

BAY-ARENAC ISD
Two Mile Road
Bay City, MI 48706

Deborah Kadish, Superintendent

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.baisd.net> or at the Board office, located at: **Educational Service Center, 4228 Two Mile Road, Bay City, MI 48706-2397.**

BAY-ARENAC ISD BOARD OF EDUCATION
2016-2017

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PUBLIC RELATIONS/BUSINESS AND INDUSTRY INVOLVEMENT

Bay-Arenac ISD Career Center is the product of hard work by dedicated employees, volunteers from business and industry, high school counselors and the Bay-Arenac ISD Career Center School Board. It is our goal to keep the public informed of the activities of Bay-Arenac ISD Career Center and to work within the community to promote the resources we have to offer.

www.careercenter.baisd.net

Welcome Students!

Welcome to the Bay-Arenac ISD Career Center. On behalf of the staff and administration, we would like to welcome you to our Center. We are pleased that you have included our Career Center in your educational planning. We will do our best to make your stay a productive one.

We feel that it is very important to see the connection your Career Center education has with career options and how it relates to the real world. All of our staff will work to provide you with appropriate training for today's jobs. You will soon see how important your academics and technical training are in meeting job requirements in a rapidly changing employment opportunity.

This handbook is designed to help acquaint you with the Career Center and the services that are available to you. Further, a second purpose of this publication is to establish reasonable standards of conduct and behavioral expectations.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

*Mr. DuFresne
Principal/CTE Director*

*Mrs. Geno
Associate Director/
CEPD Administrator*

*Mr. McBride
Assistant Principal*

Bay-Arenac ISD Mission Statement

*The mission of the Bay-Arenac ISD
is educational excellence.*

Bay-Arenac ISD Career Center Mission Statement

*We provide quality training in a safe and nurturing
environment, working cooperatively with area schools
and communities to meet the changing needs of our society.*

Bay-Arenac ISD Career Center is a division of the Bay-Arenac ISD.

Parents and Students

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, religion or marital status in any of its programs, activities or employment. Inquiries regarding this policy should be directed to: Director of Human Resources, Bay-Arenac Intermediate School District, 4228 Two Mile Road, Bay City, Michigan 48706, (989) 686-4410.

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BAY-ARENAC ISD CAREER CENTER

2016-2017 SCHOOL CALENDAR

JULY							AUGUST							SEPTEMBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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31																				
T-0, S-0							T-3, S-0							T-21, S-19						
OCTOBER							NOVEMBER							DECEMBER						
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	<23>	/24/	/25/	26	18	19	20	21	22	/23/	24
23	24	25	26	27	28	29	27	28	29	30				25	/26/	27	28	29	/30/	31
30	31																			
T-21, S-21							T-20, S-19							T-15, S-15						
JANUARY							FEBRUARY							MARCH						
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8	9	10	11	12	13	14	5	6	7	8	/9/	10	11	5	6	7	8	9	10	11
15	16	17	18	19	* <20>	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
T-21, S-20							T-20, S-20							T-18, S-18						
APRIL							MAY							JUNE						
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2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	<7>	8	9	10
9	10	11	12	13	/14/	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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30																				
T-19, S-19							T-22, S-22							T-5, S-4						

- / = Holiday
- _ = Vacation/no school
- 26 = Parent/Teacher Conferences
- 177 = Student Days
- <> = Prof. Dev.(PD)
- () = BAISD Staff Opening Day
- <> = In-Service
- * = End of Semester
- <> = In-Service/Day Off
- { } = Open House
- <> = In-Service/PD
- _ = Parent Orientation
- 185 = Staff Days

BAY-ARENAC ISD CAREER CENTER DIRECTORY

Administrative Services

Brian DuFresne	Principal/CTE Director
Jennifer Geno.....	Associate Director
Brian McBride.....	Assistant Principal
Sara Lodewyk	Administrative Assistant
Darlene Ahlberg	Office Professional/Receptionist
Cindy Charbonneau	Office Professional/Attendance

Work Based Learning

Kim Knapp	Office Professional
Tiffany Sheppard.....	Work-Based Learning Coordinator
Kellie Seward	Work-Based Learning Coordinator
Cheryl Kimbrue	Teacher Consultant
Ashley Kloha	Student Support Specialist

Counseling Center

Lori VanDenBoom.....	Office Professional
Tina Bacigalupo	Counselor
Tina Bersano.....	Counselor
David Urlaub	Counselor

Instructional and Student Support Staff

Agriscience	Katie Holt, Instructor Kathleen Kirkey, SSS
Auto Mechanics.....	Dwayne Gilbert, Instructor Francis Schlaud, Instructor
Building Trades I	Brian McGee, Instructor Michael Verhaeghe, SSS
Building Trades II	Andrew Neumann, Instructor Gregory Durocher, SSS
Collision Repair & Custom Painting.....	Leonard Fauble, Instructor Robert Mulders, SSS
Cosmetology	James Goodrow, Owner Bayshire Beauty Academy
Culinary Arts, Tourism & Hospitality Management.....	Jennifer Honsinger, Instructor Denise Fahrenbruch, Instructor Cynthia Rezler, SSS Laura Shann, SSS

Dental Occupations.....	Tracey McConkey, Instructor
Early Childhood & Education.....	Kathleen Dardas, Instructor Jamie Debo, SSS
Electronics/Robotics.....	David Mullin, Instructor
Emerging Technology	Patrick Schultz, Instructor Tammy Leavitt, Instructor
Engineering/Drafting.....	Eric Stasser, Instructor
Forensic Science.....	Karen Stack, Instructor
Graphics & Printing Communication	Cortlandt Schepeler, Instructor Jacob Dewar, SSS
Health Technology/Medical Science.....	Amy Dore, Instructor Pam Lesniak, SSS
Heating, Air Conditioning & Refrigeration	Greg Wurtz, Instructor
Law Enforcement/Criminal Justice	Todd Atkins, Instructor
Marketing & Management	Lisa Forrest, Instructor
Nursing Assistant	Traci Hoffman, Instructor Kathy Gorski, Instructor Karen Neill, SSS Kathy Hupfer, SSS
Physical Therapy, Occupational Therapy & Sports Medicine.....	Ethel Birchler, Instructor
Precision Machining	Jamie Stoike, Instructor Randy Bierlein, SSS
Small Engine Repair.....	Larry Bowker, Instructor Robert Mulders, SSS
Veterinary Science	Dr. Carol Musselman, Instructor Nicole Smith, SSS
Welding.....	Michael Jones, Instructor Randy Bierlein, SSS

HIGH SCHOOLS

The Bay-Arenac ISD Career Center serves high schools in Bay and Arenac Counties. Students from the following schools attend our facility:

In-District

Arenac Eastern High School
Au Gres-Sims High School
Bay City All Saints High School
Bay-Arenac Community High School
Bay City Central High School
Bay City Western High School
Bangor John Glenn High School
Essexville Garber High School
Pinconning High School
Standish-Sterling Central High School
Wenona High School

Out-of District

Birch Run High School
Carrollton High School
Frankenmuth High School
Hale High School
Sanford-Meridian High School
Whittemore-Prescott High School
H. H. Dow High School
Midland High School
Bridgeport-Spaulding High School

STUDENT SUCCESS INDICATORS

Staff at the Career Center, including administrators, teachers and support staff, is committed to preparing every student for success beyond high school, either at the college level or in the workforce. The degree to which we achieve this goal in our programs is measured utilizing the 10 Indicators of Student Success. These indicators encompass the academic and technical skills, in addition to the work habits that prepare young people for the workplace. The 10 Indicators of Student Success include:

- **Indicator #1:** *All students will receive a “C” or better grade in their Career Center Program.*
- **Indicator #2:** *All students will have at least a 90% attendance rate during each marking period while at the Career Center. (average no more than 4/marketing period)*
- **Indicator #3:** *All students will participate in at least one work experience session with business and industry related to their Career Center program.*
- **Indicator #4:** *All students will demonstrate career readiness skills prior to graduation.*
- **Indicator #5:** *All students will participate in a minimum of one Career Center community service project.*
- **Indicator #6:** *All students will contribute as active team members.*
- **Indicator #7:** *All students will demonstrate good citizenship and positive work habits/attitudes.*
- **Indicator #8:** *All students will understand and apply industry-standard technology applications in their occupational area.*
- **Indicator #9:** *All students will exit the Career Center with a career/educational plan.*
- **Indicator #10:** *Create your own Indicator (Instructor - optional)*

The Success Award

The Success Award is given in the spring of each year to those students who have achieved the Indicators of Success. The purpose of the award is to recognize and reinforce those characteristics, skills and experiences that support students' future success in college and/or the world of work. Our goal is to have all Career Center students achieve the Success Award.

ATTENDANCE

Starting and Ending Times

- Morning Session 7:55 a.m. – 10:35 a.m.
- Afternoon Session 12:00 p.m. – 2:40 p.m.

- Warning Tones will sound three (3) minutes before each session begins and ends. Students are expected to be at their stations when class begins and ends. Please refer to the Attendance Policies for attendance issues, tardies, early dismissals, etc.

Semester Attendance Policy

- To benefit from the school experience, it is essential that each student maintain regular and punctual daily attendance at all assigned classes and related experiences. Because class attendance is necessary for learning and academic achievement, as well as developing habits of punctuality, dependability and self-discipline, it is a relevant standard in determining a student's course grade. The purpose of the following attendance policies and procedures is to assist students in developing these traits, to promote mastery of the curriculum, to prepare students for expectations in the work environment, and to maintain standards for earning course credit.

Reporting Absences

- When a student is going to be absent, the parent, guardian or student (if emancipated) must notify the Career Center Attendance Office at (989) 667-3277 or toll free at 1-800-750-4350 within twenty-four hours of the absence. Voicemail is available twenty-four hours a day. Please state the date(s), the name and relationship of the caller, and the reason for the absence(s). If the parent or guardian has not or is unable to contact the Career Center's Attendance Office, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.
- There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.
- If the Career Center has not been notified of the absence, a computerized telephone message will attempt to reach the home. In the event there is no answer, a message will be left on the answering service if one is provided at the home.

PLEASE NOTE THAT THE EXCESSIVE ABSENCE PROCESS LISTED BELOW IS CURRENTLY UNDER REVIEW AND WILL BE REVISED. A COPY OF THE NEW PROCEDURES WILL BE MAILED TO ALL FAMILIES, ONCE FINALIZED.

Excessive Absences

- When a student has been absent from the Career Center for three (3), five (5), eight (8), and ten (10) days in a semester, a letter will be sent home, listing the dates of the absences and if the absences are excused or unexcused.
- If a student reaches five (5) absences in a semester, a second letter will be sent to the student's home, listing the dates of the absences.
- If a student reaches eight (8) absences in a semester, a student will complete an Attendance Improvement Plan.
- In the event a student accumulates ten (10) absences in a semester, the Assistant Principal will contact the student and discuss the importance of good attendance and outline the consequences should the student continue to be absent. The dates of the absences will be listed, along with reminders of the attendance policy of the Career Center.
- After twelve (12) days absent, an attendance review meeting may be set up with parent(s) or guardian(s) at that time. Students will be required to furnish documentation from a physician, court appearance, or other legitimate source for an unavoidable absence, such as bereavement. Failure to do so may result in the student being dropped from the class and receipt of the grade of NCR (no credit). Administration will evaluate each case on an individual basis. If the student is providing medical or other legitimate documentation and it becomes apparent that the student will not be able to complete minimal class requirements, the student will be dropped from the class with a grade of NCR.
- **Note: Absences resulting from home school functions approved by the home school, home school transportation, suspensions or detentions, or Career Center functions will not be counted toward excessive absences and will be coded as "special absence"**

Pre-Excused Absences and Early Dismissals

- Students that know in advance that they will be absent must request a pre-excused absence form from the Attendance Office. The school may require documentation explaining the reason for the student's absence.
- A student that wishes to be excused early from class will need an early dismissal pass and must check out through the Attendance Office. Failure to follow this procedure may result in disciplinary action.
- Tardiness and early dismissals are disruptive to classes and deprive the student of learning time. When a student is late, he or she must report to the Attendance Office and obtain a pass in order to enter the classroom.

Perfect Attendance

- Students that achieve perfect attendance for a six-week period and/or semester will be recognized by the Career Center staff and receive a certificate (which students can add to their portfolio). Good attendance is a major component in our **Student Success Indicator** program.
- Absences that are a result of a student's home school not being in session on days that the Career Center is in session, or the home school not providing transportation due to inclement weather, in-service days, etc.. will be recorded as "special absences".
- Students absent due to home school functions and sanctioned activities such as athletics, class trips, etc., will be recorded as "school function" (SF). Make up work is required, however, these absences are not charged against a student.

GRADES AND COURSE CREDITS

Grade Reporting

- The Career Center will issue grades every six (6) weeks to the home schools and will appear on the home school report card. The home school will determine the appropriate credit and honor points to be awarded.
- In the event a student receives a failing grade for a Career Center, he/she should meet not only with Career Center staff, but home school staff as well. Repeating a failed course should only be attempted after the student has met with counseling staff and instructors.

Progress Notice to Parents

- Parents are encouraged to keep up with their child's progress by logging onto www.skyward.com. Skyward's Parent/Student portal will allow students/parents to view grade and attendance information. If you need assistance with Skyward, call our attendance office at (989) 686-4770.
- After the first six (6) weeks of a semester, if a student's grade is a C- or lower, a progress notice will be sent home. Our Instructors are encouraged to use progress notices for positive news as well. If a student was passing and suddenly begins doing poorly, the instructor is encouraged to call the parents or process a progress notice immediately.
- Our intent is to maximize opportunity for parents to be aware of their student's progress. A copy of this Progress Report will be sent to the student's home, sending school counselor/liaison, Career Center's Assistant Principal and program area counselor for guidance and follow-up.

Determining a Student's Final Semester Grade

- A student's final semester grade is reflective of the accomplishments of that student for the entire semester, whether the student attends a traditional semester school or a Trimester school. The six-week grade is similar in scope to a progress report and indicates the quality of work the student is doing at that point in time. The semester grade will be the only grades to appear on the official transcript. The every six-week grade does not necessarily equate to a percentage of the final grade, it merely indicates the accomplishment of the student at that point in time. The student's achievement will continue to be assessed for the remainder of the semester.

College Credit (articulation)

- One of the ways that the Career Center is able to help students make the successful transition from high school to college is by offering college credit. In the majority of programs that we offer, students are able to earn articulation credit. This means that the program at the Career Center replaces certain college-level courses. The technical skills and knowledge the student learns in their program can save tuition cost(s), shorten the time a student spends in college, and reduce the duplication of courses a student must take in college. To receive articulated credit, a Career Center student would need to earn good grades, have good attendance, and be able to demonstrate that he or she has the maturity to bypass college level coursework.
- Some of the colleges and universities that students can earn credit with are: Delta College, Davenport University, Baker College, Ferris State University, Mid-Michigan Community College, and Saginaw State University.

STUDENT ORGANIZATIONS AND SERVICES

Student Clubs

- Joining one of our five student organizations will give students many opportunities to gain leadership skills and enter local, regional, and state competitions related to their program. Many Career Center students have enjoyed success as members of student clubs. The following clubs are an important part of the Career Center:
 - **BPA** Business Professionals of America
 - **DECA** In association of Marketing and Management students
 - **FFA** An association of Agriscience students
 - **HOSA** An association for students interested in health and science
 - **SkillsUSA** A partnership of students, teachers and industry, working together to ensure a skilled workforce.
 - **NTHS** National Technical Honor Society

The National Technical Honor Society honors the accomplishments of outstanding career and technical education students throughout the country. Students who achieve a minimum 3.5 cumulative GPA at their home school and 4.0 in their BAISD Career Center Program, as well as demonstrate other leadership attributes are invited to apply for membership in this elite group. NTHS members are Career Center ambassadors and leaders in career and technical education. Details regarding this opportunity will be shared with students during orientation, and all eligible students will be invited to an NTHS informational meeting during the first semester. See your Career Center counselor for more details.

Counseling Services

- Counseling is available to assist students in matters related to their Career Center training and career planning. Personal issues and family issues are also areas where our Counseling Staff can be of assistance to students. Specific career and employment information is available in the Student Services area and may be accessed electronically or by meeting with one of our qualified professionals.

Work-Based Learning

- Work-Based Learning Coordinators offer Employability Skills training to all students. They also assist students with developing a portfolio and work-based learning file. This file contains supportive information relative to career goals, a resume, character references, work experience evaluations, attendance records and awards.
- Work-Based Learning coordinators partner with representatives from business and industry and make efforts to secure employment/training opportunities for graduating seniors, as well as part time employment for students still attending school. These opportunities most often lie in the areas of training that the student is receiving. Of course, we cannot guarantee a job to students, however, we work very hard to be of help to students when seeking jobs.
- The Employability segment of instruction includes filling in job applications, interviewing, letters of application and a variety of information on getting and keeping a job.

SCHOOL BUILDING OPERATIONS AND PROPERTY USE

Facility Care

- Students will be expected to keep their lab and classroom clean on a daily basis. Maintenance of facilities, equipment and supplies is an important part of the training process. It is expected that students will help keep the hallways and cafeteria clean by placing their debris in the containers provided. Containers are also located by each entry door into the facility and in selected areas in the student parking lot.

Visitors

- Visits and tours by interested parties or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the Career Center's main office. Students should carry on with their regular work and treat visitors with respect while they are in our building. **Students may NOT bring visitors or guests to their classroom, labs or worksites, primarily because of safety concerns.** Visitors are **NOT** permitted to visit the Career Center without prior written permission by the main office. Students should contact the Assistant Principal if they have any questions about bringing visitors to the building.
- Parents of Career Center students who must speak with their child or a staff person must first report to the main office. Impromptu meetings with administration and instructors will be handled based on staff's schedule and availability. Parents should not contact instructor or students when class is in session.

Accommodating Persons with Disabilities

- Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Communication Devices

- Students shall be allowed to use cell phones, as well as any other electronic communication device, before class, during break, and after class. Cell phones are NOT to be used for photography or

video purposes. It is a crime in Michigan to use any electronic device to take photographs of or otherwise record individuals without the consent of the person entitled to privacy. Violators will be subject to disciplinary actions.

- Once a student enters their classroom they must abide by instructor guidelines. Some classes may allow electronic devices while other may not. Students who violate instructor guidelines will have the device confiscated and turned into administration. Habitual offenders will be subject to disciplinary action according to the Student Code of Conduct.
- Students must silence or turn off their cell phones during assemblies or any other Career Center event that requires students' full attention.
- Due to safety concerns, headphones cannot be worn if both ears are covered. In case of an emergency, students will need to be able to hear bells, sirens, and staff instructions.

Beverage Containers

- Students are not permitted to bring beverages in the Career Center Building. All beverages are to be purchased within the Career Center cafeteria.

Student Breaks

Instructors may grant breaks to students during the normal course of the day. Please keep the following guidelines in mind:

- Breaks are a privilege, not a right.
- Breaks must be limited to 10 minutes and scheduled at specific times.
- Students must remain in the building.
- Coats and backpacks should remain in the classroom.
- Food and drinks must be consumed in the cafeteria or program area.
- No beverages, in any form, are to be brought into the building from outside sources.
- Vending machine items are reasonably priced and profits go to student clubs.

Lockers

- Students shall be assigned a locker. It is expected that students will keep valuables in this locker and it shall be locked at all times. The Bay Arenac ISD Career Center shall maintain ownership of the lockers and students should possess no expectation of privacy from school officials. Michigan law 380.1306(1) and policy allow BAISD officials to search and inspect all lockers. Student's right to privacy shall be respected during the conduct of any search of a locker with regard to any items that are not unlawful or against school policy.

Textbooks, Tools, Equipment and Supplies

- In most cases, students will be provided with all the essential supplies, tools, safety equipment, etc... It is important and required that students use these items with care. Students may be asked to provide their own protective footwear and/or clothing when required.

Repair and Replacement Costs

- Students are required to pay replacement fees for textbooks, safety glasses, or tools that are lost, damaged or destroyed. Students will be held responsible for replacement or repair costs due to careless use or malicious destruction of school property.

Lost Articles

- A Lost and Found is maintained in the main office. Students who find lost articles are asked to turn them in at the main office where owners can claim them.

SAFETY AND EMERGENCY PROCEDURES

Safety & Emergency Procedures

- Section 1288 of the Revised School Code requires pupils (and teachers) to wear industrial eye protective devices in certain classes. The Career Center complies with all safety standards and pupils are required to conform to all safety rules that are outlined by the course instructors. In the event there is an injury occurring at the Bay-Arenac ISD Career Center, an accident form must be filed with the office. The instructor shall be the person responsible for completing this report.
- Injuries, which occur in the course of a student's attendance at the Career Center, must be reported to the instructor. The instructor will follow up with Administrative Services for documentation and treatment/attendance of the injury. Injuries that occur off-site and are directly connected with the student's attendance and/or program must also be reported.
- Safety drills will occur at various times throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students. Exit routes will be clearly posted in all programs and common area. Instructors will brief students on procedures and Administrative Services will document and evaluate the effectiveness of the procedures.

Safety Devices and Clothing

- Safety glasses, protective clothing and gear MUST be worn when required. A student will be removed from a potential injurious situation if they are not following acceptable safety procedures.

Student Supervision

- Due to safety regulations, students are NOT permitted to work in a lab without an instructor or designee present.

Student Medication

- Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."
- No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

- School Property and Equipment, Personal Effects of Students
School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. **Students have no reasonable expectation of privacy** in these places or areas or in their personal effects left there.
- The building principal, or designee, may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Students

- School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

- If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Video Monitoring System

- The Career Center maintains a video monitoring system that is used in public areas of the school building and parking lots. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Inclement Weather

- In the event that the Bay-Arenac ISD Career Center closes due to inclement weather, a message stating that the Bay-Arenac ISD Career Center will be closed will be carried on the following television stations:

WNEM – TV5, WEYI – NBC25, and WJRT – ABC12

- Students from sending schools are not required to attend if their high school is closed due to inclement weather. Daytime Adult Education students are not required to attend their Career Center class if the school district in which they reside is closed because of adverse weather conditions.

Insurance

- The nature of the educational experience at the Career Center may expose students to certain occupational safety and health risks that they may not face in the normal academic classroom situation. Administration and teaching staff at the Center take every precaution possible and stress safety procedures. These risks may be additionally addressed by parents/guardians and students either carrying personal medical insurance or purchasing accident policies that may be available through sending/home school systems. The Career Center does not make accident insurance available for purchase.

TRANSPORTATION

Driving Privileges

- Students and parents/guardians are strongly encouraged to make use of transportation provided by their high schools. In most cases, it is not necessary for a student to drive to the Career Center. It is therefore important to stress that driving is not a right that a student has, but rather a privilege.

Driving Safety

- The Career Center takes parking and driving very seriously. **No one has the right to endanger the lives of others on or in the vicinity of our campus.** All state and municipal driving laws and regulations apply on school property. Students found violating driving policy may lose their driving privileges for all or part of the school year.

Student Parking Lot & Occasional Parking

- Students are only allowed to park in the student parking lot located on the south side of the building. Students may NOT park in the visitor parking lot, the staff parking lot, or restaurant parking lot. Student who park in the wrong lot may receive a warning, be assessed a fine and have the vehicle towed at the owners expense and/or have their driving privileges revoked.
- A student who drives on a one-time basis must register his/her vehicle with the Career Center's main office.

Parking & Replacement Permits

- **All students must register their vehicle(s) with the Career Center Office. A permit will be issued at no cost to the student. Students may register more than one vehicle. The permit must be attached to the lower right hand corner of the windshield. The cost of a replacement Career Center parking permit sticker is \$5.00. All monies received will be used to support Career Center's Student Youth Clubs.**
- The student parking lot is located at the south side of the Career Center. This lot provides enough parking spaces to accommodate all vehicles driven by students. Vehicles are to be parked only in designated parking spaces and are subject to a 15 M.P.H. speed limit at all times. Students must drive in a safe and courteous manner. Violation of driving and parking regulations may subject a student to loss of driving privileges. Vehicles that are not parked in designated spaces are subject to towage at owner's expense. Students may not loiter in or around their vehicles in the parking lot.
- **The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

- Controlled substances, alcohol, weapons and any other illegal substance or material are not allowed in any vehicle parked or otherwise present on school property. Students may not loiter in or around their vehicles in the parking lot. Students must park their vehicles in a safe manner and report directly to the school building. Students are not allowed to smoke or possess tobacco or tobacco products in their vehicles while on school property.

Theft/Vandalism

- Students are to report any incident involving a vehicle to the Career Center's main office, and if necessary, to the police. **The Bay-Arenac ISD Career Center is NOT responsible for lost/stolen items or vehicle damage.**

Search of Vehicles

- Students may park their vehicles on the Career Center premises as a matter of privilege, not of right.
- The Bay Arenac ISD Career Center retains the authority to conduct routine patrols of student lots and inspections of the exteriors of vehicles parked on school property. Such patrols and inspections may be conducted without notice and without consent, and without a search warrant.
- **Students have no reasonable expectation of privacy in vehicles parked on school grounds.** Interiors of student's vehicles may be searched whenever a school official has reasonable suspicion to believe that illegal or contraband material is contained in the vehicle. A student will, at the request of an administrator, unlock and open a vehicle, allowing the administrator to search the vehicle and its contents while the vehicle is on school premises. A student who refuses to allow an Administrator (or designee) to search the vehicle will be subject to disciplinary action, as well as revocation of all parking and driving privileges. In appropriate cases, law enforcement officials will be called to obtain a search warrant when a student refuses to consent to a search of their vehicle.
- Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
- Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Dress Code

- Students shall not wear clothing or accessories which interfere with or disrupt the operation of the Career Center or which impinge upon the safety and welfare of other students and school employees. The intent of the Career Center in enacting a dress code is to create a good academic environment, to simulate the workplace, to maintain discipline, to promote safety and to prevent disruption of the educational process. While the Board of Education recognizes that each student's attire and grooming may reflect an expression of personal style and individual taste, apparel which is disruptive, distracting, unsanitary or unsafe is prohibited. Students shall wear clothing that is required for class instruction (smocks, hats, coveralls, etc).
- If a student violates the dress code they will be given the opportunity to correct the violation. School personnel will communicate the violation to the parent/guardian if appropriate. A student who continues to violate the dress code will be subject to appropriate disciplinary sanctions.

Internet Policy

- The Bay-Arenac ISD Career Center is pleased to offer students high-speed access to the Internet. The Internet is to be used as an educational tool and it is important to establish guidelines regarding the use of the Internet. All students accessing the Internet are subject to the conditions and policies as written in the Internet Policy manual. Signatures of student and parent or guardian (if applicable) are required on the signature sheet of the Internet Policy.
- The Internet policy and all of its provisions are subject to local, state, and federal statutes
- Network, Internet, and e-mail access is a privilege, not a right
- The user must display responsible use to retain access privileges
- Instructors may loan laptop computers to students for Student Club competitions or classroom projects upon permission from administration. Computers will have web-filtering software installed as determined by the instructor.

Gangs and Gang Related Activities

- The presence of gangs and gang-related activity is contrary to the health, safety and welfare of students and staff of the Career Center. That presence materially disrupts class work and involves substantial disorder and/or invasion of the rights of others. Consequently, the presence of or student involvement in gangs or gang-related activities on school grounds or school-related events is strictly prohibited. The prohibition includes a ban on the use of or display of any symbol, or paraphernalia, including but not limited to any clothing, hat, cap, jewelry, emblem, badge, sign, gesture, grooming or posture that is used to display or to communicate affiliation with gangs or gang-related activities. Any student who violates this policy shall be subject to disciplinary action including suspension or expulsion.
- For purposes of this rule, the term “gang” shall mean any organization, whether formal or informal, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively have engaged in gang-related activity which involves (1) committing or conspiring to commit criminal offenses; (2) engaging in conduct in violation of the rules and policies of the Bay-Arenac Intermediate School District; or (3) engaging in conduct that interferes with or disrupts the educational process, programs, or services at the Career Center.

Hazing

- The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents.
- Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State Law.
- “Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or activity sponsored or supported by the District and whose membership is totally or predominately other students from the District.
- Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:
 - Conference with parents(s)/guardian(s)
 - Suspension for up to 10 days
 - Long term suspension for the remainder of the school term

- Long term suspension for the remainder of the year i.e.: Longer than one term or semester, but less than a full school year

Bullying and Other Aggressive Behavior Toward Students

- It is the policy of the Bay-Arenac ISD to provide a safe and nurturing educational environment for all of its students.
- This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.
- Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.
- Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.
- This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored or school-related activity or function, such as field trips or athletic events where the student are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Student Publications

- School-sponsored student publications shall be under the control and supervision of the building administrator or designated faculty representative. All material published in school-sponsored publications must have the prior approval of the faculty sponsor.
- Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communications media. Thus, no student shall distribute in any school any student publications which:
 - Is obscene as to minors according to current legal definitions;
 - Is libelous according to current legal definitions; or
 - Create a material or a substantial disruption of the normal school activity or appropriate discipline in the operation of the school.
- Student publications, which are not libelous, disruptive, or obscene, may be distributed on school property during school hours in areas designated by the building Administrator. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person’s right to accept or reject any publication or which causes substantial and material interference with “normal school activities” shall not be permitted.

Sexual Harassment

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

No Smoking Law

- Section 750.473 of the Michigan Penal Code makes it unlawful for any person to use tobacco or a tobacco product on school property. Persons in violation of this statute are guilty of a misdemeanor punishable by fine of not more than \$50 and disciplinary sanctions, including exclusion from school, per the code of conduct. Students are not allowed to possess tobacco or tobacco products on school premises. School premises are defined as school buildings, property (including parking lots), school activities (including off-site) and school vehicles.

Section 722.642, a.k.a. the "Youth Tobacco Act", specifically forbids any person under age 18 from possessing tobacco products in any form. Any student who violates this law shall receive disciplinary action.

Use of Breath-Test Instruments

The principal or designee may arrange for a breath-test for blood alcohol to be conducted on a student whenever s/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private area with at least one (1) other trained staff member present as a witness to the test.

The purpose for the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where a student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the discipline invoked. The student will then be given a second opportunity to take the test.

STUDENT CODE OF CONDUCT

To establish the best possible learning environment for students, as well as to promote the health, safety and welfare of all students and employees of the Bay-Arenac ISD Career Center, the following categories of misconduct have been adopted along with guidelines for associated consequences when a student engages in such misconduct. These standards of conduct apply to all Career Center students for all activities of the Bay-Arenac ISD Career Center. i.e. Student Club activities, mentorships, internships and field trips. If a student is suspended from the Career Center or their high school, the student is suspended from both schools. This list is not intended to be all-encompassing and includes, but is not limited to, the following violations:

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
5. Using a cellular telephone, video recording device or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. **NOTE:** All cell phones and similar electronic devices are allowed in the school: (a) if used before class, during break, and after class (b) the supervising teacher grants permission; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Engaging and/or encouraging other students to engage in sexual harassment. Sexual harassment consists of unwelcomed sexual conduct, whether verbal or physical, which unreasonably interferes with a student's educational rights, privileges, advantages or opportunities or which creates an intimidating, hostile or offensive educational environment
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures – (Home school administration will be contacted and consulted when disciplinary measures are taken. The degree of disciplinary action may be based on the student's home-school handbook and Board policies.) Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 180 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding or vehicle driving privileges.
6. Notifying law enforcement whenever the conduct involves criminal activity.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.

MISCELLANEOUS PROVISIONS

- ✓ The penalties designated above may be increased or enhanced in the event of instances of gross misconduct by students and also where the student's prior disciplinary record indicates previous disregard of school rules and policies.
- ✓ Law enforcement officers will be allowed access to students during school hours, in and on school property, for purposes of investigation, when school authorities have summoned the law enforcement agency.

- ✓ In any circumstance where a violation of the Bay-Arenac ISD Career Center regulations governing behavior and conduct of the student handbook is alleged, the principal (or designee) shall hear the student's explanation and investigate the matter, as appropriate, before imposing any disciplinary sanctions. A student accused of violation of rules that warrant suspension or exclusion from school shall be afforded the right of procedural due process. The degree and extent of formality of a suspension conference or an expulsion hearing depends upon the nature of the violation and the severity of the sanctions imposed as a result.
- ✓ The student or parent/guardian may appeal to the principal for reconsideration of a school disciplinary action, up to and including out-of-school suspensions of up to ten (10) days. The principal has final review of any such appeal. Appeals for reconsideration of a suspension exceeding more than ten (10) days in length or of an expulsion must be made to the Bay-Arenac ISD Board of Education.

BAY-ARENAC ISD CIVIL RIGHTS GRIEVANCE PROCEDURE

Section 1:

Statement of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission or employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Bay-Arenac ISD are notified that the BAISD does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs, activities or policies. Any person having inquiries concerning Bay-Arenac ISD's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act or Section 504 of the Rehabilitation Act is directed to contact:

Ms. Rebecca Smith, Civil Rights Coordinator
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410
smithr@baisd.net

Those complaints made by students and/or their parents/guardians, and directly related to the activities at the Bay-Arenac ISD Career Center should first be directed to the Career Center Civil Rights Building Coordinator at:

Mr. Brian DuFresne, (989) 686-4770, dufresneb@baisd.net
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706

Complaints regarding disability/handicap discrimination involving educational services, program and activities should first be directed to:

Ms. Rebecca Smith, Civil Rights Coordinator
Bay-Arenac ISD Educational Service Center
4228 Two Mile Road
Bay City, MI 48706-9723
(989) 667-3276- smithr@baisd.net

Section 2:

The person who believes he/she has a valid basis for a grievance shall discuss the issue informally and on a verbal basis with the designated Coordinator and further, individuals are encouraged to report any conduct, statements, or physical contact that they believe to be discriminatory.

If a Civil Rights Coordinator, the Superintendent or the Board of Education determines that the grievance is meritorious and valid, prompt remedial action designed to stop the discrimination and/or harassment immediately and to prevent its reoccurrence will be taken. Depending upon the nature of the discrimination and/or harassment, the Coordinator, Superintendent, or Board of Education (as applicable) may attempt to seek a resolution acceptable to the complainant and the individual against whom the complaint has been filed. This shall not limit or restrict the Bay-Arenac ISD's discretion and authority to take whatever disciplinary action it deems appropriate to effectively address the discrimination. The Superintendent (or designee) is authorized to take such disciplinary and/or remedial action as is consistent with this policy, other ISD policies and regulations, and any relevant collective bargaining agreements. Bay-Arenac ISD considers discrimination and harassment to be major offenses which will subject the offending parties to disciplinary action.

It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate or retaliate against any individual filing a grievance or complaint and/or assisting in the investigation of a complaint or grievance under this procedure. Such conduct may result in discipline. An individual who knowingly files a false grievance complaint, or an individual who knowingly provides or knows false information had been provided during an investigation or review fails to report such information to the District's Civil Rights Coordinator, shall likewise be subject to discipline.

*The address of the Office of Civil Rights is:
United States Department of Education
Office for Civil Rights
Mary E. Switzer Building
330 Capital C Street, SW
Washington, DC 20202
Telephone 1-800-421-3481
E-mail ocr@ed.gov*

Pesticide Application

Pursuant to the Michigan Pesticide Control Act, parents and guardians of students who attend the Bay-Arenac ISD Career Center have the right to be informed prior to the application of a pesticide at the school. Should you wish to be informed prior to the application of a pesticide, please contact:

*Brian DuFresne, Principal, (989) 686-4770, dufresneb@baisd.net
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

Each year, the Bay-Arenac ISD Career Center is required to give notice of various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, you are notified of the following:

You have the right to inspect and review all of your education records that are maintained at the Bay-Arenac ISD Career Center.

You have the right to seek to correct any parts of an education record which you believe is inaccurate, misleading or otherwise in violation of your rights.

You have the right to prevent disclosure of education records to third parties with certain limited exceptions.

You have a right to file a complaint with the United States Department of Education concerning the alleged failure of the Bay-Arenac ISD to comply with FERPA. Your complaint should be directed to:

*Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605*

You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. You have the right to object to release of directory information. Directory information may include student name, address, telephone number, date and place of birth, name, address and telephone number of parent(s) or guardian(s), student recognition in official recognized activities and sports, weight and height, dates of attendance, honors, degrees, awards received, information generally found in yearbooks, and student pictures, including videotapes. You will have 90 days from the receipt of this document to advise the Bay-Arenac ISD Career Center in writing, to your objection to releasing this directory information. Your objection(s) should be addressed to:

*Brian DuFresne, Principal
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706*

Under federal and state law, the Bay-Arenac ISD is required to provide the name, address, and telephone listings of it's secondary school students to military recruiters or to institutions of higher education that request this information. A secondary school student or the parent/guardian of a secondary school student may request that this information not be released without prior consent of the parent/guardian or student (if emancipated). If you do not desire this information to be released, please notify:

*Brian DuFresne, Principal
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706*