

## The Dickinson-Iron Career & Technical Education Center

The Dickinson-Iron Career & Technical Education Center, 300 North Blvd, Kingsford, MI 49802, formerly known as the Dickinson Area Vocational Center, first opened its doors in the fall of 1976. The mission of the Technical 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 20,000 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 bachelor's 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.



Website: [www.diisd.org/page/technical-education](http://www.diisd.org/page/technical-education)

Facebook: [diisd.org/technicaleducation](https://www.facebook.com/diisd.org/technicaleducation)

The Dickinson-Iron Intermediate School District is an Equal Opportunity Employer/Educational Institution. 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 either the Director of Special Education, DIISD, 1074 Pyle Drive, Kingsford, MI 49802 (906)779-2692, or Director of Technical Education, DIISD, 300 North Blvd., Kingsford, MI 49802 (906)779-2697

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DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT  
CAREER & TECHNICAL EDUCATION CENTER  
2025-2026 SCHOOL YEAR

**Administration**

Jennifer L. Huotari	Superintendent
Joe Tinti	Director of Technical Education
Michele Haferkorn	Supervisor of Technical Education

**Board of Education**

Dale Alessandrini	Marsha Wainio
Nancy DeKoster	Carol Brunswick
Lisa Koon-Bloomberg	William Borgia
Janet Van Wagner	

**Office Staff**

Tracy Shampo	CTE Center Secretary
Brittany Pollard	Secretary to the Director

**Faculty**

Kenneth Wilcox	Automotive Technology
Jonathan Gregg	AP Computer Science A: Programming in Java/AP Cybersecurity 1 & Cybersecurity 2
Robert Jayne	Construction Trades
Linnea Johnson	Educational Careers
Susan Sturm	Mechatronics
Rebecca Frates	Graphic Communications
Jill Johnson	Health Occupations/Medical Terminology
Amy Bracket	Marketing & Entrepreneurship
Andrew Paulsen	Welding Technologies 1
Daniel Mitchell	Welding Technologies 2

**Paraprofessional Staff**

Denise Tapio	Graphic Comm/Marketing & Entrepreneurship
Robert Dallapiazza	Automotive Technology
Elizabeth Aderman	Health Occ/Medical Terminology

**Custodial Staff**

Craig Balfanz	Maintenance Supervisor
Alex Krassick	Night Time Custodian

### OUR MISSION

The staff of the Dickinson-Iron Technical Education 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 their highest potential.

### **WELCOME STUDENTS!**

I personally, and on behalf of our talented and dedicated staff, I would like to welcome you to the Dickinson-Iron Technical Education Center. We are committed to providing you, the student, with the highest quality career and technical education programming, which will equip you in your pursuit of post-secondary education and/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 believe these skills will create excellent opportunities for our students and strengthen our communities.

**Joseph Tinti, Director/Principal**

## **HANDBOOK POLICY**

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. These may include changes in Federal Law, State of Michigan Law, Michigan Governor Executive orders, and/or Michigan Department of Education policies that are not currently listed in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents, while recognizing that each situation is different. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the District's responsibility to maintain order and provide a safe learning environment for all students and staff.

## **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. Assisting in or the 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 Tech Center, student behavior may necessitate suspension or expulsion if the 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 Tech Center and the sending school. Because the Tech Center is an extension of your sending 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 Tech Center, including regulations relative to the conduct of pupils concerning their safety while in attendance or at school sponsored functions including: fieldtrips, competitions, college visits, etc.

While a student is under the jurisdiction of the Tech 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 Tech 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.



## **ATTENDANCE**

### **POLICY AND PROCEDURES**

Regular attendance at the Tech Center is vitally important to each student as it can directly affect academic progress and development of attitudes and habits for future employment.

While keeping records of student attendance is a school function, the primary responsibility for ensuring 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 student's permanent school record, 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 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 906-779-2697 or 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, an 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 four (4) day allotment. Phone calls from the parent/guardian must be received

within 2 school days of the absence. (I.e. if the student is absent on Monday, a phone call must be received by Wednesday to be excused.) Any exceptions to this time frame must be approved by the principal and/or designee. Absences that are not verified will be considered unexcused and will result in Saturday School or detention. An unexcused absence that occurs before a student has exceeded the four-day allotment will result in two (2) hours of Saturday School or detention. If the unexcused absence occurred once the student has exceeded their four-day allotment it will result in four (4) hours of Saturday school or detention (two (2) hours of makeup and two (2) hours for unexcused). Students who are 18 or older must also have a parent/guardian call in to verify absences. Students who are approved to verify their own absences must verify them, within the same timeframe, with the principal and/or designee and the attendance officer. The principal and/or designee must approve any exceptions.

3. Students have a minimum of 1 school day for every day of absence to make up missed schoolwork; this includes non-chargeable, medical, excused, in-school suspensions/detentions. (Ex. Sports related non-charged students expected to make-up work in class or may need to arrange time for labs outside of regular class hours.
4. When a student accumulates four (4) absences in a nine-week quarter, every additional absence must be made up hour for hour (two (2) hours for each absence). These hours can be made up in detention, Saturday School, or at the discretion of the teacher, after or before school, or on weekends. Teachers may also assign out of class homework or projects in lieu of makeup hours. Let it be understood that once a student has exceeded the four (4) day allotment, they must complete all course work to the satisfaction of the 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 student's responsibility to utilize available Saturday School sessions and/or complete make up hours or assignments assigned by the 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 the actual academic score earned, whichever 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 teacher's 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 the 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%.

5. 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 a parent/guardian call in to verify the absence. Any exception to this rule must be approved by the principal and/or designee. Parents will be notified if excessive tardies occur. Excessive unexcused tardies may result in the loss of driving privileges.
6. Out of school suspensions will count toward 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 sending school in lieu of attending the Technical Center. This is also true for a student that serves Detention Time in the TEC Office. Any course work missed for this reason must be made up according to the guidelines listed in #3 above.

### **COMPULSORY ATTENDANCE**

In courses in which student participation in experiments, "hands-on" training in techniques, and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in their withdrawal from the course with no credit. If a student's accumulated absences exceed ten (10) days or the amount of days left in the school year are not sufficient to make-up the time, then they will receive a W. A grade of W shall be given with the notation that the W grade is a result of excessive absence, as per Board Policy 5200.

### **EXCESSIVE ABSENCES and TRUANCY**

Students with excessive absences (more than 10 consecutive or 15 total absences per quarter) that are not medically excused will be referred to their home school's counseling staff and building administration for truancy

reporting. Students with this level of excessive absence will be dropped from the Tech Center barring appeal.

### **NON-CHARGEABLE ABSENCES**

Non-chargeable absences do not count toward absence allotments if approved by the principal and or designee. 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 must 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 sending school or the college visited). A maximum of two (2) college visits may be non-chargeable if verified by the sending 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 must 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 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 Tech Center form must be filled out, signed by a parent, and turned in to the Technical Center Principal's Office before leaving. The student must secure the signatures of their CTE instructor, principal and/or designee, and parent. Teachers will not sign this form unless the student is caught up with all work in their CTE class and is in good standing. 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 and/or 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.

## **PROCEDURES**

### **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. To eliminate students missing critical class material, whenever possible an appointment should be made to consult with students. The principal and/or designee will sit in loco parentis in meetings with students by law enforcement personnel.

### **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 and/or designee.

### **ARTICLES PROHIBITED AT SCHOOL**

Laser pointers, squirt guns, electronic devices, or any other item that interferes with the educational process are not permitted at school. These items may be taken by the classroom teacher, paraprofessional, and/or principal or designee and will be brought to the office. Items judged to be inappropriate in the school setting or disruptive to the educational process will be confiscated and returned only at the parent's request. Earphones/headphones may only be used in class with teacher permission. Students who use skateboards, long boards, or rollerblades to travel to school must store them in the Principal's Office during class. They may pick them up on their way out of the building.

### **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

### **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 decide on the most appropriate setting, taking into consideration input from the student, their parent/guardian, the student's physician, public health personnel and school staff. As required by Federal law, parents will be requested to have their 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.

### **BORROWING SCHOOL EQUIPMENT**

Students must have the permission of the instructor before using classroom or shop equipment. No student may remove equipment or materials from the Tech Center without expressed permission from the instructor and principal or designee. 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.

### **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, they 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, they will receive a chargeable absence, and/or disciplinary consequences.

### **CELL PHONES**

Students may use cell phones inside and outside of the Tech Center before and after class and during breaks. While class is in session, students may only use their cell phone when they have **direct permission from their instructor**. At no time are cell phones to be used to take pictures or videos or exchange information that is damaging, inappropriate, or offensive in nature to another person. Cellphones must not be used in restrooms. Inappropriate use of cell phones by students may

result in disciplinary action. A student who possesses a cell phone is responsible for its care. At no time shall the Tech Center be responsible for preventing theft, loss, or damage to cell phones students choose to bring onto school property.

### **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 and/or designee.

Directory Information includes: a student's name, parent'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 (sending school). Possible uses for directory information are college and military recruiters, local employers, and news and social media posting of student activities.

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.

### **DISPENSING MEDICATION**

The policy of the Tech 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 sending school or at home. Also, no staff member will be permitted to dispense nonprescription, over-the-counter (OTC) to any student. In special cases, when a student cannot take medication at home or at the student's sending school, a Tech Center staff member appointed by the principal and/or designee 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 sending school nurse regarding proper procedure is provided.
3. A medication administration daily log sheet must be maintained by the Tech Center staff person that is appointed by the principal and/or designee.

Medication administered will be witnessed and verified by the staff person appointed by the principal and/or designee and an additional witness.

### **EARLY DISMISSAL**

Relative to early dismissals please do not leave the building until an announcement is made or your instructor gives you permission to leave. Early dismissal will not be permitted to attend work.

### **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 local radio stations as well as WLUC TV6 (Marquette). Parents and students are responsible for knowing about emergency closing and delays.

### **EMERGENCY PROCEDURES**

#### **FIRE:**

When the fire alarm sounds, students are to HOLD in the classroom and wait for instructions as to whether or not to EVACUATE. If EVACUATION is announced, students are to walk rapidly, but not run. Students are to leave the building through the designated exit unless that exit is blocked in which case the instructor will choose an alternate exit. Once outside, students are to gather as a class at a safe distance from the building (typically the alley across the street) so the instructor can take roll. Do not re-enter the building until your instructor gives permission to do so. 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 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:**

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 the class' designated area). Students are to remain at their designated area until the all-clear signal is given.

#### **EVACUATION AND LOCKDOWN:**

The staff at the Tech 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.



### **ENROLLING AT THE TECH 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 Technical 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 Tech Center accepts students in grades 9-12. Students should make every effort to tour or shadow programs and then see their sending school guidance counselor to reserve a placement in the 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.

Students register through a local school district. Students who are less than full-time students or are homeschool students would enroll through the district for which they are a resident. Full-time students register through the school they attend. If you need help with this process or are having difficulty with enrollment, please contact the Tech Center at 779-2697 or toll free at 1-800-971-1507.

### **FERPA-UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

#### **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 their 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 Tech 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 and/or designee. Special arrangements shall be made with the principal and/or 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 and/or designee. Photo copies of records will be provided if so designated on the sharing of information form.

Students who do not attend class within the first three days of their home schools academic year will be dropped from Tech Center classes.

#### 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 and/or designee at a date mutually agreed to. If the parent or student is not satisfied with the results of this hearing, they 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, they may appeal to the Board of Education at its regular board meeting by arranging with the Superintendent to place the student 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, 600 Independence Ave, SW Washington, DC 20202-4605.

### **FIELD TRIPS/OTHER DISTRICT SPONSORED TRIPS**

All field trips, competitions, and other district sponsored trips are considered school sponsored activities even though they are off school grounds. Students on trips are expected to obey the Grounds for Suspension/Grounds for Expulsion policies and will be held accountable for any violations. 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 the sending school. These forms must be turned in per the instructor's directions, but in all cases, at least one day prior to the field trip. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission.
2. Failure to complete appropriate coursework.
3. Disciplinary, attendance, or safety concerns, etc.

Students not attending field trips should report to the Principal's Office at the Tech Center to work on class related assignments. Students who do not attend the Tech Center may not participate in field trips.

### **FINAL EXAMS**

Final exams at the 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, they 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 the teacher.

### **GRADING INFORMATION**

The Technical Center grading scale is as follows:

A	94-100	C-	70-72
A-	90-93	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	59 & Below
C+	77-79	I	Incomplete
C	73-76		

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. Incompletes

should be rare and occasional and not intended to be granted to students who have had ample opportunities to make up their hours or work and failed to do so. 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 or course work after the school year is finished. Parents are encouraged to check PowerSchool (see PowerSchool-Student Status) or call the Technical 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, sending schools may issue additional credit for Technical Center courses taken to compensate for transportation time. The Technical Center issues grades not credits so in all cases, the amount of credit students receive for Technical Center courses is determined by each student's sending school.

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 the actual academic score earned, whichever is lower.

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 course work and hands-on experiences. In such cases 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.

### **IMMUNIZATION**

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

### **INJURY AND ILLNESS**

All student injuries must be reported to the student's teacher and the Principal's Office. If medical attention is required, the office staff will immediately contact the student's parent/guardian and depending on the severity of the injury will transport the student to the emergency room or call for an ambulance. 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 or designee.

Let it be understood that all medical responsibilities as they relate to injuries received at Tech Center courses are the responsibilities of the parents or guardian of the student. Students involved in a legitimate program related accidental injury sustained while participating in an instructor-approved activity as determined by a review of the accident report and the circumstances surrounding the accident, are to submit all medical bills to their insurance provider or the insurance provider of the parent/guardian. In such cases regarding legitimate injuries as stated above, the Tech Center may remit the balance of medical bills not covered by the student's insurance provider.

A student who becomes ill during the school day should request permission from the teacher to go to the Principal's Office. Office personnel with input from the student's parent/guardian and/or school nurse 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. In all cases, students must sign out in the office before leaving school grounds.

#### **INTERNET/EMAIL/SOCIAL NETWORK ACCEPTABLE USE POLICY**

All students will be required to fill out and abide by a Student Network & Internet Acceptable Use & Safety Agreement outlined in our Board Policy 7540. Students may be permitted to access social media for educational use only in accordance with the teacher's approved plan and permission for such use. 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 but are not limited to: intentionally bypassing a filtered website and/or using a proxy avoidance site, cyber bullying, downloading games or programs or viewing vulgar or profane language, sexually graphic material, obscene lyrics or using internet chat rooms, instant messaging programs, etc.

#### **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.

#### **MANDATED REPORTING**

School staff is required by law to immediately report any and all suspected cases of child abuse or neglect to the Department of Human Services. Referral must be made immediately by phone (1.855.444.3911) followed by a written report (forms available in Principal's office).

#### **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES**

(TITLE II, TITLE VI, TITLE VII, TITLE E IX, SECTION 504, Age Discrimination Act of 1975 & ADA)

##### ***Nondiscrimination***

The Board of Education declares it to be 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**

If any person believes that the Dickinson-Iron ISD or any of the ISD staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and (4) The Americans with Disabilities Act, they may bring forward a complaint, which shall be referred to as a grievance, to the District's Compliance Officers (also known as "Civil Rights Coordinators").

Director of Special Education  
Dickinson-Iron Intermediate School  
District  
1074 Pyle Drive  
Kingsford, MI 49802  
906-779-2690

Director of Technical Education  
Dickinson-Iron Intermediate  
School District  
300 North Blvd.  
Kingsford, MI 49802  
906-779-2697

### **Section II**

The person who believes they have a valid basis for grievance shall discuss the grievance informally and on a verbal basis with a District Compliance Officer, who shall in turn investigate the complaint and reply with an answer to the complainant. They 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 a District Compliance Officer within five (5) business days of receipt of answers to the informal complaint. The Compliance Officer 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 Compliance Officer, they may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Compliance Officer'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, they may appeal through a signed written statement to the Board of Education within five (5) business days of the 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 the student's 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.

Inquiries concerning the nondiscriminatory policy may be directed to U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland Ohio, 44115. The District's Compliance Officer, on request, will provide a copy of the District's grievance procedure and 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 Compliance Officer's office.

#### **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. A letter of application for permission for non-district sponsored student clubs and activities to meet on school premises shall be made to the principal and/or designee, who shall grant permission provided that they determine:

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. The activity does not infringe on the original and necessary purpose of the property or interfere with the educational program of the school and is harmonious with the purposes of this District.
6. 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 but 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. Also see USE OF SCHOOL FACILITIES.

### **NONTRADITIONAL/DISABLED ENROLLMENT**

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

### **OVER ENROLLMENT POLICY**

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

1. Attempt to switch courses for students who have enrolled for two (2) courses.
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 program choice.
4. Ask students to voluntarily drop from the over enrolled course and enroll in their second-choice course or choose classes from the sending school.

### **POWERSCHOOL- STUDENT STATUS**

To keep students and their parents/guardians informed regarding student progress relative to grades, attendance, etc. parents and students will be given access to our PowerSchool student database. This system allows for constant monitoring of student performance. Students and their parent/guardian will be provided with access information at the beginning of each school year. Our PowerSchool address is <http://TEC.diisd.org>. If a parent/guardian does not have access to a computer, they may call the Tech Center (779-2697) to check on their student's progress. Grade reports are issued to the sending school four times per year at the end of each 9-week marking period.

### **PETS ON SCHOOL PROPERTY**

For safety and sanitary reasons, pets are only allowed on campus with prior approval from the Principal. Please see Board Policy 9150A for further explanation.

### **PLEDGE OF ALLEGIANCE**

Current legislation requires that all students be given the opportunity to recite the Pledge of Allegiance on a daily basis. The Pledge of Allegiance will be read each morning at the Tech Center, and students will be asked to participate in a polite and respectful manner. Students and/or their parent/guardian may choose not to participate, however, students choosing to opt out are asked to sit quietly until the pledge is completed.



### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **RIGHT TO KNOW**

In order to ensure student safety, all students will be in-serviced by the instructor regarding dangerous or toxic chemicals, liquids, or substances located in the classroom or shop area. Students will sign off indicating they have been in-serviced regarding the proper use of 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.

### **SAFETY**

Safe handling of equipment is of utmost importance. Safety procedures are posted in all classrooms and labs as deemed appropriate. Any student who appears to be in a physical state that prohibits utilizing equipment in a safe manner will be removed from the setting and provided with an alternative work environment.

### **SCHOOL NEIGHBORS**

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

### **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.

### **STUDENT BREAKS**

At the discretion of each instructor, students may be given a break at some point during class time. All breaks are a privilege and not a right. Inappropriate behavior during break time includes: cell phone use, inappropriate language, vandalism, excessive noise, disrespect for Technical Center staff or other students, leaving designated areas, leaving the grounds without permission and/or failure to follow store rules or excessive loitering in the restroom may result in cancellation of breaks for a time to be determined by administration.

Additional consequences may be assigned depending on the severity of infractions.

### **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 or designee. 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 ext. 118.

### **STUDENT CONCERNS AND SUGGESTIONS**

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

### **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 a need to organize some form of demonstration, they are encouraged to contact the principal and/or designee 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, inflammatory, 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 by the principal or designee 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.

### **STUDENT FEES AND CHARGES**

Fees and charges may be assessed to students to cover the cost of materials used for student projects, or food, lodging, 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.

### **STUDENT MEDICATION**

No student is allowed to sell, distribute, possess, or consume any prescription or

non-prescription medication or substance on school grounds or at a school-related function. Any deviations must be approved by the building principal and/or designee and will include authorization from the sending school and/or the student's parent/guardian. Violations of this policy may result in disciplinary action.

### **STUDENT MEETINGS**

Students 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 and/or designee.

### **STUDENT ORGANIZATIONS**

Some Tech Center 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.

### **STUDENT PROJECT APPROVAL**

All student projects must be approved by the instructor and be in keeping with copyright and trademark laws, handbook policies on drug free schools, and classroom rules. 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 and/or designee.

### **STUDENT REPORTING**

If a student becomes aware of a dangerous or potentially dangerous situation at school, they have an obligation to report or take action by:

1. Confiding in an adult member of the Technical 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.

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, they should call the TIPS Hotline at 1-800-815-8477.

### **STUDENT SALES**

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

### **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, gloves, scrubs, etc. 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 student's 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 stolen or vandalized.

### **TELEPHONE USAGE**

All school related calls or calls of an extremely important nature can be made from telephones in the Principal's Office. Students must have permission from the instructor to come to the office to use the phone during class time.

### **SCHOLARSHIPS**

#### **THE DOROTHY OCCHIETTI DICKINSON COUNTY VOCATIONAL SCHOLARSHIP**

The Dorothy Occhietti Dickinson County Vocational Scholarship Association originated in 1979. The purpose of this scholarship is to provide financial assistance to a Dickinson County high school senior who desires to further their vocational/technical education. The scholarship shall be granted for a period of one school year and is not renewable. The scholarship is available to vocational/technical applicants and applies only to students who are enrolling in a vocational/technical program of up to two years in length (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 will be available in the Principal's Office at the Tech Center and at sending school guidance offices. Applications will include specific instructions including the application deadline. Dickinson County students may apply if they are attending the Tech Center or taking other Technical Education Courses at the sending 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 the sending school, the Tech Center Principal, and the Tech Center Instructor. Third year courses usually involve advanced projects or placement in business and industry in a work-based learning site and require a high level of student maturity and skill.

### **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 school 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.

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

Occasionally, students at the Technical Center, with instructor's permission, may be permitted to work on vehicles, electronic equipment, 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.

### **VISITORS**

All visitors who have legitimate reasons to be at the Tech 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 a visit to the Center at least one day in advance and receive clearance from the Principal's Office before entering a class. All visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in an appropriate manner or is disruptive to the educational process will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. 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 a visit through the sending school and the Tech Center office staff.

### **VOLUNTEER WORK AT SENDING SCHOOL**

It is possible in some cases that the sending school may request a student to assist with certain activities at the sending school during the time when the student would be attending the Tech Center. Students are permitted to participate in these activities ONLY with a written or telephone request from the sending school Principal's Office AND if the student is caught up with all class work and has the permission of the Tech Center instructor. Sending school instructors are not to request student's stay at the sending school when they should be attending the Tech Center, independent of the sending school principal and/or designee's

permission. Under no circumstance may a student do volunteer work anywhere other than his own sending school with the appropriate permissions granted.

### **WITHDRAWAL FROM THE TECH CENTER**

To withdraw from the Tech Center, the student should see the building Principal and/or designee. Let it be understood that students who withdraw at any time other than the end of a semester may not receive credit.

### **WORK-BASED LEARNING, CLINICAL ROTATIONS & FIELD PLACEMENTS**

Students enrolled in Education Careers and Marketing & Entrepreneurship will be involved in Work-Based Learning placements while Health Occupations students will be assigned to Clinical Rotations. Health Occupations students will be background checked to verify their eligibility to participate in clinical rotations and/or to pursue a career in the health field. All health care facilities require a recent TB test. In addition, many facilities require the current Flu vaccine and a full drug screen.

The following are guidelines for student involvement in work-based learning, field placements, or clinical rotations at the Tech Center.

1. In all programs, 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 placements include:
  - a. Approval of Instructor and/or Work-Based Learning Coordinator.
  - b. Technical skill level.
  - c. Students are on schedule to complete their required segmented curriculum.
  - d. Maturity level.
  - e. Discipline and attendance history.
  - f. Availability of placements.
  - g. A written training plan completed by the instructor.
  - h. 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.

Final decisions on student placements will rest with the instructor and the Work-Based Learning Coordinator.

3. Once a student has been selected and placed at a site, monitoring and follow up will be provided by the Work-Based Learning Coordinator or the instructor. Monitoring and follow up will include:

- a. Development of a working agreement between the Tech Center and the 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 files for each student to include the working agreement, weekly log sheets, evaluations, etc.
- e. Assisting site supervisors with the evaluation process.

The goal of Work-Based Learning, Field Placements, and Clinical Rotations 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 site and is involved in gross misconduct and/or failure to follow program guidelines, they may face disciplinary action up to and including removal from the site and/or the program, along with applicable consequences per the Tech Center's disciplinary step system. If for any reason the site is unable to accommodate a student on a given day, the student is to return to the Tech 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, they should call the Tech Center at 779-2697 to arrange for a ride to the Center.

## **DISCIPLINE**

### **DISCIPLINARY STEP SYSTEM**

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 attending the Technical Center as well as when they participate in school sponsored activities i.e. fieldtrips, competitions, and class trips, etc. A student engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment may also result in exclusion from class.

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 their actions. If students do not attend assignment to Saturday School, they will be suspended out of school from the Tech Center and the sending school on the following Monday
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 and/or 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. See section Suspensions and Expulsions.

Consequences of student behavior are progressive in nature. Repeat behavior results in more significant discipline. Parent will be contacted at each step. All appropriate corrective action shall be taken either prior to, or concurrently with, any disciplinary action. Once a student is placed on the disciplinary steps, the student shall, during the current school year, move to succeeding steps for each subsequent offense of misconduct which requires disciplinary action regardless of the type of conduct. Movement and placement on the steps will be proportionate to the severity of the misconduct.

STEP 1 Warning: administrative conference with the student to include reviewing the suspension procedure, steps in the disciplinary policy, and notification that the next infraction of rules will result in action on at least STEP 2.



STEP 2 In-school suspension (at Tech Center) w/ assigned classwork

STEP 3 Saturday school or Detention (at Home School)

STEP 4 One to two-day suspension\*

STEP 5 Three to five-day suspension\*

STEP 6 Five to ten-day suspension\*

STEP 7 Ten-day suspension and recommendation for expulsion\*

\*Days are school days, not calendar days.

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. (Step 1-7)
2. Use of cell phone during class time without direct instructor permission. (Step 1-7)
3. Inappropriate dress or grooming which is detrimental to the educational atmosphere of the school. (See - Student Dress Code). (Step 1-7)
4. Leaving the classroom, building, or grounds without permission. (Step 1-7)
5. Inappropriate touching or public displays of affection (PDA) while on campus or while attending a school-related activity. (Step 1-7)
6. Violation of the compulsory attendance law, including excessive tardies, absences, or skipping school. (See - Attendance Policy). (Step 1-7)
7. Violation of the Bullying, Harassment, Intimidation policy. (See - Bullying/Harassment Policy). (Step 1-7)
8. Fighting. (Step 1-7)
9. Throwing snowballs. (Step 1-7)
10. Damaging or vandalizing school or personal property and/or equipment. (Step 3-7)
11. Disrespect, rudeness, insubordination, persistent disobedience, or inappropriate behavior in dealing with fellow students, administration, teaching staff, or support staff including secretaries, paraprofessionals, and custodial staff. This includes failure to comply with a teacher or administrative directive in school or while attending school sponsored functions including: fieldtrips, competitions, college visits, etc. (Step 1-7)
12. Any type of verbal threat or non-contact action directed toward a staff member, student, or other person associated with the district. (Step 4-7)
13. 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, riding in or driving a car with passengers that are not in a passenger seat, excessively loud music, or violation of sending school driving policy, etc. (see - Driving Policy). (Step 1-7)

14. Violations pertaining to cheating/plagiarism will result in a "0" on the student's class assignment, project, or test and/or additional disciplinary action. (Step 1-7)
15. 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.). (Step 1-7)
16. Disrespect, insubordination, or inappropriate behavior in dealing with fellow students, administration, teaching staff, support staff including secretaries, paraprofessionals, and custodial staff. (Step 2-7)
17. Theft or inappropriate use of another student's property, school property, or school facilities. (Step 3-7)
18. Being in an unauthorized area during school time. (Step 1-7)
19. Inappropriate use of the internet, e-mail services, or social networks. (See Internet/Email/Social Network Acceptable Use policy). (Step 1-7)
20. Possession of articles prohibited in school may result in confiscation and/or disciplinary action (see - Articles Prohibited at School). (Step 1-7)
21. Violations of the Drug Free School Zone policy (see - Drug Free School Zone policy). (Step 5-7)
22. Use of tobacco, alcohol, or marijuana in the school, within 1,000 feet of the school, or while attending a school related function off school grounds. Use, sale, or possession of e-cigarettes and/or vapor pens including any type of related products or supplies. (Step 4-7)
23. Sale or distribution of prescription or non-prescription medications. (Step 6-7)
24. If a student assists another student in violating any school rule or policy. (Step 3-7)
25. Impersonating a parent when verifying absences. (Step 3-7)
26. 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 and/or designee. Violations will result in calling law enforcement as well as possible extended suspension or expulsion. (Step 4-7)
27. Violation of State or local laws. (Step 2-7)
28. Possession of a weapon (Step 5-7)

### **BREATH TEST FOR ALCOHOL**

The principal and/or designee may arrange for a breath test for blood/alcohol to be conducted on a student whenever they have 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 notification, and referral to the appropriate law enforcement agency.

### **BULLYING/CYBERBULLYING/HARASSMENT**

All Technical Center staff and students deserve to be able to come to school without fear of demeaning remarks, bullying, intimidation, or harassing actions. The harassment, bullying, or hazing 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 at school. ("At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.) It also includes cyberbullying using any electronic communication that harms students directly or indirectly by interfering with their ability to participate in school, causing substantial emotional distress, or places them in fear of physical harm.

### **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.

### **HARASSMENT**

Conduct constituting harassment may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

Verbal: The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions or threats

to a fellow student, staff member, or other person associated with the District.

**Non-Verbal:** 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.

**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.

[Additional information per PA 57 of 2013 can be found on the District Website.](#)

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

**Verbal:**

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.

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.

**Non-Verbal:** 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.

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

#### **HAZING**

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 and/or designee. 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/HARASSMENT/HAZING INTERVENTION**

Any student who believes that they are the victim of bullying/harassment/hazing or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

1. If the alleged harasser is a student, staff member or other person associated with the District other than the principal and/or designee, the affected student or student who has observed such actions should contact the principal and/or designee for help with the situation. If the student feels more comfortable speaking with a female, please arrange an appointment to see Katie Dooley, Director of Human Resources at 776-8114.
2. If the harasser is the principal or their designee, the affected student or student who has observed such action should contact the Dickinson-Iron ISD Superintendent located at 1074 Pyle Drive, Kingsford MI, office #118 or (906)776-2690.
3. Allegations of bullying/harassment/hazing 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.
4. Allegations of bullying/harassment/hazing can lead to disciplinary consequences, including but not limited to: reprimand, detention, suspension, and change of schedule or placement, expulsion, denial of participation in school functions or privileges. Misconduct occurring outside of school may result in disciplinary action if it interferes with the school environment.
5. Any person who reports an incident of bullying/harassment/hazing 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 incident.

Additional information regarding this policy is pursuant to DIISD Board of Education Policy 5517.01.

#### **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 Tech 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 into 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 the sending school.

### **DRUG FREE SCHOOL ZONE**

The Dickinson-Iron Intermediate School District Board of Education has adopted a Drug Free School Zone for the Tech Center effective September 12, 1990. The Drug Free School Zone at the Tech Center extends 1,000 feet in all directions from the school. Drug Free School Zone restrictions apply to all students, persons, and groups who use the building or are on school grounds at any time or as a participant in any school activity off school grounds including but not limited to: field trips, competitions, clinical sites, etc.

This means that all persons including: students, staff, visitors and guests are to be free from the use, sale, possession, or influence of any type of mind altering substance (regardless of whether the substance is classified as a controlled substance) including but not limited to: bath salts of any type, any form of synthetic marijuana, recreational marijuana, illicit drugs and/or alcohol, androgenic anabolic steroid, inhalants, fake or look-alike drugs.

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

A student caught using, selling, possessing, **or under the influence of any type of mind-altering substances** on the school premises (1,000 feet) or as a participant in any school activity off school grounds including but not limited to field trips, competitions, clinical sites, etc., shall be suspended or expelled according to the Grounds for Suspension/Grounds for Expulsion section of the Student Handbook. In addition to contacting parent/guardian, a student in violation may be referred to the proper law enforcement officials for prosecuting and/or rehabilitation.

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

Great Lakes Recovery Centers  
500 South Stephenson Ave. Suite 401  
Iron Mountain, MI 49801  
(906) 774-2561

### **EXPLOSIVES**

A student may be expelled or suspended from school for a period of time to be determined by administration with the possibility of permanent expulsion if they bring into school or have in their possession on school property or at a school-related activity any of the following: Any explosive, fireworks, chemical reaction objects, incendiary, poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into a destructive item including smoke bombs, small fire crackers, and poppers.

### **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 orderly fashion. Upon arrival at the Tech Center, students are to proceed directly to class and are not to loiter near building entrances, bathrooms, office area, etc.

### **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.

### **OPEN CONTAINERS**

Students are not to bring any alcoholic or illegal/illicit or inappropriate substance into the building via an open beverage container. Open containers may be spot checked at any time. Students must follow each teacher's class rules regarding the consumption of beverages in class.

### **POSSESSION OF A WEAPON**

The Tech Center will not tolerate the possession of weapons by anyone while on school property or while attending a school sponsored activity. Public Act 211 prohibits students from possessing a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, 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 sponsored activity, or while en route to or from school on a school bus. 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.

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, pocket knives or other knives less than 3 inches in length, laser pointers, chains, jewelry, etc. Criminal charges may be filed for this violation.

### **SEARCH AND SEIZURE**

Search of a student and their possessions, including vehicles, backpacks, and/or school lockers, may be conducted at any time the student is at school or participating in a school sponsored event, if there is a reasonable suspicion that the student is in violation of any laws or school rules. A search may also be

conducted before or during any school sponsored activity i.e.: competition, field trip, etc. 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 Tech Center 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 items prohibited at school, the student will be subject to discipline as outlined in the Grounds for Suspension/Grounds for Expulsion section of this handbook 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.

#### **STUDENT DRESS CODE**

The goal of the Tech Center's Student Dress Code is to maintain a safe learning environment that does not contribute to a hostile or intimidating atmosphere for any student, while preparing students for the expectations of professional dress that will be expected of them in their future careers. The Student Dress Code and its implementation ensure that all students are treated equitably regardless of sex, race, ethnicity, body type/size, religion, gender/gender orientation, and personal style. The Tech Center encourages students to wear clothing of their choice that is comfortable and expresses their identity that is otherwise not prohibited by the following rules:

1. Students must wear:
  - a. Shirt
  - b. Bottom (pants, sweatpants, shorts, skirt, dress, leggings)
  - c. Shoes (curricular-specific and activity-specific shoe requirements may be required in certain programs)



2. Certain body parts must be covered for all students. Clothes must be worn in a way that the chest, midriff, back, pelvis/groin area, and buttocks are fully covered with opaque material.
3. Students are not permitted to wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of others during school hours and school-related activities.
4. Prohibited attire includes, but is not limited to:
  - a. Attire that depicts profanity, hate speech, obscenity, gang affiliation, the use of weapons, or violence
  - b. Attire that promotes use or depicts images of tobacco, drugs, alcohol, or other illegal or harmful products
  - c. Attire that promotes, implies, or contains sexually suggestive messages
  - d. Attire that exposes or reveals the chest, midriff, pelvic/groin area, or buttocks
  - e. Visible underwear or bathing suits
  - f. Headgear (including hoods) that obscures the face, except as a religious obligation, observation of a religious holiday, or for a school-related activity
  - g. Wearable technology (including headphones/earbuds) and other attire when it interferes with instruction or student safety

Beyond this list, several Tech Center programs have additional dress code requirements that students must closely adhere to. Those requirements are shared with students at the start of the school year by their instructors.

The primary responsibility for a student's attire resides with the student and their parents/guardians. Failure to comply with dress code guidelines will result in the student being sent home to change, turning an item inside out, putting on another layer of clothing (i.e., jacket, sweatshirt, sweat pants, or a Tech Center provided t-shirt), detention, or other disciplinary action at the discretion of the principal or designee. A student sent home to change inappropriate clothing will be charged an unexcused absence for the time they are out of school.

### **SUSPENSION AND EXPULSION**

Suspension or expulsion of students will follow board policy 5610 and State or Federal Law. A student may be removed from the classroom, suspended, or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the School Board shall consider the following factors: A) the student's age; B) the student's disciplinary history; C) whether the student has a disability; D) the seriousness of the violation or behavior; E) whether the violation or behavior committed by the student threatened the safety of any student or staff

member; F) whether restorative practices will be used to address the violation or behavior; G) whether a lesser intervention would properly address the violation or behavior. Short-Term Suspension is defined as 10 school days or less and is levied by the Principal or designee. Long-Term Suspension is greater than 10 school days and is levied by the school board. Expulsion is permanent exclusion from the Tech Center, and can only take place as the result of an action of the School Board, following the procedures outlined in Policy 5611.

#### GROUND FORS FOR EXPULSION OR LONG-TERM SUSPENSION

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 or Long-Term Suspension normally occurs following a habitual disregard for school policy including all areas listed under Grounds for Suspension; however, expulsion or Long-Term Suspension 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, gross indecency, gambling 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-Possession of a Weapon).
5. Violations of the Drug Free School Zone policy (see Table of Contents - Drug Free School Zone)
6. Possession, sale, or distribution of prescription or non-prescription medications.
7. Inappropriate use of the internet, e-mail services, or social networks. (see Internet/Email/Social Network Acceptable Use policy).
8. Violation of national, state, and local laws, approved safety and fire codes, and laws pertaining to civil disobedience.
9. Violation of the Bullying, Harassment, Intimidation policy (see Table of Contents – Bullying/Harassment)
10. False fire alarms, arson, or intentional calls to falsely report a dangerous condition (bomb threat, etc.).
11. Additional behaviors which may cause expulsion include: physical assault, falsifying identification, forgery, falsifying reports, or setting off alarms, repeated abuse of the school internet policy, serious insubordination, unauthorized use of school property, refusal to accept discipline, aiding or abetting violation of school rules, inappropriate

displays of affection, serious violations of school/classroom rules, disrupting the educational process, etc.

Any student engaging in criminal acts at school or at a school sponsored activity 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 - SUSPENSION

The principal and/or designee of the Tech 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 them 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/guardian shall be notified by mail and phone (if possible) regarding any disciplinary action.
3. A discipline report shall be mailed to the parent or guardian, the sending school, and a copy placed in the student's 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 and/or 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, they may utilize the following due process procedures:
  - a. Parents may request a conference with the principal and/or designee. Such requests shall be made within five (5) school days of the onset of the suspension. The principal and/or designee shall affirm or modify the terms of their action within five (5) school days from the date of the conference.
  - b. The Technical Education principal and/or designee'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 and/or designee 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:
  - i. Written notice shall be given of the time, place, and date of the hearing to the parent/guardian.
  - ii. The student or parent may be represented by an attorney or advisor of their choosing.
  - iii. Witnesses may be present at the hearing and the student or his representative may question witnesses testifying against the student.
  - iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
  - v. There may be present at the hearing the principal and/or 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.
  - vi. 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 5605 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 sending school.

#### DUE PROCESS – EXPULSION or LONG-TERM SUSPENSION

The Superintendent shall make recommendations for the expulsion or Long-Term Suspension of a student from school to the Board of Education. Such action is generally taken upon recommendation of the principal and/or designee. The principal and/or designee's recommendation shall be communicated to the Superintendent, in writing, signed by the principal and/or designee 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 or Long-Term Suspension 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.

### **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

### **VIOLENCE PREVENTION**

The staff at the Technical 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.

## **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 online at [www.diisd.org](http://www.diisd.org).