program instructor before the end of the first week of school.

If you have questions regarding our policies and procedures, please see your program instructor or stop in at the Main Office. Let's work together to make it a great year!

Sincerely,



Lane Walker
CTE Director/Principal



Theresa Hessling
Assistant Principal

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HURON AREA TECHNICAL CENTER STAFF DIRECTORY

ADMINISTRATION/SUPPORT STAFF

CTE Director/Principal Lane Walker
Assistant Principal Theresa Hessling
Secretary/Receptionist..... Shelli Gordon
Secretary/Receptionist..... Dolores Gorkowski
Front Door Attendant..... Krista Restrick

TECHNOLOGY STAFF

HISD Technology Coordinator Tom Kuras
Technology Assistant..... Tony O'Neil

STUDENT & CAREER SERVICES:

Counselor/Student Services Specialist Sandi Smith
Career and College Readiness Instructor Jeremy Warner

CTE PROGRAM INSTRUCTORS / PARAPROFESSIONALS

Automotive Technology Instructor Terry Tuckey
Careers in Education Instructor Jillian Chiotti-Steinman
Careers in Education Paraprofessional Jenifer Campbell
Computer Aided Drafting (CAD) Instructor Matthew Ruth
Construction/Building Technology Instructor Tim Geiger
Construction/Building Technology Paraprofessional RJ Bolzman
Construction/Building Technology/Electrical Instructor Kenneth Errer, Jr.
Cosmetology 1st Year Instructor Teri Baranski
Cosmetology Salon Instructor Kim Poppeck
Health Science I Instructor Kayla Champagne
Health Sciences II Instructor Jessica Vigenski
Hospitality/Food Service Instructor John Miles
Law Enforcement/ Public Safety Instructor Ryan Swartz
Marketing Instructor Amber Blackstock
Power Technology Instructor Michael Meissner
Power Technology Paraprofessional Steven Riske
Visual Communications..... Casey Turner

MAINTENANCE SERVICES

Head Custodian..... Craig Heilig
Custodian..... Trent Popour
Custodian..... Brent Smalley

**HURON AREA TECHNICAL CENTER
CAREER TECHNICAL EDUCATION PROGRAMS**

The Huron Intermediate School District provides career/technical education opportunities for Ascent/Bad Axe, Caseville, Harbor Beach, Lakers, North Huron, Owendale-Gagetown, and Ugly School Districts. At the Huron Area Technical Center, residents of these districts participate in Career/Technical programs and explore activities in preparation for employment or postsecondary education.

LOCAL SCHOOL	AM HATC CTE SCHEDULE		PM HATC CTE SCHEDULE	
	Beginning Time 8:15	End Time 10:45	Beginning Time 11:55	End Time 2:25
Local School Bus / Arrival and Departure Schedules				
ASCENT			11:44	1:55
BA- SR	8:06	10:37	11:30	2:00
BA- JR	8:06	10:45	11:30	2:00
CS (M-TH)			11:50	2:20
CS (FRI)			11:30	1:10
HB (M-TH)	8:10	11:00	11:35	2:20
HB (FRI)	8:10	10:30	11:35	1:15
LK	8:15	10:50	11:40	2:30
NH	8:15	10:35		
OG	8:20	11:00		
UB	8:25	11:00	11:30	2:25

Unscheduled School Cancellations

In cases of inclement weather or other emergencies that would cause the HATC to be closed, an announcement will be made on radio stations, WLEW 1340 AM and 102.1 FM, Bad Axe and WNEM TV-5. If the local school district is closed due to inclement weather but the HATC is open, those students are not to attend the HATC and will not be marked absent.

Guest Entry:

Our campus has limited access to the public during school hours unless by appointment, scheduled event, or student pick-up. All guests must check in at the front desk upon arrival and will follow protocol for further entry. We value our instructors' class time and want to minimize interruptions. Administration is always open and willing to meet but please follow guidelines at the front desk.

Grading and Reporting Policy

During the course of the school year, Huron Area Technical Center students are evaluated by their program instructor on achievement, career skills and attendance over a nine-week basis making four reporting periods.

Student Grade information is automatically updated via the local school's Skyward each day at 4:00pm as well as generated at the end of each marking period. Students with a "C-" or less will receive a mid-term progress report. Instructors are also encouraged to use progress notices for positive news as well.

Our intent is to maximize the opportunity for parents to be aware of their student's progress. Grades will be updated in the HATC Skyward in real time. Grades will be updated in local Skyward systems at 4:00pm each day.

The standard letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, I, CR, NCR) will be reflected on the report card and progress report. A student's grade is determined by both academic skills (which includes mostly hands-on tasks) and employability skills.

Academic Skills**	Employability Skills**
Hands-on tasks Technical reading/writing Technical math Assessments Quizzes/Tests Journals/Daily Logs Project-Based Assessments Performance Assessments Career Exploration Tasks Others determined by instructor	Communication Collaboration (Teamwork) Responsibility (Reliability) Attention to Detail Time Management Adaptability (flexibility) Taking Initiative (self-direction) Perseverance (Grit) Problem Solving (Critical Thinking/Decision Making) Innovation (Creativity) Leadership Conflict Resolution (see full details on next page)

Attendance affects both academic and career skills grades. **It is of utmost importance to attend the technical center as many days as possible. Absences have a negative impact on grades, just as they do with a paycheck on the job.

Late Work Policy: All work will be graded with a deduction of 50% on the first day and an additional 25% each day thereafter. No late work will be graded after 3 days, resulting in a 0.

Student semester grades will be calculated based the following:

- Marking period grade (2/5)
- Marking Period Grade (2/5)
- Semester Performance Assessment (1/5)

Students must pass two of the three to pass the semester. Students who have a 90% or higher and 5 or less absences for the current semester may be exempt from semester performance assessment/exam for that semester, at the discretion of the instructor.

The HATC utilizes the Career Tree[®] Philosophy to teach students the importance of both career exploration and career roots: employability skills, academic skills, experiences, and passion. Employability skills are just as important as having the knowledge to perform a task; therefore, these employability skills will be taught to students and assessed throughout the school year and reflected in their grades. See full details of these employability skills on the next page.

HATC Employability Skills

1	Communication - The way people interact with each other through the sharing and receiving of information; can be exchanged in multiple forms including: writing, speaking, tone of voice, non-verbal cues and active listening
2	Collaboration (Teamwork) - Two or more people working together to complete a shared goal or task or to produce something; each person contributes to the whole for the good of the group
3	Responsibility (Reliability) - Being dependable, committed to completing the job carefully and correctly, and being trusted to fulfill an obligation
4	Attention to Detail - Demonstrates awareness of a particular task or situation through observation, asking questions and noticing the "little" things
5	Time Management - Organizing and prioritizing how to best use time effectively; begins with attendance and punctuality, but also includes appropriately handling various tasks & deadlines in a timely manner
6	Adaptability (Flexibility) - Showing maturity, poise and restraint when having to adjust to new or different conditions; being open to change; effectively coping with pressure, stress, criticism, setbacks, etc.
7	Taking Initiative (Self-direction) - Seeing a need and doing it without being told to do so; the desire to act or go "above and beyond" what is expected or required; internal motivation
8	Perseverance (Grit) - Courage or resolve; not giving up in doing or continuing to do something despite difficulty or challenges; determination & commitment to achieving one's goal even if success is delayed
9	Problem-solving (Critical Thinking or Decision-making) - The ability to identify a problem, analyze it and work through various possible scenarios to find a potential solution
10	Innovation (Creativity) - The ability to generate new and imaginative ideas, processes, products, etc.; "outside-of-the-box" thinking that produces different results than before
11	Leadership - Motivating a group of people to act toward achieving a common goal; inspiring & helping others to feel ownership and maximize their own potential
12	Conflict Resolution - The process where two or more people (or parties) working (through ongoing communication) to find a peaceful solution to a dispute or disagreement

ATTENDANCE

The Huron Intermediate School District emphasizes that regular daily attendance is necessary for achievement, as well as for developing the habits of punctuality, dependability, and self-discipline. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent/guardian to send their child to school on a daily basis. **Accordingly, program attendance factors into a student's course grade and amount of credit earned.** Attendance letters/phone calls to parent or guardians will be made in instances of excessive student absences.

Regular attendance is especially important for career technical education students because:

- Skills developed by working with equipment and technology in a laboratory setting under the supervision of a qualified teacher cannot be developed when the student is not present.
- Laboratory experiences and classroom instruction cannot be replicated after hours in make-up sessions.
- Just as workers earn wages/salary for services/skills performed on the job, HATC students earn daily credit by being present and successfully completing assigned tasks. We teach workplace readiness skills here.

Types of Absences There are no excused absences except those which are excused by the home school for school functions such as sports, testing, professional development days, etc.. **All others are considered an absence.**

- The purpose of the attendance policy is to maintain academic standards for earning grades and credits
- The instructor will inform students of the attendance policy
- Three (3) tardies equal an absence
- Local school district attendance policies will be honored regarding credit / no credit. Local districts will notify HATC when a student loses credit and vice versa.
- Students are responsible for contacting their instructor when absent and providing necessary documentation. Students are also responsible for obtaining make-up work&/ or make-up time
- Poor attendance will impact a student's performance.

Tardies Students arriving after their scheduled class time must check in at the front desk to receive a pass and will be marked tardy. Students missing more than one hour of class time will be considered absent. Students who are tardy three times per semester will be given an absence for one day. If tardiness becomes a problem, the student is subject to the appeal process.

Early Dismissal Students are expected to be in their CTE program from the start of each session to its conclusion. Students are not permitted to leave the HATC premises without the direct approval of HATC administration and until parent/guardian has been contacted.

A student who has permission to leave must sign out in the Main Office before leaving the premises. The parent/guardian must report to the Main Office to pick up their student. A student who leaves the HATC or CTE program without permission is subject to immediate suspension.

When You Are Absent

1. **Students** will communicate with their instructors **PRIOR** to class starting when they are absent. They can do this via in-person prior to a known absence, phone call, e-mail, or text via the Remind class communication app.
2. Parents must call the HATC Hotline (989-269-3405) or e-mail HATCattendance@HuronISD.org within 48 hours.
 - Provide supporting documentation.
3. Student and Instructor review absences together.

When You Are Tardy

1. Report to the Main Office and sign-in
 - Provide supporting documentation
 - Pick up tardy slip / required for admittance to class

Notification For each absence, the program instructor will meet with the student to review their attendance and the attendance deficiency report (see appendix F); the negative impact absences have on the student's ability to learn required skills; and the effect of absences on their grade and credit.

- Instructors will alert students after each absence.
- Instructors will contact parents after 5 absences.

- After 6 absences, the instructor will refer the student to the counselor.
- After 7 absences, the Career Readiness Instructor will be meeting with students.
- After 8 absences, the instructor will refer the student to the assistant principal who will contact parents and discuss the attendance policy with students as well as how missing more than 10 days may result in removal from the HATC.
- If a student exceeds 10 absences/year, a parent meeting may be required to discuss the future attendance at the HATC.

Daily attendance is reported to a student’s local school district.

- Student Attendance information is available by:
 - Logging on to “Skyward Family Access” on the HISD website
 - Contacting the Local School District in which student is enrolled
 - Contacting the Huron Area Technical Center

Business / Industry Standard

Business / Industry Standard = 95% Attendance (10 absences/year: 5 absences/semester)
Attendance is closely linked with success in school and is related to punctuality, dependability and self-discipline.

% ATTENDANCE PER SEMESTER	PROCEDURE / STANDARD	NOTIFICATION
0	Perfect Attendance	Certificate
1 – 4	Outstanding Attendance	Certificate
5	Below Industry Standard	Instructor
8	OJT &/or WBL will be terminated with a two-week notice & an “E” given.	Placement Coordinator

STUDENT DIRECTORY INFORMATION

All parents and guardians of students under eighteen years of age, and all students eighteen years of age or older, have the right to examine the official record, files, and data of the school directly related to the student. They also have the right to challenge the content of student records for accuracy and fairness.

Please be informed that the Family Educational Rights and Privacy Act requires the school district to publicly notify the parent that certain student directory information will be released upon request unless the district is notified in writing by the parent or the adult student not to do so. The following is a summary of those identified by Board policy as being student directory information:

The student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received and the most recent educational agency or school attended by student.

Written notification prohibiting release of information should be submitted to: Principal, Huron Area Technical Center, 1160 S. Van Dyke, Bad Axe, MI 48413.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation, as members of the school community, and acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

MICHIGAN STATE BOARD OF EDUCATION POSITIVE BEHAVIOR SUPPORT POLICY

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. The principles of Universal Education reflect the beliefs that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual supports from birth to adulthood. A positive behavior support policy incorporates the demonstration and teaching of positive, proactive social behaviors throughout the school environment.

A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies. Adopted September 12, 2006

STUDENT CODE OF CONDUCT/POSITIVE BEHAVIOR SUPPORT

The Huron Area Technical Center is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct and Positive Behavior Support will be administered uniformly and fairly, without partiality or discrimination.

In most cases, disciplinary offenses will be addressed by the classroom instructor who will document “minor” offenses and maintain a follow-up service log in a secure location. Infractions documented as “major” offenses require immediate referral to an administrator.

It is the intent that discipline will become a learning process for students. Part of this learning process is the positive reinforcement that will occur after any disciplinary procedure. This follow-up procedure will take place with the program instructor following minor disciplinary infractions, and with administrators and/or instructors following major disciplinary actions. The point is for students to learn from mistakes, move on, and not repeat the offense.

- Expectations for all Students**
- **Safety**—Students are expected to exercise good judgment in matters concerning safety at all times.
 - **Professionalism**—As aspiring professionals, students are expected to conduct themselves in a manner appropriate for the work place and maintain ethical standards of truthfulness, integrity, and accountability.
 - **Attendance**—Students are expected to be physically present and mentally prepared to learn every day.
 - **Respect**—Students are expected to demonstrate respect for others and their property at all times.
 - **Knowledge**—Students are expected to come to class prepared, fully engage in the learning process, and study course material to gain mastery of the content.

When and Where the Code of Student Conduct Applies

The Code of Student Conduct applies before, during, and after school:

- When a student is at school. “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 it is held on school premises.
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

MINOR AND MAJOR VIOLATIONS

Depending on severity or repetition, a **MINOR** violation may be reclassified as a **MAJOR** violation.

Minor Violations

Cheating/Academic Misconduct	A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline. Student will receive a 0 on that assignment with no opportunity to make it up for a better grade.
Defiance/Disrespect/ Non-Compliance	Brief or low-intensity failure to respond to adult requests.
Disruption	Low-intensity, but disruptive.
Inappropriate Displays of Affection	Student engaging in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
Inappropriate Physical Contact	Non-serious, but inappropriate physical contact.
Inappropriate Verbal Language	Low intensity instance of inappropriate language.

Property Misuse	Low-intensity misuse of property.
Dress Code Violation	<p>Student wears clothing that does not fit within the dress code guidelines or employability skills practiced by the school/district. Students are expected to arrive dressed appropriately for their program based on employability and instructor guidelines. Students shall observe modesty, cleanliness, and neatness in clothing and personal appearance.</p> <p>In addition:</p> <ol style="list-style-type: none"> 1. Hats may not be worn in the public areas of the building at any time. 2. Clothing with references to sex, drugs, alcohol, tobacco, racism, harassment and/or displaying inappropriate images or language disruptive to the educational environment may not be worn. 3. Clothing must be clean, properly fitting and safe and appropriate for the workplace and program. 4. Items that are revealing or provocative are unacceptable. This includes ripped jeans that are not appropriate for the workplace, which will be determined by staff. Sleeveless tops are acceptable but must not be low cut and must cover the entire shoulder. No tank tops or spaghetti strap tops for girls and no muscle shirts for guys. 5. The abdominal area cannot be exposed; there can be no gap, front or back, between upper and lower garments while standing or sitting.
Cell Phones	Cell phones are to be turned off and out of sight during class hours unless otherwise permitted by their instructor. It is against policy to take pictures or videos during school. Phones can be confiscated and require parent to pick up.
Ear Buds/ Headphones	Ear buds may not be worn in the hallways at any time. It is a safety hazard and disrespectful. They can be worn in the classroom only if permitted by the instructor.
Tardiness	Student is late to class or the startup of the school day/leaves early.
Other	Any other minor problem behaviors that do not fall within the above categories.

Major Violations

Inappropriate/Abusive Gestures and Language	Verbal, written or electronic messages that include swearing, name calling or use of words or gestures in an inappropriate way toward students or staff members.
Arson	Student plans and/or participates in malicious burning of property.
Attendance Issues	Student leaves class/school without permission or stays out of class/school without permission.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The repeated abuse of an individual over time by other students can include making written or oral innuendoes, comments, jokes, insults or disparaging remarks concerning a person's appearance, gender, national origin, religious beliefs, etc. It also might include making insulting or threatening gestures, hitting, hissing or spitting toward a fellow student or staff person. (refer to Bullying section on p.15 & 16)
Cheating/Plagiarism in the use of Technology	A student will not use any technology or electronic device as a means of cheating and/or plagiarizing.
Combustibles	Students in possession of substance/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). This also applies to students handling, transmitting, concealing, or using any of the above substances or objects.
Defiance/Disrespect/Insubordination	Refusal to follow directions or rules, talking back and/or socially rude interactions.
Disruption	Causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming;

noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Dress Code Violation	Students will wear protective clothing, safety glasses and shoes in accordance with the HATC General Safety Procedures and program rules.
Drugs/Alcohol/Smoking/Vaping	Student is in possession of, or is using any tobacco product. "Any tobacco product" includes but is not limited to cigarettes, cigars, spit tobacco, snus, tobacco strips and sticks, dissolvable tobacco products, hookah, e-cigarettes, electronic nicotine delivery devices (vapes) and any new and emerging tobacco products. Student is in possession of, or is using illegal drugs/substances or imitations. Student is in possession of, or is using alcohol.
Extortion	Student makes another person do any act against his or her will, by force or threat of force, expressed or implied.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Forgery	A student being responsible for having signed a person's name without that person's permission.
Fraud	A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
Harassment	Student delivers disrespectful messages (verbal, electronic or gestures) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin; disabilities or other personal matters. (Protection from Harassment Act 1997.)
Indecent Exposure	Students will not expose any part of their body that is considered to be indecent.
Leaving School Without Permission	A student who has arrived on school property may not leave the premises without permission of school personnel and the student's parents.
Lying	Student delivers message that is untrue and/or deliberately violates rules.
Misuse of Equipment/Property	Student deliberately misuses or impairs equipment/property.
Physical Assault	<p>A student will not physically assault another person.</p> <ul style="list-style-type: none">• If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310 [1])• If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1])• "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b])
Safety Violation	<p>Any behaviors that could reasonably be expected to cause injury or harm. Any violation of HATC program safety guidelines.</p> <p>Safety is an important concern of everyone at the HATC. The program instructor will train you in the proper use of equipment and inform you of any protective glasses and clothing that may be required by Federal and State laws. Students are asked to exercise good judgment in matters concerning safety at all times. Take time to become familiar with your safety procedures.</p> <p>HATC has a zero-tolerance policy for deliberate misuse of equipment and gross disregard of safety regulations.</p>

Sexual Assault	A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]) “Criminal Sexual Conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).
Sexual Harassment	Includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual remarks, or otherwise creating an intimidating, hostile or offensive learning environment. All students and staff are expected to conduct themselves with respect for the dignity of others.
Substitute Teachers	Whenever students participate in a class directed by a substitute teacher they are to sit in their assigned seats and avoid behavior that is detrimental to the achievement of their own or to other students’ educational goals. Students reported to the office as disruptive may be suspended.
Theft/Possession of Stolen Property	Student is in possession of, having passed on, or being responsible for removing someone else’s property.
Third Minor Offense	Three minors becomes a major, therefore a referral to administration.
Transportation Issues	Student violates transportation policy. Students are transported to and from their local high schools on the regularly scheduled bus/van transportation system provided by their school district. Students are not permitted to drive, walk, or bike to and from the center. Students may be given permission to drive at the discretion of the HATC or home school Administration as long as permission is communicated prior to driving. All variances in transportation require a driving permit (Appendix A).
Trespassing	Students will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
Vandalism/Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. A legitimate tool is also considered a weapon if used inappropriately or without permission.
Weapons - Dangerous Instruments	A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters. MCL 380.1311 and MCL 380.1313.
Written/Verbal/Physical Threats or Coercion	Student threatens or coerces another person verbally, in writing or electronically.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

VIOLETIONS OF THE STUDENT CODE OF CONDUCT

Student misconduct is classified into two categories. The definitions of misconduct for each category are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

Intervention Strategies for Minor Violations

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for MINOR violations. Possible school responses to MINOR violations are:

- Administrator/student conference
- Administrator and teacher-parent/guardian conferences
- Referrals and conferences involving various support staff or agencies
- Daily/weekly progress reports
- Behavioral contracts
- Change in student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Restitution/restoration
- Denial of participation in class and/or school activities
- In-school suspension
- Other intervention strategies, as needed
- Out-of-school suspension (short-term) from one school day up to ten school days
- Law enforcement agency notification

Intervention Strategies for Major Violations

The staff will refer MAJOR violations directly to school administrators because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions. A teacher may issue suspensions for up to one day. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions. Possible school responses to MAJOR violations are:

- Any response to a MINOR violation
- Recommendation to school district board of education or its designees for long-term suspension or expulsion
- Denial of driving privileges

Failure to Follow Prescribed Intervention (Separate Violation)

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

Staff Authority

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

Suspension of a Student by a Teacher

A teacher may suspend a student for his or her conduct in a class, subject or activity when the student's behavior is unruly, disruptive, or abusive to the extent that it interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

School Activities

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

Maintaining Class Progress

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

Interviews of Students by Police or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

Notification to Law Enforcement Agencies State law requires each school board to comply with the statewide school safety policy adopted by the superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-By Shooting	Larceny (Theft)
Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of Property
Sexual Assault (Criminal Sexual Conduct)	Minor in Possession of Alcoholic Liquor or Tobacco Products
Bus Incident or Bus Accident	

Lockers All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

Legitimate Use of School Lockers The School assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

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

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

Seizure When conducting locker searches, the public school 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 public school principal or his/her designee to be a potential threat to the safety or security or 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 items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

**Drug Free
Environment Policy**

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, requires that the Huron Area Technical Center maintain an environment free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol. The unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol is prohibited on any site where activities occur by individuals on behalf of the Huron Area Technical Center.

**FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
NOTIFICATION OF DIRECTORY INFORMATION**

In compliance with federal regulations, the Huron Intermediate School District has established the following guidelines concerning student records.

1. The principal of the Huron Area Tech Center campus programs is responsible for the processing and maintenance of all student records. His office is located at 1160 South Van Dyke, Bad Axe, MI 48413. The phone number is 989-269-3437.
2. Each student's records will be kept in a confidential file located at the Huron Area Tech Center campus. The information in a student's record file will be available for review **only** by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
3. A parent, guardian, or adult student has the right to request a change, or addition to a student's records and together obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
4. The district has established the following information about each student as "Directory Information" and will make it available upon a legitimate request, unless a parent, guardian, or adult student notifies the Records Control Officer **in writing** within 10 days from the date of this notification that she/he will not permit distribution of any or all such information:

Learner's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

5. A copy of the Board of Education's Policy and the Federal Law are available at Huron Intermediate School District Administrative Office located at 1299 S. Thomas Rd., Suite 1, Bad Axe, MI 48413

BULLYING

It is the intent of the Huron Area Technical Center to provide a safe and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. Huron Area Technical Center provides "an assurance of confidentiality for an individual who reports an act of bullying and procedures to safeguard that confidentiality" (MCL 380.1310b(5)(j)).

"Bullying" is defined as any gesture or written, verbal, psychological, graphic, physical act, or any **cyberbullying** through electronic communication (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

ELECTRONIC INFORMATION ACCESS AND USE POLICY

The Huron Intermediate School District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The HISD provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, lifelong learners.

The HISD's information technologies are the district's property and are intended for educational purposes. The HISD retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by district information technologies.

Users have no reasonable expectation that any information contained on any HISD information technologies is confidential or private. The district's system is not a public forum and access to the technology is a privilege and not a right.

The HISD makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All HISD information technologies are provided on an "as is, as available" basis.

District Definitions Equipment includes, but is not limited to, computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.
Software includes, but is not limited to, computer software, print and non-print resources.
Networks include, but are not limited to, all voice and data systems.
Users include anyone who is accessing or using HISD equipment, software, or networks.

District Responsibility HISD is responsible for the management of the structure, hardware and software that the district uses to allow access to information technologies for educational purposes. These include:

- developing and implementing an Electronic Information Access and Use Policy
- developing and enforcing use regulations at each network site
- defining the rights/responsibilities of Users
- providing resources that support the mission of the HISD
- assigning and removing of member accounts on the network(s)
- providing training and information on new technologies, software, and media as they are acquired and put into use in the district
- maintaining and repairing of equipment that comprise the network(s)
- selecting software that the network will support
- setting quota limits for disk usage by users of the HISD servers (Internet and LAN)
- establishing procedures for the disabling or otherwise modifying any technology protection measures

HISD will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

The HISD will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the district determines to be inappropriate for minors. However, the HISD does not guarantee that school officials will control user's access to such materials, or that users will not have access to such materials while using the district's information technologies. The filtering software operates only within the HISD wide area network (WAN) or local area network (LAN).

The HISD does not take responsibility for resources located or actions taken by the users that do not support the purposes of the district.

It shall be the responsibility of all HISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

All account holders on the HISD network will be granted access to appropriate services offered by the network. The following people may be users of the HISD network:

HISD Network Users

Users of the HISD network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the HISD network:

1. Students. Students who are currently enrolled in the HISD programs may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff. Staff members currently employed by the HISD may be granted a network account upon agreement to the terms stated in this policy.
3. Others. Anyone may request a special account on or use of the HISD network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges, Responsibilities, and Prohibitions of HISD Technology Users

Users have the privilege to:

- use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access HISD networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school.
- attending appropriate training sessions in the use and care of hardware, software and networks.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- students may use e-mail, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of HISD hardware, software or networks before they are used in district systems.
- material received, created or distributed using information technologies.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.
- keeping material considered pornographic by the HISD, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- of and adhering to copyright laws and guidelines and trademark laws and applicable licensing

agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resource. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the HISD's information technologies.

- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. HISD is not liable for any for neither any financial obligations made nor any personal information provided while using district information technologies.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, their personal equipment. Users accessing HISD information technologies on personal equipment do so at their own risk.
- abiding by the rules set forth in this policy, general HISD rules, and additional rules as may be established by the district. Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a 'for-profit' business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using HISD information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing HISD or any other information technologies (the district's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the district's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Consequences of Inappropriate Behavior

Any user who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Challenges

Challenges to HISD information technologies and resources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness

STUDENT MEDICATION

The Huron Intermediate School District shall not be held liable for any students who administer to themselves or others any prescribed or over-the-counter medications. The school nurse will administer all medications at school. If the nurse is unavailable, HISD staff who are designated and trained by the nurse will administer the medication.

Administration Of Medication During School Hours

Whenever possible, the administration of medication will be scheduled for times when the student is at home. However, the need is recognized that certain students may be required to take medications during the school day. If this occurs, the parent/guardian has the following options:

1. The parent/guardian can come to the school, bring the medication and administer it to the student themselves; or
2. The school nurse or designated personnel will administer prescription medication as long as the following is in place:
 - A copy of the written order from the child's health-care provider which includes the name of the medication, dosage, time to be given, length of time the medication will be prescribed and the reason for the medication to be given. A valid, current prescription label that contains this information may be substituted for this order.
 - Written permission from parent/guardian (Appendix B).
 - Medication brought in by the parent/guardian in a container labeled by a pharmacist.
3. The student may carry medication and/or self-medicate (i.e. inhalers, insulin) if the following is in place:
 - A copy of the written order from the child's health-care provider as described above for prescription medications and including statement that student may carry the medication and is capable of self-administration.
 - Written permission from parent/guardian
 - The medication the pupil possesses is labeled and prepared by a pharmacist and includes the dosage and frequency of administration.
 - The student takes reasonable precautions to keep secure any medication, and under no circumstances will make available, provide, or give the item to another person.
 - The student immediately reports the loss or theft of any medication brought onto school campus.
 - The student is trained to self-administer medication.

Self-Medication by Student

Over The Counter Medication

4. The school nurse or designated personnel will administer over the counter (OTC) medication if the following is in place:
 - A copy of a written order from the health-care provider
 - Written permission from parent/guardian
 - Medication not stocked in the school health office is brought in by parent/guardian in original container.
 - It is the responsibility of the student to get Permission to Administer Medication Form from the Main Office at the beginning of each school year. Administration of all medications will be logged in the Main Office by staff. Any change in prescription requires newly signed authorization.

ILLNESS

If you become ill during your class, notify your instructor. If you are unable to remain in class, your instructor can send you to the Main Office. Office personnel can arrange with your parent or guardian to have someone pick you up if necessary. Direct parent contact is required for a student to leave the HATC due to illness.

ACCIDENTS

Any accidents or injuries must be reported to your program instructor promptly. A nurse is on campus most of the school day. 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 attention is necessary, transportation will be arranged by the HATC.

EMERGENCY FORMS

The emergency form is part of the mandatory Student/Parent/Guardian Authorization Form that must be completed and returned to the CTE instructor with appropriate signatures.

EMERGENCY DRILLS

The primary consideration in any emergency situation is the safety of students and staff. If an emergency occurs, HATC has procedures in place to evacuate students as safely as possible to predetermined locations. A radio announcement will be made to inform parents that HATC has been evacuated and that students will board busses to get back to their home schools. Parents will meet students at their home schools if necessary. Students and staff practice fire, tornado, building evacuation, lock down, and shelter in place emergency drills each school year.

STUDENT TRANSPORTATION

In all but the rarest cases, the best, safest, most dependable and most economical means of transportation for HATC students is the school bus service provided by the home school. There are, however, some circumstances that may warrant a student driving (or riding with a student driver) to HATC. All variances in transportation require a driving permit (Appendix A).

- Transportation Guidelines**
- Students who cannot get to their home school prior to the Tech Center bus departure should report to their high school office immediately.
 - Any student who has been removed from their home school bus will not be issued a driving permit. It will become the responsibility of the parent/guardian to provide transportation to and from the HATC.
 - Home-schooled students transportation to and from HATC must have prior approval of the administration.
 - Students may be given permission to drive at the discretion of the administration for the following reasons:
 - ✓ HATC and program related field trips and activities
 - ✓ HATC Youth Club activities
 - ✓ Home school activities
 - ✓ Work-based learning/OJT
 - ✓ Extenuating circumstances

Driving Permits Driving permits are issued by program instructors OR by home school principals for emergency purposes. See Appendix B to see what students sign acknowledging they understand the following:

If the instructor supports the permit he/she will sign it and have the student complete their portion. Then, the student will follow this procedure:

1. Student goes to the office to review the permit with Administration and obtain a signature, and register the permit with the secretary.
 2. Student takes the permit to the home school Principal for approval signature.
 3. Student takes permit home to parent/guardian for their signature.
 4. When completed, the permit needs to be returned to the HATC office secretary.
 5. Student must sign in upon arrival and departure from the building on the day he/she drives.
- Students operating vehicles on school property are considered to have given consent to a search of the vehicle with or without cause by school officials or law enforcement. A parent or guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given consent to search the vehicle. Dogs may be used in the search.
 - Students may not return to their vehicles in the parking lot until after they have signed out at the end of the session.

PASSENGERS:

- Students may not transport others to and from HATC without the passenger getting a rider's permit. These may be requested from the instructor or home school principal and the same procedures apply as for a driver's permit.

TEXTBOOKS, SUPPLIES, AND EQUIPMENT

All textbooks, supplies, and equipment required for your training will be made available to you through your program instructor. However, students will be charged for materials that go into projects that they make and wish to keep. Textbooks, supplies, and equipment are to be used in accordance with HATC Safety Procedures and program rules. Damage, misuse, or loss of HATC property will result in restitution and disciplinary action per the Student Code of Conduct.

STUDENT RECOGNITION

Students have the opportunity to be recognized in a number of ways while attending the Huron Area Technical Center. Scholarship and HATC Awards are presented in May at our Senior Celebration. Students recognized for CTE program achievements receive awards from their instructor.

Perfect Attendance	Students with zero absences for the year are recognized with a perfect attendance certificate.
Student of the Month	Each month, program instructors nominate exemplary CTE students for recognition. Student achievement, CTE GPA, attendance, 1 st or 2 nd year enrollment, CTE related extra-curricular activities, and program related employment or college plans are the criteria for selection. The student of the month is honored at a luncheon and receives a HATC certificate of recognition.
Career-Technical Student Organizations	Students in most programs have the opportunity to participate in CTSO competitions at the local, regional, state and national levels. Qualifying students are eligible to receive scholarships, prizes, job opportunities and certificates of recognition.
Outstanding Senior in Career Technical Education	Nominated by the program instructors, one student is selected as “Outstanding Senior” based upon: CTE skills mastery, CTE GPA, attendance, CTSO participation, extracurricular activities, community service, related employment/post-secondary plans.
Scholarships	The Jason Kiehl Memorial Scholarship, the HATC Staff Scholarship, and other scholarship information will be available by December 1 in the main office. Applications are due by April 1 st of each year.
Program Awards	Instructors may award special Recognition Certificates to students who have exemplary achievement or leadership, those who have made significant contribution to the success of the program, or who have shown significant improvement in attitude or achievement.
Community Service Projects	Students who participate in volunteer activities may be recognized by their program instructors for their contribution to the betterment of the community. All NTHS students are required to do both community and school service hours to remain in the NTHS.
National Technical Honor Society (NTHS)	Students are inducted into NTHS each fall and honored for their contributions and community service.
Industry Certifications	Students are honored at the Senior Celebration for all certifications received as part of their program at the HATC.

INDUSTRY-BASED CERTIFICATION TESTS

The HISD Board of Education supports students’ efforts to earn Industry Certification while attending HATC. These credentials assist the student in securing employment and in earning college credit. Program instructors will provide specific information on testing available for their students.

ARTICULATION

The Huron Area Technical Center has entered into articulation agreements with many technical schools, community colleges and universities to assist students with post-secondary education. Articulation is the award of related college/university credit to students who successfully complete (earned a B- or better in all course competencies) their CTE curriculum. The benefits of articulation are:

- Save money on tuition, fees and books
- Accelerate progress
- Reduce duplication of instruction
- Improve job readiness skills
- Earn college credits while still in high school
- Create the opportunity to learn more in college

Your program instructor can describe the articulation process for your particular program.

STUDENT SERVICES

The Huron Area Technical Center Student Services provide support services to students as part of their training.

- CTE program information available to area high school students and community
- Career technical counseling, academic advising and referrals to appropriate agencies
- Special education assistance and support services for students
- Work-based learning opportunities
- Career skills and employability skills training
- Personal counseling and social work services

WORK-BASED LEARNING PROGRAMS

Work-based learning programs make use of business and industry sites as part of the CTE program curriculum. The goal of work-based learning programs is to provide a smooth transition from a school environment to a work environment. Work-based learning experiences are organized so that learners acquire attitudes, skills and knowledge for work, a career, and other life roles. Opportunities available to students include:

Job Shadowing	An opportunity for students to visit and <u>observe</u> a person at a worksite in a business or industry that is of interest to them. A signed agreement must be on file with all signatures prior to completing the job shadow.
Non-Paid Work Experience	Students explore a career by working in business and industry where they practice skills learned in their HATC program. These experiences vary in duration but cannot be longer than 45 school days; experiences are also unpaid.
On-The-Job Training/ Paid Work Experience	Second year students are placed at a worksite related to their CTE training. Students must be certified by their instructor as job entry ready, demonstrate mastery of career skills, and have good attendance and behavior to be eligible. Students continue their HATC program at least one day per week as part of their training. Students may earn credit and wages during their OJT experience. A Training Agreement, Training Plan, Site Safety Visit Log, and Workmen's Compensation must be on file prior to starting placement.
Clinical	Students spend time with someone at the worksite that acts as a role model and guide. The mentor will be someone experienced in the career area that the student will be observing, exploring, or pursuing. Students must have good attendance and a B- or better to attend clinicals. Completion of clinicals are also a pre-requisite to coming back for a second year of Health Science.

VIDEO SURVEILLANCE CAMERAS

Video surveillance cameras are in use at all times both indoors and outside in all common areas.

CAREER & TECHNOLOGY STUDENT ORGANIZATIONS (CTSO)



DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. DECA prepares the next generation to be:

- Academically Prepared – DECA members are ambitious, high achieving leaders equipped to conquer the challenges of their ambitions.
- Community Oriented – Recognizing the benefit of service and responsibility to the community, DECA members continually impact and improve their local and broader communities.
- Professionally Responsible – DECA members are poised professionals with integrity and high standards.
- Experienced Leaders – DECA members are equipped to effectively influence their peers and provide leadership in a business setting.

Throughout the year, high school members are offered the opportunity to participate in many conferences that focus on DECA's four main goals: Vocational Understanding, Leadership Development, Civic Consciousness, and Social Intelligence. This year, members will have the opportunity to attend The Central Region Leadership Conference, District Competition, the State Career Development Conference, and the International Career Development Conference. Recognition and scholarships are available to students who excel in competition. DECA is the largest international organization for high school students



HOSA (Health Occupations Students of America) is a national organization for secondary and post-secondary vocational students enrolled in health occupations education programs. The activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, social well-being. During the competitions, HOSA

members have the opportunity to share experiences with other people involved in health occupations. The major categories for competitive events are as follows:

- Dental Assisting
- Nursing Assisting
- CPR/First Aid
- Medical Laboratory Assisting
- Sports Medicine
- Veterinary Assisting
- Various Individual Leadership Events
- Various Team Leadership Events



SkillsUSA provides local, state, and national competitions in which students demonstrate their occupational and leadership skills. These contests recognize the achievements of career and technical education students and encourage them to strive for excellence and pride in their chosen fields. The National SkillsUSA Championships event is held annually. More than 4,400 students compete in 77 occupational and leadership skill areas. Working against the clock and each other, the participants prove their expertise in skills such as electronics, technical drafting, precision machining, medical assisting, and culinary arts. There are also competitions in leadership skills, such as extemporaneous speaking and conducting meetings by parliamentary procedure. Technical committees made up of representatives of labor and management plan the contests. Local representatives of education and industry assist the national technical committee. Safety practices and procedures are judged and graded.

HURON AREA TECHNICAL CENTER
STUDENT DRIVING/RIDING PERMIT

Student _____ High School _____

Program _____ AM PM Grade _____

Car: License No. _____ Model _____ Color _____ Year _____

REASON FOR REQUESTING PERMISSION:

- | | | |
|---------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> CTE Student Organization | <input type="checkbox"/> Home School related | <input type="checkbox"/> Work experience |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> HATC related | <input type="checkbox"/> On-the Job-Training |
| <input type="checkbox"/> Appointment | <input type="checkbox"/> Court | <input type="checkbox"/> Clinical |

Explanation: _____

TYPE OF PERMIT: One Day Temporary Permanent

Drive Ride Date/s _____

PASSENGER(S) No Yes Name(s) _____

APPROVED BY:

Program Instructor Date

Home School Principal Date

Huron Area Technical Center Administrator Date

Parent/Guardian Signature Date

Driving Rules and Procedure

Driving permits are allowed under specific circumstances where students will need to drive for legitimate purposes whereas local transportation or parent pick-up are not available.

Some examples of reasons students may/may not obtain a driving pass:

Allowed for...	NOT allowed for...
<ul style="list-style-type: none">• Dentist appointment• Doctor's appointment• Local or HATC School-related events• Athletics when local athletic bus is leaving prior to the return of tech center student bus• Family funeral	<ul style="list-style-type: none">• Work• Haircuts• Shopping• Engagements that can be scheduled outside of school hours• Oversleeping• Missing local school bus

*****If a student oversleeps or misses the home school bus for any reason, he/she should not drive in. Instead, contact the local school principal for guidance.**

If a student is in need of a driving permit, please following these steps at least two days prior to needing the permit:

1. Ask your instructor for a driving permit.
 - a. If the instructor supports the permit he/she will sign it and have the student complete their portion.
2. Take the permit to the office to review with Administration and obtain a signature, and register the permit with the secretary.
3. Take the permit to your home school Principal for approval signature.
4. Take the permit home to parent/guardian for their signature.
5. When completed, the permit needs to be returned to the HATC office secretary.
 - a. Student must sign in upon arrival and departure from the building on the day he/she drives.

If an unexpected need to drive arises on a day, a student may seek a driving pass from their home school principal but must obtain signatures from parents, instructor, and HATC administration before submitting.

PASSENGERS:

Students may **NOT** transport others to and from HATC without the passenger getting a rider's permit. These may be requested from the instructor, and the same procedures apply as for a driver's permit.

If you oversleep or miss the home school bus for any reason, do NOT just drive. Instead, contact your local school principal and they will guide you.

If I fail to follow this procedure, it will result in a minor write up and a discussion with administration. If it occurs a second time, I will receive a major write-up.

I have read and understand the above procedure if in the event I need to obtain a driving or passenger permit.

Student Printed Name: _____

Student Signature: _____

Date: _____

PERMISSION TO ADMINISTER MEDICATION



*Huron Intermediate School District
Bad Axe, Michigan 48413*

Student Name _____
Birth Date _____ Age _____
School _____
Date form received by school _____
Teacher/Classroom _____

To be completed by the health care provider:

Please print or type

Name of medication _____ Dosage _____

Reason for medication _____

Form of medication: Tablet/capsule Inhaler Injection Topical Other _____

Time(s) to be given at school _____

Start: Date form received by school Other _____

Stop: End of school year Other _____

Side effects: None anticipated Yes (please describe) _____

Special storage requirements: None Refrigeration Other _____

This student is both capable and responsible for self-administering this medication:

No Yes – with school staff supervision Yes – unsupervised

This student may carry this medication: Yes No

Please indicate if you have provided additional information:

On the back of this form As an attachment

Health care provider signature _____ Date _____

Health care provider name _____ Phone# _____

Address _____ City _____ State _____ Zip _____

To be completed by parent/guardian:

I request that (name of student) _____ receive the above medication at school according to school policy. I have received a copy of the school medication administration policy.

Signature _____ Relationship _____ Date _____

Student Name	Program	AM PM
Home School	Teacher	
Grade		

MINOR OFFENSES

Date/time/location	Offense						Motivation						Others Involved						Consequence						Description/Comments		
	Defiance/disrespect	Disruption	Inappropriate physical contact	Inappropriate verbal language	Property misuse	Other	Adult/staff attention	Obtain items/activity	Peer attention	Peer avoidance	Task avoidance	Undetermined	Other	None	Peer	Staff	Unknown	Other	After hours program	In School Suspension	Loss of privilege	Parent contact	Teacher/student conference	Written reflection			Other-describe
																											Student Initial
																											Student Initial
																											Student Initial

Home School	Teacher
Grade	Student Initial

MAJOR OFFENSES

	Offense																			Motivation					Others Involved					Consequence													
	Abusive/inappropriate language	Arson	Attendance issues	Bomb threat/false alarm	Combustibles	Defiance/disrespect/insubordination	Disruption	Dress code violation	Drugs/alcohol/smoking	Fighting/physical aggression	Forgery/theft/cheating	Harassment	Lying/cheating	Misuse of equipment/property	Safety violation	Third minor offense	Unauthorized transportation	Weapons	Written/verbal/physical threat	Other	Adult/staff attention	Obtain items/activity	Peer attention	Peer avoidance	Task avoidance	Undetermined	Other	None	Peer	Staff	Unknown	Other	Administrator/student conference	After hours program	Agency Notification_____	Behavior Plan/Contract	Dismissal from program	In School Suspension	Loss of privilege	Out of School Suspension	Parent contact	Police notification	Written reflection
Date:	Description of offense:																																										
Time:	Teacher recommendation:																																										
Location:	Administrator action:																																										
	Administrator follow-up:																																										

Huron Area Technical Center Student Attendance/Grade Deficiency Report

Student Name: _____ CTE Program: _____ AM PM
Instructor's Name: _____ Local school: _____
Grade: 11th 12th other Year in Program: 1st 2nd

Employability Skills				
Considering the career goal and time in training, the student:				
	Above Avg.	Avg.	Below Avg.	Comments
Communication				
Collaboration (Teamwork)				
Responsibility (Reliability)				
Attention to Detail				
Time Management				
Adaptability (Flexibility)				
Taking Initiative (Self-Direction)				
Perseverance (Grit)				
Problem-Solving (Critical Thinking/Decision-Making)				
Innovation (Creativity)				
Leadership				
Conflict Resolution				

Attendance – See Student Handbook for School Policy (p 5-6)								
Good attendance is 95% or better, which is no more than 10 absences/year or 5/semester.								
Dates Absent?								
Tardy?								

After 5 absences, the teacher will complete this form, talk with the student, and communicate with the parent.

Parent/Guardian Name: _____
 Mode of communication: _____ Circle which: Call E-mail Snail Mail Date & Time

Summary of Instructor's Actions:

Progress Report Attached

Student Signature _____ Date _____

After 6 absences, the instructor will refer the student to the counselor.

Counselor's Notes:

Date Referred:

Student Signature

Date

Counselor's Signature

Date

After 7 absences, the instructor will refer the student to the Career Readiness Instructor.

CRI Notes:

Date Referred:

Student Signature

Date

CCR Instructor's Signature

Date

After 8 absences, the instructor will refer the student to the Assistant Principal.

Referral to AP:

Date Referred

Notes:

Student Signature

Date

AP Signature

Date

Parent/Guardian contact made:

Date: _____ Time: _____

Results:

Sent information home on _____.

Grievance Procedures
 FOR
 TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Huron Intermediate School District or any part of the school organization has inadequately applied the Administrations and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local coordinator:

Geralyn Kolar Special Education Monitor/Supervisor/Transition Coordinator Huron Intermediate School District 1299 S. Thomas Road, Suite 1 Bad Axe, MI 48413 (989) 269-6406	Lane Walker Principal Huron Area Technical Center 1160 S. Van Dyke Bad Axe, MI 48413 (989) 269-9284
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Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. This informal procedure is not required.

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

STEP 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Huron Intermediate School District within five (5) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fifteen (15) business days of the meeting by certified mail.

STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202. The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found at the local coordinator's office.

2023-2024 HATC IMPORTANT DATES

August	28.....Mid-Michigan College Classes Begin
	29.....First Day for Students
September	01 & 04No School- Labor Day Weekend Break
	05.....Classes Resume
October	11.....HATC Advisory Meeting
	19.....ASVAB Testing
	21.....Senior College Counts
November	03.....End of First Marking Period
	06.....Freshmen College Counts (evening)
	06-07.....Freshmen Focus at HATC
	11.....Sophomore College Counts Workshop
	15.....No School/PD Day
	23 & 24No School- Thanksgiving Break
	27.....HATC Classes Resume
December	04NTHS Induction Ceremony
	15.....Mid-Michigan College Fall Classes End
	21-January 2No School- Winter Break
January	03.....Classes Resume
	08.....Mid-Michigan College Winter Semester Begins
	15.....No School
	19.....End of First Semester
	24.....Sophomore Super Elective Day (No HATC)
	29.....Huron County FAFSA Workshop (virtual @ 6pm)
	31.....Back-up date for Sophomore Super Elective Day
February	1-28.....CTE Month – various activities throughout the month
	1..... Interview Day
	8.....Back up Interview Day (in case of snow day)
	16 & 19No School- President’s Day
	20.....Classes Resume
March	8.....#GetHiredDay
	20.....Showcase Night
	14-16.....DECA State Competition
	22.....End of Third Marking Period
	25-29.....No School- Spring Break
April	01.....Classes Resume
	9-10.....SAT & WorkKeys Testing
	12-14.....SkillsUSA State Conference-Grand Rapids
	18-19.....HOSA State Competition
	15-30.....Spring Advisory Window
	20.....Junior College Counts
	26.....Junior Futures Fair
	29.....Senior Celebration
May	06.....OJT Employer/Student Breakfast
	03.....Mid-Michigan College Winter Classes End
	22.....HATC Junior Day
	27.....No School- Memorial Day
June	06.....Last Day for Students