

## ABOUT THE TECHNICAL EDUCATION CENTER

The Dickinson-Iron Technical Education Center, formerly known as the Dickinson Area Vocational Center, first opened its doors in the fall of 1976. The mission of the Tech Center is to provide quality technical education courses to students in Dickinson and Iron counties with some participation from bordering Wisconsin school districts.

Enrollment at the center has averaged approximately 500 students per year, which means that over 16,000 students from our community have taken advantage of the technical training provided by our school.

Many graduates further their education with two-year technical degrees or four- year bachelors' degrees. Some take their skills to the military, while others enter the workplace after graduation.

Providing a foundation for post-secondary education and learning transferable occupational skills are the core objectives of our programs. Over the years, some courses have been dropped while others have been added, in an attempt to meet the changing employment needs of our community, state, and nation. In addition to teaching technical skills, our programs reinforce relevant academic and employability skills.



Visit us on-line at:  
[www.diisd.org](http://www.diisd.org)

It is the policy of the Dickinson-Iron ISD that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information contact the Superintendent's executive secretary at the DIISD, 1074 Pyle Dr., Kingsford, MI 49802 (906)-779-2690.

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DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT  
DICKINSON-IRON TECHNICAL EDUCATION CENTER  
2008-2009 SCHOOL YEAR

Johanna Ostwald  
Paul Bonsall

Superintendent  
Director of Technical Education  
Secretary to Director of Technical Education

**BOARD OF EDUCATION**

Bob Witter  
Johanna Ostwald  
Lisa Koon-Bloomburg  
Nancy DeKoster

Hans Baij  
Donald Autio  
Darlene Lombardini  
Jim Nocerini

**TECHNICAL EDUCATION CENTER STAFF**

**Office Staff**

Paul Bonsall  
Elaine Pierce  
Marcia Peterson  
Patty Rowell

Principal/Counselor  
Dept. Supervisor/Grants Coordinator  
Secretary to the Principal  
Secretary/Attendance Officer

**Faculty**

Jonathan Gregg  
Keith Stachowicz  
Rich Henrion  
Robert Jayne  
Randy Van Den Heuvel  
Tim O'Leary  
Sherie Courchaine  
Chris Treiber  
Jay Jezylo

A+ / Network+ Certification  
Auto Body & Collision Repair  
Automotive Technology  
Building Trades  
Electronic Technologies & Robotics  
Graphic Communications  
Health Occupations  
Marketing & Entrepreneurship  
Welding Technologies

**Paraprofessional Staff**

Paula Johnson  
Rick Klingelutz  
Denise Tapio  
Erik Maki  
Carl McBroom

Health Occupations  
Building Trades  
Marketing & Entrepreneurship/Graphic Comm.  
Automotive Technology  
Welding Tech/Auto Body & Collision Repair

**Custodial Staff**

Don Arnold  
Craig Hicks

Maintenance Supervisor  
Maintenance & Custodial

## OUR MISSION

The staff of the Dickinson-Iron Technical Center believes hands-on technical education, in a safe and orderly environment, will provide students of all ages the opportunity to transfer their academic knowledge into today's technological world; thus helping students to develop positive attitudes toward life, stressing employability skills. We are dedicated to helping each student achieve his/her highest potential.

## WELCOME STUDENTS!

On behalf of our staff, we would like to welcome you to the Dickinson-Iron Technical Education Center. We are dedicated to providing you, the student, with the highest quality Technical Education programming which will equip you in your pursuit of post secondary education or employment. Our goal is to provide students with employability skills, technical skills, and academic skills that can be applied to a variety of employment settings. We, as a staff, will do our best to see that you have a successful experience at the Technical Center.

Paul Bonsall, Director/Principal  
Elaine Pierce, Supervisor

## **NON DISCRIMINATION POLICY**

It is the policy of the Dickinson-Iron ISD that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information contact the Superintendent's Executive Secretary at the Dickinson-Iron Intermediate School District, 1074 Pyle Drive, Kingsford, MI 49802, (906) 779-2690.

## **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

### Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### Complaint Procedure

#### Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Patricia Skoglund - Title VI, Title IX, Age Discrimination Coordinator

Dean Ruohomaki - Title II, Section 504, ADA / MI Disability Coordinator

Dickinson-Iron Intermediate School District, 1074 Pyle Drive, Kingsford, MI 49802

Phone: Patricia Skoglund - 906-779-2690, Dean Ruohomaki - 906-779-2692

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

#### Section II

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

#### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response.

The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### Step 3

If the complainant remains unsatisfied, s/he 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 two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

#### Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will 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 in the District Coordinator's office.

**ENROLLING AT THE TECHNICAL CENTER**

Students should carefully analyze their interests, aptitudes, abilities, career pathway choice and future plans with their parents and counselor before enrolling for Technical Education courses. Courses at the Center are designed to provide job skills for employment and a foundation for further training after high school including two year technical and four-year college degrees. The Technical Center accepts students in grades 10-12. Students should make every effort to tour or shadow Technical Center programs and then see their home school guidance counselor to reserve a placement in the Technical Education course of their choosing. It is advisable for students to choose two courses of interest in the event that their primary choice is over-enrolled. If you need help with this process or are having difficulty with enrollment, please contact the Technical Center at 779-2697 or toll free at 1-800-971-1507.

**NON TRADITIONAL/DISABLED ENROLLMENT**

The Technical Education Center encourages students to enroll in classes considered non traditional for their gender (i.e., females in Welding, males in Health Occupations, etc.). All students, including those interested in non-traditional programs, and disabled students, are encouraged to enroll according to their interests, aptitudes, abilities and chosen career pathway.

**LIMITED ENGLISH PROFICIENCY**

Students determined to have an appreciable barrier to learning due to Limited English Proficiency will receive support services relative to changing or modifying curriculum, textbooks, hardware, software, etc.

**OVER ENROLLMENT POLICY**

If over enrollment occurs, in a Technical Center program the following method will be used to reduce enrollment.

1. Attempt to switch courses for students who have enrolled for two (2) classes at the Tech Center.
2. Ask students in the over enrolled section to transfer to another section of the same class.
3. Reassign sophomores and/or juniors to their second Tech Center program choice.
4. Ask students to voluntarily drop from the over enrolled class and enroll in their second choice Tech Center class or choose classes from their home school.

### **THIRD YEAR STUDENTS**

Students wishing to enroll in a Tech Center course for a third year may do so only with the permission of their home school and their Tech Center instructor. Third year courses usually involve advanced projects or placement in business and industry in a work based learning site and requires a high level of student maturity and skill.

### **WITHDRAWAL FROM THE TECHNICAL CENTER**

To withdraw from the Technical Center, the student should see the building Principal. Let it be understood that students who withdraw at any time other than the end of a semester will not receive credit. If a student has earned a grade, the grade will be issued when all monies, fees and/or equipment have been turned in.

### **STUDENT FEES AND CHARGES**

Fees and charges may be assessed to students to cover the cost of materials used for student projects, food and registration fees on field trips or competitions, etc. Also students will be charged the replacement cost of books or equipment they lose or damage. Grades will be held up until these charges are paid.

### **STUDENT COMPLAINTS**

If a student has a problem of any kind or a problem with a teacher, paraprofessional or any staff member, they are to report it to the building Principal. If the problem is with the building Principal, they are to report it to the Dickinson-Iron Intermediate School District Superintendent located at 1074 Pyle Drive, Kingsford, MI 49802. Phone: (906) 779-2690.

### **STUDENT CONCERNS AND SUGGESTIONS**

If a student has constructive suggestions that could improve our school, he/she should feel free to offer them. Written or verbal suggestions may be presented directly to the Principal.

### **TELEPHONE USAGE**

All school related calls or calls of an extremely important nature can be made from telephones in the Principal's Office. All school related calls could be made on the office phone. Students **MUST HAVE A PHONE PASS** from their instructor to make calls during school time. This pass must be presented to the office staff before making a call. Students are **NOI** to use cell phones to make any calls during class time and while at the Technical Center.

### **CELL PHONES**

Students are not to use cell phones at anytime in the building for calling, messaging, pictures, looking up phone numbers etc. Students

may possess a cell phone however, it must be out of sight and stored in pocket, purse, jacket, or book bag and turned off. Cell phones may be used outside the building before and after class. Cell phones being used by students in the building will result in assignment to Saturday School, confiscation of the phone or disciplinary action for repeat offenders. Confiscated cell phones may be returned after conferring or meeting with the parent/guardian or at the Principals discretion. A student who possesses a cell phone is responsible for its care. At no time shall the Technical Center be responsible for preventing theft, loss or damage to cell phones students choose to bring onto school property.

### **INJURY AND ILLNESS**

All student injuries must be reported to their teacher and the Principal's Office. If medical attention is required, the office staff will follow the school's emergency procedures and the student must fill out an accident report, which must be signed by the student, student's parent/guardian, the instructor and the Building Principal. Let it be understood that all medical responsibilities as they relate to injuries received at the Technical Education Center are the responsibilities of the parents or guardian of the student.

A student who becomes ill during the school day should request permission from the teacher to go to the Principal's Office. Office personnel will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental and administrative permission.

### **USE OF MEDICATION**

The policy of the Technical Center is that we do not distribute prescription medication as we do not employ a school nurse and since it is expected that it would normally be done at the home school or at home. Also, no staff member will be permitted to dispense nonprescription, over-the-counter (OTC) to any student. In special cases a Technical Center staff member appointed by the Principal will be permitted to dispense prescription drugs only if the following conditions are met:

1. Written permission from the student's physician and parent/guardian are on file.
2. In-service to the appropriate staff member from the home school nurse regarding proper procedure is provided.
3. A medication administration daily log sheet must be maintained by the Technical Center staff person that is appointed by the Principal.
4. Medication administered will be witnessed and verified by the staff person appointed by the Principal and an additional witness.

5. Students are not to keep or carry medication (prescription or non prescription) at school. Any deviations must be approved by the building Principal.

Violations of this policy may result in disciplinary action.

### **VISITORS**

All visitors to the Technical Center are welcome but must report to the Principal's Office to sign in and to receive instructions and/or safety equipment. Student visitors **MUST PREARRANGE** their visit to the Center at least one day in advance and receive clearance from the Principal's Office before entering a class. Students or individuals who are not attending the Center may not loiter in the school or on school grounds. Students who are shadowing a technical program to gain information and an understanding of the nature of the program are welcome but must prearrange their visit through their home school and the Technical Center office staff.

### **WORK BASED LEARNING**

The following are guidelines for student involvement in "Work Based Learning" programs at the Technical Education Center.

1. Students may become involved in Work Based Learning programs by enrolling in Technical Education programs that offer these placements. Second or third year students may request a Work Based Learning placement from their instructor, however, their actual placement will be contingent on the student meeting placement criteria and the placement meeting current state guidelines.
2. Criteria for Work Based Learning placements include:
  - a. Approval of Instructor & Work Based Learning Coordinator.
  - b. Technical skill level.
  - c. Maturity level.
  - d. Discipline and attendance history.
  - e. Availability of placements.
  - f. A written training plan completed by the instructor.Final decisions on student placements will rest with the instructor and the Work Based Learning Placement Coordinator.
3. Once a student has been selected and placed in a Work Based Learning situation, monitoring and follow up will be provided by the Work Based Learning Coordinator and the instructor. Monitoring and follow up will include:
  - a. Development of a working agreement between the Technical Center and the Work Based Learning Site with a description of experiences, activities and skills to be learned by the student.

- b. A student in-service prior to placement.
- c. Regular site evaluations.
- d. Maintenance of accurate Work Based Learning files for each student to include the working agreement, weekly log sheets, evaluations, etc.
- e. Assisting Work Based learning Site supervisors with the evaluation process.

The goal of Work Based Learning Placements is to provide a realistic work site learning experience for the student. Emphasis is put on learning work related skills, developing employability skills and exploring the placement as a possible career field.

Let it be understood that if a student is placed at a Work Based Learning site and is involved in gross misconduct and/or failure to follow Work Based Learning guidelines, he/she may face disciplinary action including removal from the site and/or dropped from the program. If for any reason the Work Based Learning Site is unable to accommodate a student on a given day, the student is to return to the Technical Center and report to the Principal's Office where they will be given class related work to do. If the student does not have transportation he/she should call the Technical Center at 779-2697 to arrange for a ride to the Center.

### **CLINICAL SITES**

Students enrolled in the Marketing and Entrepreneurship and Health Occupations classes may be assigned to clinical sites two (2) to three (3) days per week. As a general rule, students assigned to sites in our community must report and leave at the designated time, dress per the instructions of the instructor, display a strong work ethic and be polite, courteous and respectful to site supervisors, staff and customers. In the event that a student reports to his/her site and there is no one there or they are told there is nothing for them to do that day the student is to return immediately to the Technical Center Principal's Office. If the student does not have transportation he/she should call the Technical Center at 779-2697 to arrange for a ride to the Center.

### **SCHOOL NEIGHBORS**

Students are asked to treat our school neighbors with respect and refrain from littering and loitering near their homes and/or properties.

### **STUDENT MEETINGS**

Student may call or hold meetings in the building only if adult sponsors are present and it is an approved organization. All such meetings must be approved by the Principal.

## **STUDENT ORGANIZATIONS**

Some Technical Education programs are affiliated with and participate in various vocational clubs or organizations. Students are encouraged to participate in these activities whenever possible. Instructors or administration associated with these events are permitted to set participation guidelines which will determine if students are permitted to participate in club, organization, competition or field trip experiences. These guidelines may include, but are not limited to, attendance, disciplinary violations, incomplete assignments or class work, unpaid fees or fund raising monies etc.

## **NON DISTRICT SPONSORED STUDENT CLUBS AND ACTIVITIES**

The Board of Education will not permit the use of school facilities by non-district sponsored student clubs and activities during instructional hours. During non-instructional time, however, no group of students will be denied an opportunity to meet on the basis of the religious, political, philosophical or other content of the activity. An application for permission for non-district sponsored student clubs and activities to meet on school premises shall be made to the Principal, who shall grant permission provided that he/she determines that:

1. The activity has been initiated by students
2. Attendance at the meeting is voluntary
3. No agent or employee of the District will promote, lead or participate in the meeting
4. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school
5. Non-school person does not direct, conduct, control or regularly attend the activity.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity by shall not participate in the activity. If the meeting is approved and scheduled when custodial personnel are not on duty, the group sponsoring the meeting must pay a fee to offset the cost of custodial services. Applications are available in the Principal's Office. Additional information regarding this policy is pursuant to DIISD Board of Education Policy 5730.

## **USE OF SCHOOL FACILITIES**

The Board of Education believes that District facilities should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. Depending on the time of the meeting/event, a fee may be charged for janitorial services. Application for use of facilities is available in the Principal's Office. Additional information regarding this policy is pursuant to DIISD Board of Education Policy 7510.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this policy will lead to disciplinary action.

### **ADVERTISING OUTSIDE ACTIVITIES**

The school has a central bulletin board located near the Principal's Office which may be used for posting notices, items for sale or upcoming events. NO posting will be permitted without the approval of the Principal.

### **USE OF SCHOOL EQUIPMENT**

Students must have the permission of their instructor before using classroom or shop equipment. No student may remove equipment or materials from the Technical Center without expressed permission from their instructor and Principal. Students will be held responsible for the proper use and safe keeping of any equipment or material they are allowed to use. An Equipment Loan form must be filled out before equipment is removed from the building. These forms are available in the Principal's Office.

### **IMMUNIZATION**

Since the Technical Center is an extension of each student's home school, if any student does not have appropriate immunization shots on file and are denied attendance at their home school for this reason, they will also be denied attendance at the Technical Center until the matter is rectified and they are reinstated by their home school.

### **VOLUNTEER WORK AT HOME SCHOOL**

It is possible in some cases that the home school may request a student to assist with certain activities at the home school during the time when the student would be attending the Technical Center. Students are permitted to participate in these activities ONLY with a written or telephone request from the home school Principal's Office AND if the student is caught up with all class work and has the permission of his/her Technical Center instructor. Home school instructors are not to request student's stay at their home school when they should be attending the Technical Center, independent of the home school Principal's permission. Under no circumstance may a student do volunteer work anywhere other than his own home school with the appropriate permissions granted.

## **THE GRADING SYSTEM**

To keep you and your parents informed of your progress, reports are issued to the home school four times per year at the end of each 9-week marking period. The grading scale is as follows:

A	Excellent
B	Good
C	Average
D	Passing, but doing poorly
E	Failure
I	Incomplete

An incomplete may be assigned for class work that has not been completed due to extenuating circumstances or to allow students to complete attendance related make up hours if an opportunity to complete them was not available. In all cases an incomplete must be made up within two (2) weeks of the end of a nine week grading period. No incompletes will be issued at the end of the second semester, since it will be impossible to make up hours after the school year is finished.

Parents are encouraged to call the Tech Center any time to check with the instructors concerning grades, attendance and/or overall progress. Since Courses at the Technical Center are longer in length, a student who successfully completes one (1) semester will normally receive one (1) credit. Therefore, a student enrolled for one (1) year (two (2) semesters) will normally receive two (2) credits. In some cases, home schools may issue additional credit for Technical Center courses taken to compensate for transportation time.

Teachers may assign a daily participation grade, which will be factored into the nine weeks or semester grade. Also it is possible that when a student misses an excessive number of hours for any reason they may be unable to receive credit because it will be impossible to adequately make up missed academic and hands on experiences. A student may not petition to have a change in grade, but they are entitled to an explanation of how their instructor calculated their grade.

## **SPECIAL EDUCATION GRADING**

In some cases, special education students are eligible to be graded with the Special Education grading system, which allows a teacher to assign a grade based on attitude, cooperation, productivity, attendance and effort. In some cases, a procedure or task checklist will be included, which will indicate to prospective employers which tasks and procedures students have mastered.

## **FINAL EXAMS**

Final exams at the Dickinson-Iron Technical Education Center will be given at the discretion of each teacher. Final exams should not

exceed 20% of the final grade. Students may be denied the opportunity to take final exams until all course work, projects, and make up hours are completed. The final exam must meet the approval of the administration and be on file in the Principal's Office. If a teacher chooses to give a final, he/she may employ the following: All students, in order to be eligible for exemption, must have a "B" average and meet attendance exemption conditions as required by their teacher.

### **TECHNICAL EDUCATION CERTIFICATES**

Technical Education Certificates will be issued to all students who successfully complete their Technical Education class(es) with a grade of "C" or better. If a student misses a substantial amount of class time due to absences, their certificate will be prorated to show a more accurate estimate of hours completed. All certificates will be issued yearly upon successful completion of the student's course.

### **DICKINSON COUNTY VOCATIONAL SCHOLARSHIP**

The Dickinson County Vocational Scholarship Association originated in 1979. The purpose of this scholarship is to provide financial assistance to a Dickinson County student who desires to further their vocational/technical education. The scholarship shall be granted for a period of one school year. The scholarship is available to either female or male vocational/technical applicants and applies only to applicants who are enrolling in a vocational/technical program of up to two years in length. The applicant may be enrolled in a one or two-year technical program, certificate program, or two year Associate Degree program. Applicants enrolled in four-year programs are not eligible for the scholarship. Applications may be picked up after February 1, and will include specific instructions including the application deadline. Dickinson County students may apply if they are attending the Technical Center or taking Business Courses or other Technical Education Courses at their home school.

### **BLOOD BORNE PATHOGENS, COMMUNICABLE DISEASES AND THE MOST APPROPRIATE EDUCATIONAL SETTING**

The parent/guardian of a student diagnosed as having a communicable disease shall notify the building Principal, and/or the Superintendent and so advise the school of the nature of the communicable disease.

The most appropriate educational setting (when taking consideration of the health and safety of all students and staff) for a student with a communicable disease shall be determined within parameters set by applicable Federal, State, and local laws and relevant regulations and guidelines. Administration will make a decision on the most

appropriate setting, taking into consideration input from the student, his/her parents, the student's physician, public health personnel and school staff. As required by Federal law, parents will be requested to have the child's blood checked for HIV, HBV, and other blood borne pathogens when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**EMERGENCY CLOSING AND DELAYS**

If the Technical Center must be closed or the start of school delayed because of inclement weather or other conditions, the Center will notify the following radio stations: WMIQ-WIMK, WUPK, WZNL and WJNR, as well as WLUC TV6 (Marquette). Parents and students are responsible for knowing about emergency closing and delays.

**BELL SCHEDULE**

Block 1	8:00 a.m. Warning bell 8:05 a.m. all in class 9:50 a.m. dismissed
Block 2	9:55 a.m. warning bell 10:00 a.m. all in class 11:45 a.m. dismissed
Block 3	1:10 p.m. warning bell 1:15 p.m. all in class 3:00 p.m. dismissed

Relative to early dismissals please do not leave the building until an announcement is made or your instructor gives you permission to leave.

**FIRE DRILLS**

When the fire alarm sounds, students are to leave the building according to the following instructions. Students are to walk rapidly, but not run. Once outside, students are to gather as a class a safe distance from the building so the instructor can take roll. Do not re-enter the building until your instructor gives permission to do so.

FIRE DRILL EXIT INSTRUCTIONS: Students are to leave the building through the exit designated below unless that exit is blocked. If the designated exit is blocked, the instructor will choose an alternate exit for students to utilize.

Graphic Communications  
USE CLASSROOM EXIT DOOR TO WEST

Marketing & Entrepreneurship  
Health Occupations  
General Computer Lab  
A+ Certification  
Conference Room E  
CTE Maintenance Office  
USE MAIN NORTH EXIT

Welding Technologies Classroom  
Principal's Offices  
USE MAIN SOUTH EXIT

Welding Technologies Lab  
Alternative Education  
USE CLASSROOM EXIT DOORS TO EAST

Automotive Technology  
Auto Body & Collision Repair  
USE CLASSROOM EXIT DOORS TO WEST

Electronic Technologies & Robotics Classroom and Lab  
USE CLASSROOM EXIT DOOR TO NORTH

If a student is not in their classroom at the time a fire alarm sounds, they are to leave the building using the nearest exit door. Once outside, they are to circle the building at a safe distance and join their classmates for roll call. This is very important because their instructor may assume they are missing and still inside the building.

### **TORNADO DRILL INSTRUCTIONS**

In the event of a tornado warning, students and staff will be notified over the public address system or by someone from the office staff indicating that a tornado warning is in effect and students are to move to their designated area within the building (each teacher knows the location of their designated area). Students are to remain at their designated area until the all-clear signal is given. During a tornado warning, students may not leave the building unless a parent/guardian comes to the school to get them.

### **CRISIS AND EVACUATION DRILLS**

The staff at the Technical Center has been trained and is able to implement evacuation and crisis intervention lock down drills. These drills are practiced and will be implemented if needed.

## **DIRECTORY INFORMATION**

The Technical Center has established the following information about each student as "Directory Information" and will make it available upon legitimate request. Parents/Guardians and adult students may refuse to allow the district to disclose any or all of such "directory information" upon signed written request to the Principal.

Directory information includes a student's name, participation in officially recognized activities and sports, awards received, honor roll and scholarships achieved pursuant to Board Policy 8330. Information that must be provided to military recruiters including student's names, addresses and telephone numbers, will normally be provided by the student's local educational agency (home school).

Notice to Parents – "High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the principal."

## **STUDENT/PARENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### *Access to Student Records*

Access to student records shall be granted to designated school officials and personnel who have a legitimate interest in the information. No information regarding a student shall be released to any person or party other than the student or his/her parent or legal guardian without the written consent of the parent, an age 18 or older student, or an emancipated 17-year-old student. Written consent will be accomplished by filling out a Sharing of Information form, signed by the appropriate parties, which is available in the Principal's Office. Under no circumstances may an age 16 or younger student authorize third party access to their records to any individual without their parent's or legal guardian's signature on a Sharing of Information form.

1. School records shall be divulged to the officials of a school or system in which the student intends to enroll if:
  - a. The student or parents are notified.
  - b. The student or parents are allowed a copy of the transmitted material, if desired.
  - c. The student or parents are given an opportunity for a hearing to challenge the contents of the transmitted material.
  - d. The appropriate sharing of information form has been filled out and signed by the appropriate parties.

2. Information also may be divulged in compliance with a judicial order or subpoena, if the student or parents are notified of such order of a subpoena before compliance.
3. If the Technical Center has records pertaining to a minor student and one of the student's parents has obtained a personal protection order (PPO) prohibiting the other parent from accessing information contained in those records (i.e., the other parent's address, telephone number, and other personal information), the Technical Center shall not release that information to the parent who is subject to the personal protection order.

#### *Method of Requesting Records*

Request for access to student records, files or data must be made in writing on a "SHARING OF INFORMATION" form signed by the student (if 18 or older) and the parent/legal guardian (if the student is under 18). Once received, access shall be granted as soon as possible by the Principal or his/her designee. Special arrangements shall be made with the Principal or his/her designee if the request is made other than school office hours. In no event shall the request be granted longer than 45 days after the request is made. The examination of records shall be made in the school office in the presence of the Principal or his/her designee. Photo copies of records will be provided if so designated on the sharing of information form.

#### *Challenges and Hearings*

A student 18 or older or a parent/guardian of a student under 18 may challenge content of applicable school records on the grounds that it is inaccurate, misleading or otherwise inappropriate. If desired by the student or parent, a hearing shall be conducted to provide an opportunity for the correction or deletion of contents. A hearing will be held by the Principal at a date mutually agreed to. If the parent or student is not satisfied with the results of this hearing, he/she may appeal to the Superintendent of Schools who will conduct a hearing within ten calendar days after the appeal is received. If the parent or student is not satisfied with the decision of the Superintendent, he/she may appeal to the Board of Education at its regular board meeting by arranging with the Superintendent to place his/her appeal on the agenda. Hearings at all levels shall be private unless the parent or student requests a public hearing in writing. All parties may be represented by an attorney or layman and may present evidence and cross-examine at this hearing.

If a student, parent/guardian wishes to file a complaint regarding the handling of FERPA procedures, they may file a complaint with the

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

### **ACCESS TO STUDENTS**

All persons or parties requesting access to students including: law enforcement personnel, media, post secondary education, and military representatives etc. must receive prior approval through the Principal's Office of the Technical Center. The principal or his designee will sit in loco parentis in meetings with students by law enforcement personnel.

### **ATTENDANCE POLICY AND PROCEDURES**

Regular attendance at the Dickinson-Iron Technical Center is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for future employment.

While keeping records of student attendance is a school function, the primary responsibility for insuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes that will be helpful to the present and future endeavors of the student.

#### Objectives

The policy and procedures regarding student attendance are designed to accomplish three primary objectives:

1. To instill in each student the sense of responsibility necessary for success in high school.
2. To identify and attempt to remedy situations where student absenteeism is greatly affecting the student's progress in school.
3. To maintain an accurate record of attendance for each student, which becomes part of the students' permanent school record that may be requested by employers and other schools.

#### General Procedures

The following procedures are based on the assumption that a maximum of four (4) absences each nine week quarter are more than adequate to cover the legitimate needs of the majority of students. This limit is not to be considered a grant to be absent in any case where absence is avoidable and every effort should be made to schedule doctor, dentist, or agency appointments after school. Specific attendance policy procedures are as follows:

1. All parents/guardians must call the Tech Center to verify every absence with a local phone call (779-2697). If the call is long distance parents/guardians may call toll free to the Tech Center Attendance Hot Line at 1-800-971-1507. When calling in, the parent/guardian should leave a message in the general delivery voice mailbox and state their name, the student's name, the date of the absence, and the reason for the absence. If a student leaves school without permission, their unexcused absence may not be excused by their parent/guardian.
2. Absences that are verified by a phone call from the parent/guardian will be considered excused and will count toward the student's 4 day allotment. Phone calls from the parent/guardian must be received on the day of the absence or the very next day at the latest. (i.e. if the student is absent on Monday, a phone call must be received by Tuesday at 3:00 p.m. to be excused). Any exceptions to this time frame must be approved by the Principal or his/her designee. Absences that are not verified will be considered unexcused and will result in Saturday School or detention. Students who are 18 or older must also have their parent/guardian call in to verify absences. Any exceptions must be approved by the Principal.
3. When a student accumulates four (4) absences in a nine week quarter, every additional absence (or accumulation of three tardies, see number 4) must be made up hour for hour. These hours can be made up in detention, Saturday School, or at the discretion of the teacher, during night class, after or before school, or on weekends. Teachers may also assign out of class homework or projects in lieu of make up hours. Let it be understood that once a student has the four (4) day allotment, they must complete all course work to the satisfaction of their instructor and complete all make up hours to receive credit. At the end of each nine week quarter, all make up hours due to excessive absences and/or tardies must be made up in order to receive a passing grade. It is the students' responsibility to utilize available Saturday School sessions and/or complete make up hours or assignments assigned by their teacher which will count toward make up hours. In the event that a student does not complete their attendance related make up hours by the end of the quarter or within two (2) weeks if an incomplete is assigned they will receive an F for the quarter and a numerical score of 59% or their actual academic score earned, which ever is lower. An incomplete (I) may be assigned to a student who exceeds four (4) absences during the last week of a quarter and does

not have an opportunity to complete make up hours in Saturday School. At the teachers discretion an incomplete (I) may also be assigned if class work due to extenuating circumstances is not completed. In all cases students receiving an incomplete must complete their class work and/or make up hours within two (2) weeks or an F will be assigned. Assignment of incompletes must be made with the approval of the instructor and administration. For a student to receive a passing grade for the semester they must pass one nine week quarter and the semester final exam and their cumulative numerical average for the semester must exceed 59%. If no final exam is given the student may pass the semester by averaging the two (2) nine week quarter grades. In this case the average of the two (2) nine week quarter grades must exceed 59%.

4. Three (3) tardies will equal one (1) absence. After a student accumulates three (3) tardies in a nine week quarter, every additional tardy will result in the student serving one (1) hour of Saturday School or detention or course work at the discretion of the instructor. All students who are tardy must report to the office before going to class. A student will be considered tardy if they arrive within 15 minutes of the start of class. If a student is more than 15 minutes late they will be considered absent although the time they arrive will be noted in the office. If a student leaves more than 30 minutes before the end of each block they will be considered absent. In both cases the student must have their parent/guardian call in to verify the absence. The only exception to this rule will include students who leave or arrive and miss less than one hour of class time due to a medical appointment. In these cases, a student must present a doctors note verifying their appointment to the attendance officer. Parents will be notified if excessive tardies occur. Excessive un-excused tardies may result in the loss of driving privileges.
5. Out of school suspensions will count on the 4 day allotment and course work and tests must be made up. Additional Saturday School or detention will not be assigned for out of school suspensions. In School Suspensions will not be counted as an absence since the student is attending the home school in lieu of attending the Tech Center. Any course work missed for this reason must be made up.

### **NON-CHARGEABLE ABSENCES**

Non-chargeable absences do not count toward absence allotments if approved by the Principal. Non-Chargeable Absences include:

1. A minimum of two (2) consecutive absences for medical reasons accompanied by a doctor's excuse. The doctor's excuse should include the dates excused for the medical condition. The doctor's excuse must be presented within three (3) school days upon the student's return to school.
2. School related activities, i.e. field trips, athletic events, college visits (if designated so by the home school or the college visited). A maximum of two (2) college visits may be non-chargeable if verified by the home school or with a note from the college.
3. Death in the student's immediate family or funeral if approved by the Principal.
4. Hospitalization accompanied by a doctor's excuse. The doctor's excuse should include the dates of hospitalization and must be presented within three (3) school days of the student's return to school.
5. Absences due to military matters, i.e., physicals, testing, etc. as verified by the appropriate recruiter and parent. This does not include routine recruitment consultations with recruiters.

### **PREARRANGED ABSENCES**

In certain situations, absences may be considered non-chargeable if they are prearranged. Prearranged absences may include family activities/trips/surgery or appointments. For an absence to be considered prearranged the following conditions must be met:

1. The Technical Center must be notified in advance. The proper form must be filled out and turned in to the Technical Center Principal's Office before leaving. Forms are available in the Principal's Office.
2. The student must not be over the attendance allotment (four absences) at the time of the activity/trip.
3. The student will be permitted no more than five (5) non-chargeable days per school year unless approved by the Principal or his/her designee.
4. Let it be understood that it is the responsibility of the student to make up any class work missed due to any absences including those that are prearranged and/or non-chargeable.

### **BUILDING LEAVE**

It is mandatory that a student leaving the building must first obtain their instructor's permission and obtain a pass from the Principal's Office. All doctor, dentist, or agency appointments must be verified by parent/guardian, doctor or agency before the student can leave the building. If a student is leaving the building at their teachers' request, he/she must bring a pass from their instructor to the Principal's Office for approval before leaving. Let it be understood that in all cases

students MUST SIGN OUT in the office before leaving the building and must sign in upon their return. If a student leaves without their instructor's permission and approval from the Principal's Office, he/she will receive a chargeable absence, and/or disciplinary consequences.

## **CODE OF CONDUCT**

### Philosophy

A primary objective of the Dickinson-Iron Technical Education Center is to assist each student's development relative to becoming a responsible, productive, law abiding, self-controlled individual and citizen. An aspect of this growing process is to respect rules and regulations of conduct in the school community, which are established for the protection of the rights of all members. Violation of school rules and regulations that are harmful to the members of the school community cannot be tolerated.

The discipline policy of the Dickinson-Iron Technical Education Center is based on principles and ideals which recognize the dignity and worth of each student and staff member. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the individual student and specific circumstances surrounding the violation.

The overall objective of school discipline is to maintain an orderly, effective and safe learning environment and to correct the inappropriate behavior. While keeping students in school is a primary goal of the Technical Center, student behavior may necessitate suspension or expulsion if their behavior reveals a distracting or corruptive influence in school. All penalties which are given to students for policy and rule violations involving out of school suspensions within the Dickinson-Iron Technical Education Center will pertain to all of the classes in the Center and the home school. Because the Technical Center is an extension of your home school, out of school suspensions from either school will apply to both.

The Board of Education shall have the authority to make reasonable rules and regulations relative to expected student behavior necessary for proper establishment, maintenance, management and operation of the Technical Education Center, including regulations relative to the conduct of pupils concerning their safety while in attendance or at school sponsored functions or field trips.

While a student is under the jurisdiction of the Technical Education Center, the Board of Education determines the categories of misconduct that may result in suspension or expulsion. These categories, while specific in nature, are not comprehensive and

cannot address every behavior or scenario that may require disciplinary action.

As a Technical Education Center student you are expected to treat staff members and other students with respect and behave as a responsible young adult in a work setting. You are also expected to respect the property of the school as well as other students and communicate in a manner that is appropriate in an educational setting.

To be successful in your Technical Center program:

1. Upon arrival report directly and immediately to your class and begin working.
2. Follow all dress and safety requirements for your class.
3. Attend your class every day and be punctual as an employee in a work setting.
4. Use all equipment safely, make good use of your time and demonstrate a positive attitude. Be cooperative, dependable and show initiative.
5. With your words and actions treat all staff members and fellow students with respect.
6. Work cooperatively and respect others regardless of the other person's ability, gender, race, religion or ethnic background.
7. Help maintain a school environment that is safe, positive and productive.
8. Act at all times in a manner that reflects pride in yourself, your family and our school.

### **INFORMAL DISCIPLINE**

The school will make every effort to solve minor disciplinary problems without excluding a student from class utilizing informal discipline. Informal discipline may include loss of breaks, drop in daily performance grade, loss of class privileges, additional written or clean up assignments, in school detention, etc.

### **GROUNDS FOR SUSPENSION**

Every effort should be made by the staff to solve disciplinary problems within the class setting and without excluding a student from class. If this cannot be done, exclusion from class may be necessary. The entire disciplinary code applies to all students when they are on field trips as well as when they are attending the Tech Center.

These exclusions fall into the following categories:

1. In School Suspension - Minor violations of school rules may result in an in school suspension during which time students will

- be isolated from their peers and be expected to complete assigned tasks.
2. Saturday School - Many disciplinary violations will result in assignment to Saturday School in lieu of out of school suspension. This option allows the student to stay in school while remaining accountable for his/her actions.
  3. Out of School Suspension - Separation of a student from school for a specific period of time. Reinstatement will occur at the end of this time period and/or upon fulfillment of a specific set of conditions as outlined by the Principal or his/her designee. Out of school suspensions shall not normally exceed ten (10) school days. Parents will be notified in writing and if possible by phone.
  4. Expulsion - Permanent exclusion of a student from school.

Violations in the following areas of misconduct may result in a warning, an in school suspension, Saturday School OR a one (1) through ten (10) day out of school suspension at the discretion of the Principal or his/her designee. Completion of reinstatement conditions or a conference with the parent/guardian may be requested by the Principal or his/her designee prior to reinstatement. It is impossible to list every scenario that may disrupt the educational process, however, the most frequent situations or circumstances resulting in suspension include:

1. Use of profanity or obscene language.
2. Use of cell phone in the school building.
3. Inappropriate dress or grooming which is detrimental to the educational atmosphere of the school. (See Table of Contents - Student Dress Code).
4. Leaving the classroom, building, or grounds without permission.
5. Inappropriate touching or displays of affection by students.
6. Violation of the compulsory attendance law, including excessive tardies, absences, or skipping school.
7. Fighting, threatening, bullying or intimidating others including harassment and hazing between students. (See Table of Contents – Bullying Policy - Hazing Policy).
8. Throwing snowballs.
9. Disrespecting, damaging or vandalizing school property and/or equipment.
10. Insubordination and/or persistent disobedience or rudeness toward school personnel. This includes failure to comply with a teacher or administrative directive in school or while on field trips. Any type of verbal threat or non-contact action directed toward a staff member, student or other person associated with the district.
11. Inappropriate operation of personal vehicles on school grounds, including excessive speed in parking lots, parking in

- undesignated areas, reckless driving, spinning tires, over-revving engines, excessively loud music, or violation of home school driving policy, etc.
12. Violations pertaining to cheating/plagiarism will result in a "0" on the student's class assignment, project or test and/or additional disciplinary action.
  13. Disregard for classroom rules including, hazardous safety practices, tampering with other students equipment or personal belongings or failure of students in Trade and Industrial areas to wear safety equipment (i.e. safety glasses, boots, helmets, shields, etc.)
  14. Disrespect, insubordination, or inappropriate behavior in dealing with administration, teaching staff, or support staff including secretaries, paraprofessionals and custodial staff.
  15. Theft or inappropriate use of another students property, school property or school facilities.
  16. Being in an unauthorized area during school time.
  17. Inappropriate use of the internet or e-mail services from any lab or classroom may result in cancellation of student accounts and/or disciplinary action. Examples of inappropriate use include: intentionally bypassing a filtered website and/or using a proxy avoidance site, downloading games or programs or viewing vulgar or profane language, sexually graphic material, obscene lyrics or using internet chat rooms, instant messaging programs, etc. if prohibited by instructor. All students will be required to fill out and abide by a Student Network & Internet Acceptable Use & Safety Agreement form.
  18. Possession of articles prohibited in school may result in their confiscation and/or disciplinary action (see Table of Contents, Articles Prohibited at School).
  19. If a student assists another student in violating any school rule or policy.
  20. Impersonating a parent when verifying absences.
  21. Trespassing – Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the Principal. Violations will result in calling law enforcement as well as possible extended suspension or expulsion.

### **DUE PROCESS - SUSPENSION**

The Principal/Director or his/her designee of the Dickinson-Iron Technical Education Center is delegated the authority to suspend students. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her and shall have an opportunity to respond to the charges, prior to any action taken. If it is determined that a suspension is appropriate, the student will be advised as to the reasons for the action and terms of the suspension relative to time and conditions of reinstatement.
2. The parent or guardian shall be notified as soon as possible by phone (if possible) and mail of any disciplinary action.
3. A discipline report shall be mailed to the parent or guardian, the home school and a copy placed in the students file. The discipline report shall include a statement of the charges, and conditions and terms of the suspension and reinstatement.
4. A conference with the parent or guardian may be requested by the Principal/Director or his/her designee before a student is reinstated. Parents are encouraged to request a conference at any time.
5. If a suspension of more than five (5) days is levied and a parent or guardian does not agree with the terms of the suspension, he/she may utilize the following due process procedures:
  - A. Parents may request a conference with the Principal/Director or his/her designee. Such requests shall be made within five (5) school days of the onset of the suspension. The Principal or his/her designee shall affirm or modify the terms of his/her action within five (5) school days from the date of the conference.
  - B. The Technical Education Principal/Director's decision may be appealed to the Dickinson-Iron Intermediate School District Superintendent. The Superintendent will affirm or modify the decision of the Technical Education Principal/Director within two (2) school days from hearing the appeal.
  - C. The Superintendent's decision may be appealed to the Board of Education. This appeal must be submitted, in writing, within five (5) school days of the decision of the Superintendent. This written appeal shall include a request to be placed on the agenda of the next scheduled school board meeting and whether an open or closed hearing is preferred.
  - D. The Board of Education shall hold a hearing at the next regular scheduled board meeting after receipt of the appeal and shall notify the parents that the hearing shall be conducted under the following rules and procedures including those specified by Board Policy 5611:

- a. Written notice shall be given of the time, place and date of the hearing to the parent/guardian.
- b. The student or parent may be represented by an attorney or advisor of their choosing.
- c. Witnesses may be present at the hearing and the student or his representative may question witnesses testifying against the student.
- d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
- e. There may be present at the hearing the Principal or his/her designee, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
- f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned and be final.

Disabled students covered by the Individuals with Disabilities Education Act (IDEA) and/or the Americans with Disabilities Act (ADA) or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the Principal's Office at the student's home school.

### **GROUNDS FOR EXPULSION**

In addition to suspension, the following areas of misconduct may involve referral to law enforcement authorities and/or expulsion from school. A student may be expelled for violation of rules of conduct whenever suspension is deemed to be an ineffective deterrent or inappropriate punishment for the severity of the behavior. Expulsion normally occurs following a habitual disregard for school policy, however, expulsion may be recommended for one incident of severe gross misconduct. These categories, while specific in nature, are not comprehensive and cannot address every behavior or scenario that may require expulsion.

1. Extortion, theft, coercion and/or blackmail.
2. Malicious destruction of books, materials, equipment, or the school building. Reinstatement may be contingent upon replacing or paying for replacement of damaged property.

3. Trespassing or unauthorized presence in the building or on school property.
4. Possession of weapons or explosives. (See Table of Contents- Weapons/Expulsion).
5. Possession, use, transfer or sale of alcohol, illicit drugs, androgenic anabolic steroids, inhalants, fake or look-alike drugs or tobacco products (including drug related paraphernalia). Student involvement with using, selling or under the influence of illicit drugs or alcohol will also include parent/guardian contact, law enforcement contact and referral will be made to appropriate agencies (see Table of Contents - Penalties for abusing the Drug Free School Zone).
6. Possession, sale or distribution of prescription or non-prescription medications.
7. Violation of national, state and local laws, approved safety and fire codes and laws pertaining to civil disobedience.
8. Physical attacks, harassment, bullying or threats to students or school personnel.
9. False fire alarms, arson or intentional calls to falsely report a dangerous condition (bomb threat, etc.).
10. Habitual harassment, bullying or hazing between students, gross indecency or involvement in gambling.
11. Possession of a dangerous weapon, commission of arson in a school building or on school grounds or commission of criminal sexual misconduct in a school building or on school grounds.
12. Additional behaviors which may cause expulsion or suspension include: physically assaulting a staff member, student or person associated with the district, extortion, falsifying identification, forgery, submitting false alarms or reports, repeated abuse of the school internet policy, use of explosives, trespassing, serious insubordination, unauthorized use of school property, refusal to accept discipline, aiding or abetting violation of school rules, inappropriate displays of affection, violation of school/classroom rules, disrupting the educational process, etc.

Any student engaging in criminal acts at school or on a field trip will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

### **DUE PROCESS - EXPULSION**

Recommendations for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the Principal/Director. The Principal/Director's recommendation shall be communicated to the Superintendent, in writing, signed by the Principal/Director and

accompanied by the student's cumulative file, except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to expulsion recommendations. The following procedures shall be followed:

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
2. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice to the parent or guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow that set forth in the Due Process - Suspension sections (#3 and 4) and Board Policy 5611.

### **VIOLENCE PREVENTION**

The staff at the Dickinson-Iron Technical Education Center is dedicated to maintaining a safe and orderly environment where optimum teaching and learning can take place. Staff is aware of early warning signs exhibited by students in distress and we are committed to making appropriate referrals for counseling or to other agencies as needed.

If a student becomes aware of a dangerous or potentially dangerous situation at school, he/she has an obligation to report or take action by:

1. Confiding in an adult member of the Tech Center staff, i.e., teachers, Principal, paraprofessional, secretary or custodian.
2. If a dangerous or violent situation is in progress, students should dial 911 and give the operator the school address and explain the nature of the dangerous or violent situation.
3. If the student feels uncomfortable confiding in an adult school employee, but is aware of a potentially dangerous situation involving school violence or suspicious criminal conduct, he/she should call the TIPS Hotline at 1-800-815-8477.

### **BREATH TEST FOR ALCOHOL**

The Principal or his/her designee may arrange for a breath test for blood/alcohol to be conducted on a student whenever he/she has reasonable suspicion to believe the student has consumed an alcoholic beverage. If the student is found to have alcohol in their

system, they will be subject to disciplinary action, parent/guardian will be notified and referral to the appropriate law enforcement agency will be made.

### **POSSESSION OF A WEAPON**

The Technical Center will not tolerate the possession of weapons by anyone while on school property, on field trips or at a Technical Center related events. Public Act 211 prohibits students from possessing a fire arm, dagger, dirk, stiletto, knives or any cutting instrument with a blade over 3 inches in length fastened to a handle, pocket knives opened by a mechanical device (switch blades), iron bar, brass knuckles, or other devices designed to inflict bodily harm while in attendance at school, at a school activity, field trips or en route to or from school on a school bus. Additional weapons may include pellet guns, clubs or a toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another person. This includes, but is not limited to: padlocks, pens, pencils, laser pointers, chains, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion for up to one (1) year per the process outlined by Section 1311 of the Revised School Code.

### **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, harass or bully another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to suspension or expulsion.

### **STUDENT PROJECTS AS WEAPONS**

Any project constructed by a student that would qualify as a weapon or anything similar to a weapon must be approved in advance by the instructor and the Principal.

### **EXPLOSIVES**

State law may require that a student be expelled or suspended from school for a period of one (1) year if he/she brings into school or has in his/her possession on school property or at a school-related activity any of the following:

Any explosive, fire works, chemical reaction objects, incendiary, poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into a destructive item including smoke bombs, small fire crackers, and poppers.

### **DRUG FREE SCHOOL ZONE**

The Dickinson-Iron Intermediate School District Board of Education has adopted a Drug Free School Zone for the Technical Education Center

effective September 12, 1990. This means that the Dickinson-Iron Technical Education Center activities and properties are to be free from the use, sale, or possession of illicit drugs and/or alcohol, androgenic anabolic steroid, inhalants, fake or look-alike drugs and/or tobacco products including cigar, cigarette, pipe, snuff or any other material or substance which contain tobacco.

The Drug Free School Zone at the Technical Center includes the areas covered by posted signs and within visual sight of the building (1,000 feet). Drug Free School Zone restrictions apply to all persons and groups (i.e. Bay de Noc students, Northern Michigan students, Alternative Education students, etc.) who use the building or are on school grounds at any time.

Drug abuse is one of the most serious problems facing our youth today. Because school age children are especially vulnerable to, and influenced by the activities of drug offenders, the Technical Education Center, along with local school districts and law enforcement agencies, have launched an attack on both the "supply" and "demand" of the substance abuse problem. The use of illicit drugs and unlawful possession and use of alcohol and/or tobacco products is not conducive to meeting educational goals and is illegal. Any student or person caught with the unlawful possession, use or distribution of illicit drugs and/or alcohol and/or tobacco products on school property or as any part of its activities shall be held accountable for such actions.

#### **PENALTY FOR ABUSING THE DRUG FREE SCHOOL ZONE**

A student caught using, selling or possessing illicit drugs and/or alcohol, androgenic anabolic steroids, inhalants, fake or look-alike drugs and/or tobacco products including cigar, cigarette, pipe, snuff or any other material or substance which contain tobacco on the school premises (1,000 feet) shall be suspended or expelled according to the Grounds for Suspension Grounds for Expulsion of the Student Handbook. In addition to contacting parent/guardian, a student in violation will be referred to the proper law enforcement officials for prosecuting or rehabilitation.

The following is a list of Counseling, Rehabilitation and Re-entry programs in Dickinson and Iron Counties.

Catholic Social Services  
400 First of America Bank Building  
Iron Mountain, MI 49801  
(906) 774-3323

Community Substance Abuse Services, Inc.  
373 Woodward Avenue  
Kingsford, MI 49802  
(906) 774-7511 or (906) 774-7581

Substance Abuse Center, Inc.  
427 South Stephenson Ave.  
Downtown Plaza  
Iron Mountain, MI 49801  
(906) 774-2561

Great Lakes Substance Abuse Center  
East H Street  
Iron Mountain, MI 49801  
(906) 774-2561

Western Upper Peninsula Assessment Service  
427 South Stephenson Ave.  
Suite 219  
Iron Mountain, MI 49801  
(906) 779-1999

Western Upper Peninsula Substance Abuse Service  
Coordinating Agency  
323 Quincy Street  
Hancock, MI 49930

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles and/or school lockers, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of any laws or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or spare key to the instructor.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken or turned over to the police. The School reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

### **CANINE SEARCHES**

In an effort to keep schools and district premises free of illegal drugs, alcohol and dangerous weapons, school authorities may use specially

trained, non-aggressive dogs to detect the presence of said items on school property including lockers and in vehicles parked on school premises. Such inspections by school authorities and trained dogs may be announced or unannounced and conducted at any time.

If a dog detects any of the above-mentioned items, the student will be subject to discipline as outlined in the Student Code of Conduct and referred to the appropriate law enforcement agency.

Dog detection procedures will be focused on but not limited to student lockers, backpacks, coats/jackets and vehicles.

### **HARASSMENT/BULLYING**

The Technical Center believes that every individual deserves to be able to come to school without fear of demeaning remarks, bullying, intimidation or harassing actions. The harassment or bullying by a student directed toward other students, staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment may result in suspension or expulsion from school. Conduct constituting harassment may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

#### **A. VERBAL**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District.

#### **B. NONVERBAL**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

#### **C. PHYSICAL CONTACT**

Threatening or causing unwanted physical touching or contact (i.e. patting, pinching etc.) or coercing sexual contact or intercourse with a fellow student, staff member or other person associated with the district.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/HARASSMENT**

#### **A. VERBAL**

1. Written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the

District by refusing to have any form of social interaction with the person.

B. NONVERBAL

1. Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.

C. PHYSICAL

1. Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the district should immediately take the following steps.

- A. If the alleged harasser is a student, staff member or other person associated with the District other than the Principal/Director, the affected student should contact the Principal/Director for help with your situation. If you feel more comfortable speaking with a female, please arrange an appointment to see Kelly Wickman, our Female Contact Person. Kelly is available in the Principal's Office.
- B. Some forms of harassment, including sexual harassment, of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

**STUDENT HAZING POLICY**

Hazing activities of any type are inconsistent with the educational process and are prohibited at school, on school property and at any district sponsored event. Hazing will be defined, for purposes of this policy, as performing any act or coercing another to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, the students involved will be referred immediately to the building Principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

## **BULLYING**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

*Verbal:* name calling, teasing, threatening, taunting and gossiping.

*Emotional:* shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors and exerting coercive peer pressure.

*Physical:* any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating and biting.

## **Intervention**

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to: reprimand, suspension, change of schedule or placement, expulsion, denial of participation or privileges or detention.
3. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to "get even" with the target and/or the person who reports the bullying conduct.

## **DRIVING POLICY**

All students are to follow the driving policy of the sending school or agency relative to getting to and from classes at the Technical Center. Failure to do so or failing to drive safely or park in appropriate designated areas may result in loss of driving privileges and/or disciplinary action. Students who choose to park in the row at the South end of the building should back in to those spots to help

eliminate congestion at the end of each period. Please note that students who choose to drive will be marked tardy if they arrive after the bell has rung to begin class. Students who are late due to school bus problems will not be marked tardy. If students who drive are consistently tardy, they should take advantage of the bus transportation provided by their sending school.

### **STUDENT DRESS CODE**

The following guidelines will apply to all students. Failure to comply with dress code guidelines will result in the student being sent home to change, turning an item inside out, detention or other disciplinary action at the discretion of the Principal/Director or his/her designee. In general, inappropriate dress or grooming (including jewelry, accessories or hair styles), which is detrimental to the educational atmosphere of the school or poses a safety threat will not be permitted.

Examples include, but are not limited to:

1. Obscene, racially demeaning, profane, drug/alcohol related, gang related, inflammatory or double meaning messages on any clothing. This includes clothing suggesting illegal substance abuse (alcohol, tobacco, drugs, etc.)
2. Hoods and hats are to be removed while in school. Hats may be worn in shop areas including the Building Trades class with the permission of the instructor. Hats and hoods may not be worn in the front section of the building i.e. Principals Office, school store, etc.
3. Mutilated clothing is not permitted. Shorts with tears or rips are not permitted.
4. Bare midriffs, bare backs, excessively low cut tops, revealed bra straps, halter tops, tube tops, etc. are not permitted.
5. Hemmed shorts are permitted if they are loose fitting and approach the knee (within two (2) inches). Skirts should also approach the knee.
6. Cut off jeans and/or cut off sweat pants are not acceptable. They must be hemmed.
7. Spandex is not permitted.

Students are permitted personal expression within these guidelines. While fashion changes the reason for being in school does not. Students are in school to learn.

### **FIELD TRIPS**

All field trips are considered school sponsored activities even though they are off school grounds. Students on field trips are expected to obey the code of conduct and will be held accountable for any actions violating the conduct code. All students must fill out and return a parent permission slip in order to participate in field trips that involve

them missing any time from their home school. These forms must be turned in per their instructor's instructions but in all cases, at least one day prior to the field trip. Students not attending field trips should report to the Principal's Office at the Technical Center to work on class related assignments.

### **HALL BEHAVIOR**

Students are expected to pass through the hallways at the beginning and end of each block or at any time during a block in a quiet and mannerly fashion. Upon arrival at the Center, students are to proceed directly to class and are not to loiter near building entrances, bathrooms, office area, etc.

### **STUDENT BREAKS**

At the discretion of each instructor, students may be given a break at some point during their class time. All breaks are a privilege and not a right. Inappropriate behavior during break time, including inappropriate language, vandalism, excessive loudness, disrespect for Tech Center staff or other students and/or failure to follow store rules during block 1 and 2 may result in cancellation of breaks for a time to be determined by administration and possible additional disciplinary action.

### **STUDENT DEMONSTRATION**

Students will not be denied their rights to freedom of expression; however, expression may not infringe on the rights of others or interfere with the educational process. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school or the educational process may be subject to suspension or expulsion. Items displayed during demonstrations cannot be utilized if they are:

1. Obscene to minors, libelous, indecent or vulgar.
2. Advertises any product or service not permitted to minors by law.
3. Is insulting or harassing in nature, in content, etc.
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and before and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **ARTICLES PROHIBITED AT SCHOOL**

Pagers, laser pointers, radios, I-pods, MP3 players, squirt guns, sunglasses, headphones, video cameras, walkmans, tape players, televisions, roller blades, skateboards, etc. are not permitted at school. These items will be taken by the classroom teacher, paraprofessional, and/or Principal and will be brought to the office. Items judged to be out of place in the school setting or disruptive to the educational process will be confiscated and returned only at the parent's request. These items are distractive and tend to impede the educational process. Students may bring cell phones to school, however, they must be turned off, out of sight, and not to be used in the school building (see table of contents: Cell phones).

### **OPEN CONTAINERS**

Students may not enter the Technical Center with open containers of any beverage including water. Students are to finish pop, water, juice, etc. before entering the building or they may purchase un-opened containers during their break time.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Item such as jewelry, expensive clothing, large amounts of cash, electronic equipment and the like, are tempting targets for theft and extortion. Students who are issued safety glasses are responsible for their safekeeping. If they are lost or stolen, students are responsible for replacing them. Glasses, boots, gloves and student projects should be locked in student lockers. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to ones valuables. The school will assist students in reporting stolen or vandalized valuables to the proper authorities and will take disciplinary action when possible. The Tech Center is NOT responsible for vehicles that are lost, stolen or damaged.

### **VEHICLE OR EQUIPMENT DISCLAIMER FORM**

Occasionally, students at the Tech Center, with their instructor's permission, may be permitted to work on vehicles, VCR's, computers, etc. from members of the student's family or the community as part of the educational process. Whenever this occurs, the owner of the equipment or vehicle that is being worked on must sign a vehicle and equipment disclaimer, which is available from the instructor or in the Principal's Office.

### **RIGHT TO KNOW**

In order to insure student safety, all students will be in-serviced by their instructor regarding dangerous or toxic chemicals, liquids or substances located in their classroom or shop area. Students will sign

off indicating they have been in-serviced regarding these substances and are aware of the location of the Material Safety Data Sheets that lists the ingredients of each substance and recommended treatment if the substance comes in contact with the skin, eyes, etc.

### **BYLAWS AND POLICIES**

The Dickinson-Iron Technical Education Center is governed by the Dickinson-Iron Intermediate School District Board of Education. All additional practices utilized by the Technical Center are outlined in the Bylaws and Policies manual and is available for inspection in the Principal's Office at the Technical Center.

