



Clinton County RESA

Career Connections

dream it... connect it... accomplish it

Student Handbook 2020-2021



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**CLINTON COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY
(CLINTON COUNTY RESA) - BOARD OF EDUCATION**

President	Ken Krapohl	Bath
Vice President	Dr. Michael O'Bryant	Ovid Elsie
Secretary	Stephanie Dyer	St. Johns
Treasurer	Patti Jandernoa	Fowler
Trustee	Ken Armbrustmacher	DeWitt
Superintendent	Dr. Wayne Petroelje	CCRESA

CAREER CONNECTIONS

1013 South US-27, Suite A
St. Johns, MI 48879
(989) 224-6831 - Fax: (989) 224-9574
Website: <http://www.ccrea.org>

(Click on Career Education, scroll down the left side of the page and select Career Connections Countywide CTE Programs)

Career Education Administration

Director	Jennifer Branch	989-224-6831, X 2334
Coordinator	Codie Lakin	989-224-6831, X 2323
EC/Career Dev Coordinator	Jennifer Fenning	989-224-6831, X 2314
Administrative Assistant	Sheila Waggoner	989-224-6831, X 2351

Instructional Staff

(To contact an instructor, please call the Career Education Administrative Assistant)

Allied Health-Karen Stutzman	Criminal Justice- TBD
Auto Service-Ken Potts	Digital Media Arts- Michael Puffpaff
Business Management & Entrepreneurship- Kelly Williams	Education-Early Childhood-Pepper Near
CAD & Design Technology – Rick LaBar	Emergency Services/Fire Science-Darlene Smith
Computer Security- Joshua Goodrich	Sports Medicine- Lyndia Klasko
Construction Trades-Ross Pope	Welding – TBD

Local High School Contacts

Bath High School	Emily Fritz	517-641-6724
DeWitt High School	Steve Crowley	517-668-3156
DeWitt High School	Jessica Gleeson	517-668-3113
DeWitt High School	Teresa Patterson	517-668-3146
Fowler High School	Joel Mero	989-593-2250
Ovid-Elsie Alternative Ed	Dawn Levey	989-862-4237, X 1256
Ovid-Elsie High School	Macey Ehman	989-834-2271, X 1901
Owosso High School	Sue Comrie	989-729-5498
	Jerry Ciarlino	989-729-5500
P-W High School	Lisa Bartlett	989-587-5104
St. Johns High School	Tammi Ballard (A-L)	989-227-4117
	Rebecca Holmes-Bukantis (M-Z)	989-227-4118
St. Johns Alternative Ed	Traci Zampaloni	989-227-5200

OVERVIEW OF CAREER CONNECTIONS PROGRAMS

Due to the close relationship with the business community, the Career Connections programs offered through Clinton County Regional Educational Service Agency (RESA) provide students with a unique educational experience. Students not only have the opportunity to learn via the classroom, but also to gain hands-on experience as provided through the business atmosphere. Together, these partnerships provide students with a realistic work-based learning experience.

Because of this learning environment, students are expected to maintain a level of professionalism that compliments their respective career areas. With this broad base of educational training, students will then be better prepared to enter the workforce and/or to pursue further education and training.

CCRESA Vision

CCRESA will provide exceptional educational and support services for all learners

CCRESA Mission

CCRESA provides quality services for learning through innovative collaboration, communication and leadership

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Associate Superintendent for Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989-224-6831.

TRANSPORTATION

Transportation to and from the Career Connections programs will be determined by local school policies. Students should contact local school counselors prior to enrollment for specific transportation policies.

ATTENDANCE POLICIES AND PROCEDURES

Because attendance has a definite correlation with academic performance, the quality of a student's education suffers when s/he is absent. Students are encouraged to maintain regular attendance and to make arrangements to schedule non-academic activities at a time that will not conflict with classroom instruction.

1. Under State Law, attendance at school is compulsory until a student reaches the age of sixteen (16) or graduates from high school.
2. When a student in a RESA class accumulates 5 absences (within a semester or trimester) in a CCRESA CTE course, the student will meet with the career education coordinator and if available representative from his/her local district to discuss the attendance issue and works towards solutions to the issue.

When a student in a RESA class accumulates 9 absences (within a semester or trimester) in a CCRESA CTE course the student will be in danger of being removed from the RESA course at the end of the current trimester or quarter. The student will attend a meeting with a committee composed of the career education director, career education coordinator, and a representative from the student's local district. This meeting will determine if the student's absences were excusable or if they are inexcusable. If the absences are deemed unexcused, then the student will be given the opportunity to be placed on an attendance plan/contract to correct the attendance issues. If the contract is violated, the student may be removed from the course at the end of the semester or trimester. Under extreme circumstances, the committee can determine that a plan/contract will not be effective. Under such a circumstance, the committee can recommend the student be removed from the class immediately or at the end of the current trimester or quarter or semester.

3. School-Related Absence: For a school-related absence, students are required to complete a "*School-Related Absence Form*" and turn in prior to the date of the absence if possible.
4. Career Connections Class Calendar: Career Connections class calendars will be issued to each student and may differ from local school calendars. To maximize the educational experience, students are expected to follow the Career Connections calendar. If local school is not in session, students are required to attend the Career Connections course.

You may find the Career Connections calendar by visiting our website. Go to www.ccreesa.org, click on Career Education, scroll down the left side of the page

and select CTE Programs: General Information, click on Career Connections Calendar.

Multiple calendars are posted on the Clinton County RESA website. Career Connections information is specifically identified as such.

5. Tardiness Policy:

Tardiness will not be tolerated since it deprives the student of information necessary for his/her academic success and disrupts the teaching and learning process of others.

5.1 Students will be in their assigned classroom or location at the scheduled time.

5.2 Teachers will inform students when they are marked tardy.

5.3 Three tardies equals one unexcused absence.

5.4 Career Connections teachers will communicate student tardiness concerns to respective students and parents.

5.5 The Career Education administrative assistant and Career Education coordinator will work together to contact local school personnel with student tardiness concerns. Summary printouts will be provided at monthly countywide counselor and principal meetings.

6. Absence Procedure:

6.1 Attendance is taken, recorded and reported in each class.

6.2 Students need written permission from home or school to leave a RESA class early. Local policy will determine if absences are excused or unexcused.

6.3 All absences will be reported to local schools daily. Absence communication should be made directly to the local school. You are NOT required to call CCRESA.

6.3.1 RESA will communicate with the local school districts regarding whether each absence is excused or unexcused.

6.4 Career Connections teachers will communicate student absenteeism concerns with respective students and parents.

6.5 The Career Education administrative assistant and Career Education coordinator will work together to contact local school personnel with student's absenteeism concerns. Summary printouts will be provided at monthly countywide counselor and principal meetings.

- 6.6 If a student is absent from class three (3) or more times during the first two (2) weeks of class, the student may be released from the course. Exception will be determined by local school districts.

ACHIEVEMENT POLICIES AND PROCEDURES

1. TO EARN CREDIT IN ANY CLASS, A STUDENT MUST:
 - 1.1 Satisfactorily complete the prescribed course work as identified in the Course Syllabus and district curriculum requirements.
 - 1.2 Direct/Articulated College Credit – In those programs that offer direct or articulation options, college credit may be awarded based upon program specific criteria.
2. SCHOOLWORK MAKE-UP PROCEDURES:
 - 2.1 Classroom instructor will determine schoolwork make-up procedures.
 - 2.2 It is the student’s responsibility to obtain all make-up work from their instructor immediately upon return to school.
3. CHEATING
 - 3.1 Cheating will be immediately reported to the parents and local school district. Discipline will be handled by local school policies. A zero will be given for the assignment.

REPORTING STUDENT PROGRESS

Clinton County RESA offers a valuable communication tool for students and parents. The Infinite Campus Portal allows you to check information regarding your student such as attendance, assignments, grades, and more. You can access it via our website www.ccreesa.org, click on Career Education, scroll down the left side of the page and select Infinite Campus: Infinite Campus Portal, and click on parents/students.

You will be provided directions on how to set up your user identification and password and to access the parent portal.

Parents are encouraged to use the parent portal and to contact their student’s teacher whenever concern arises over behavior or academic progress.

1. REPORT CARDS: Report cards are an effective method of communicating an evaluation of student progress and an understanding of a student’s educational growth to the student and parents.
 - 1.1 Student grade reports will be issued to the local school as required. Each school will publish these reports as grades at the appropriate time.

- 1.2 The reports will identify the student's teacher, his/her academic performance and a request for a parent conference, if needed.
- 1.3 Upon receipt of an unsatisfactory report, parents are requested to contact the Career Connections program to arrange for a conference with the student's teacher(s) to discuss unsatisfactory work and study habits.
- 1.4 Unsatisfactory reports should result in energetic steps being taken by the student and his/her parents to improve the situation.

2. PARENT/TEACHER CONFERENCES

- 2.1 Conferences will be made available to parents or guardians.
- 2.2 Conferences are an opportunity for parents and teachers to share information and to develop strategies for students who are having difficulties.

3. CLASS GRADES:

3.2 Scholarship is evaluated in terms of letter grades. The marking system used by Career Connections Programs is as follows:

93 – 100	=	A	73 – 76	=	C
90 – 92	=	A–	70 – 72	=	C–
87 – 89	=	B+	67 – 69	=	D+
83 – 86	=	B	63 – 66	=	D
80 – 82	=	B–	60 – 62	=	D–
77 – 79	=	C+	BELOW	=	E

- 3.3 The grade of "I", Incomplete, is given for scholastic work not completed on the due date only in extenuating circumstances. The incomplete work must be completed and the grade of "I" will be changed based on local school district policy.
- 3.4 A comprehensive final examination may be given in all classes at the end of each semester.

PROFESSIONAL CONDUCT

Participation in a Career Connections class is considered a privilege for local school district students. If RESA or the local school districts determine that the Career Connections course is not the best choice for the student, other options may be substituted for the RESA class.

Students are expected to adhere to the policies stated in their local school handbook even while attending the county course. All infractions will be reported to local school officials.

Suspension at a local school district may result in student's inability to attend their Career Connections class. This would be a local decision.

Career Connections programs have incorporated professional conduct into the course curriculum. Specific expectations may differ, dependent upon the career field chosen. However, in an effort to give students a general idea of what is expected of them, we offer these guidelines:

1. GENERAL BEHAVIOR:
What we expect of students:
 - 1.1 Students will INVOLVE themselves in the Career Connections program and avail themselves of all that the program has to offer in the way of curriculum.
 - 1.2 Students will be PROMPT in arriving at their assigned places.
 - 1.3 Students will UNDERSTAND and FOLLOW their local school policies as well as Lansing Community College Student Code of Conduct.
 - 1.4 Students will RESPECT the worth and dignity of each individual.
 - 1.5 Students will RESPECT the rights and responsibilities of faculty members as they perform their duties.
 - 1.6 Students will RESPECT the rights of fellow students.
 - 1.7 Students will RESPECT the rights and responsibilities of other school personnel, such as custodians, clerical assistants, food service and transportation employees.
 - 1.8 Students will OBSERVE a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
 - 1.9 Students will DEVOTE all of their energies toward realizing their potential.
 - 1.10 Students will ATTEND school regularly.

1.11 Students will BE PREPARED for each class.

2. CONSEQUENCES TO CLASSROOM RULES:

Classroom instructor and/or local school district policy will determine consequences for infractions.

3. SEVERE DISRUPTIVE BEHAVIOR

This handbook does not claim to contain every rule or policy of the school. Rules, policies, procedures, and/or activities are subject to change during the school year based on local school district policy.

When a student is severely disruptive, the local school will be contacted. A conference and behavior contract is required prior to re-admittance to class.

Local school district policies will apply.

4. PROFESSIONAL DRESS

When no program uniform is required, student dress will follow the guidelines as determined by the programs and local school district policy.

5. MISCONDUCT

Due to the nature of the Career Connections programs, professional conduct is expected. If misconduct occurs, local school misconduct policies will be followed.

6. CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

All students are expected to adhere to policies as presented by individual Career Connections Instructors.

CLOSED CAMPUS

Because of our commitment to student safety, the Career Connections program operates a "closed campus" during the school year, which means that students are to remain in class or in designated areas after their arrival and until the end of the scheduled class period (students are **NOT** permitted to leave the building.) A student who leaves the program site without the permission of the Career Connections instructor will be considered truant. Local school will be notified of a truant student. Local school guidelines for truancy will be followed.

EMERGENCY POLICIES AND CAREER CONNECTIONS PROCEDURES

1. ACCIDENTS/ILLNESSES AT SCHOOL
 - 1.1 All accidents must be reported to the Career Connections instructor immediately. Reports of accidents and injuries will be documented by the instructor and turned into the local school and/or facility when a student is hurt on the Career Connections premises.
 - 1.2 If a student becomes ill at a Career Connections program and cannot remain in the classroom, the local school will be contacted immediately and arrangements will be made to send the student home.

2. EMERGENCY DRILLS, LOCK DOWN DRILLS AND PROCEDURES
 - 2.1 Directions and maps will be posted in classrooms and throughout the building. Students should familiarize themselves with the procedures in the Career Connections program in which they have classes.

 - 2.2 Each student is expected to participate and cooperate during emergency procedures and scheduled drills.

3. TORNADO WATCH/WARNING POLICY
 - 3.1 The Career Connections program WILL REMAIN IN SESSION DURING A TORNADO WATCH, A TORNADO WARNING OR A SEVERE WEATHER WARNING. Building administrators will be notified in the event of potential severe weather and appropriate precautions will be taken.

4. INCLEMENT WEATHER AND SCHOOL CLOSING/DELAYS/FOG DELAYS
Inclement weather and school closing information for Clinton County RESA including Career Connections classes is announced on the following television/radio stations:

WILX TV 10	WLNS TV 6	FOX 47 (Lansing)
WJIM 97.5	WFMK 99.1	WITL 100.7
REMIND (Individual Teacher/Student communication system)	Infinite Campus	

It will also appear on our website www.ccreesa.org (it will scroll along the top of the Home Page.)

- Clinton County RESA fog delays cancel AM classes only (afternoon sessions would report as usual.)
- Clinton County RESA snow days cancel all classes
- Students are allowed to follow local school district delays and closures if it is different than Clinton County RESA.
- Ovid-Elsie snow days affect Digital Media Arts & Welding classes.
- DeWitt fog delays and snow days' affect Business Management & Entrepreneurship and Sports Medicine classes.
- St. Johns fog delays and snow days' affect Automotive Technology & Repair and CAD & Design Technology classes.

5. DAMAGED, LOST OR STOLEN TEXTBOOKS/SCHOOL-OWNED MATERIALS
 - 5.1 Textbooks, school-owned materials and other similar class related items become the responsibility of the student to whom they are issued.
 - 5.2 Reasonable wear is expected; however, books and other materials must be returned in good condition.
 - 5.3 Penalty, including replacement cost for damaged, lost or stolen materials, is required. Local school district policies will apply.
6. FIELD TRIPS
 - 6.1 Each student is responsible for work missed in all classes on the day of a field trip.
7. PERSONAL PROPERTY
 - 7.1 The Career Connections program cannot, and will not, assume responsibility for personal property items which are lost or stolen.
 - 7.2 Students are cautioned to keep all money, jewelry, valuables, books, school supplies, etc., which may be necessary to bring to the Career Connections program from time to time, on their person at all times.
 - 7.3 If a theft of school or personal property occurs, it should be reported to the instructor immediately.
 - 7.4 Property will be returned if it is recovered.
8. SCHOOL PROPERTY
 - 8.1 Purposeful destruction, defacing or theft of host facility property will not be tolerated and will be reported to the proper authorities.
 - 8.2 Accidents which occur, resulting in property damage, are to be reported to the instructor immediately.
 - 8.3 Students will be held financially responsible for damage to the building and its contents (desks, equipment, books, windows, etc.), which result from careless and/or abusive treatment of these items.
 - 8.4 All classroom locations are '**NO SMOKING**' zones. 'NO SMOKING' zones include all school grounds and parking lots.
 - 8.5 Local school district policies will apply.

Non-Discrimination and Complaint Procedure

Inquiries or complaints made by students (grades Pre K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Lance Siegwald
Special Education Director
989-224-6831 Ext. 2325
1013 South US 27, Suite A
St. Johns, MI 48879
lsiegwald@ccresa.org

Jennifer Branch
Career Education Director
989-224-6831 Ext. 2334
1013 South US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Nichole Thoma
Human Resource Specialist
989-224-6831 Ext. 2341
1013 South US 27, Suite A
St. Johns, MI 48879
thoma_n@ccresa.org

All other inquiries related to discrimination should be directed to:

Lance Siegwald
Special Education Director
989-224-6831 Ext. 2325
1013 South US 27, Suite A
St. Johns, MI 48879
lsiegwald@ccresa.org

Jennifer Branch
Career Education Director
989-224-6831 Ext. 2334
1013 South US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Nichole Thoma
Human Resource Specialist
989-224-6831 Ext. 2341
1013 South US 27, Suite A
St. Johns, MI 48879
thoma_n@ccresa.org

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent.

Non-Discrimination and Complaint Procedure

In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint. The Board President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent. The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

APPENDIX

Section 2

TRANSPORTATION WAIVER

Transportation for Career Connections is the responsibility of parents/guardians. Students will be required to:

1. drive or ride share to and from RESA classes
2. walk to alternate class locations, and
3. drive to alternate class locations in the area. (Students will be asked to drive directly to a secondary location rather than the usual classroom, i.e. worksites.)

Changes in class location will be pre-discussed and pre-arranged and will be occurring to facilitate hands-on and/or observation opportunities specific to the class.

If you have questions, please contact the course instructor.

Student Progress

Infinite Campus Portal

Clinton County RESA offers access to Infinite Campus, which allows students and parents to check information regarding attendance, assignments, grades and more. Students and parents are both encouraged to use the portal on a regular basis and to contact their student's teacher whenever concern arises over behavior or academic progress. (To access Infinite Campus, please refer to Page 5 of this Handbook.)

**CLINTON COUNTY RESA
ELECTRONIC INFORMATION ACCESS AND TECHNOLOGY USE POLICY**

Clinton County *RESA* encourages and strongly promotes the use of electronic information technologies in educational endeavors. The district provides students and staff access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow teachers and learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them to become responsible, self-directed, life-long learners.

As per Board Policy 4500, all use of *CCRESA*'s electronic and technology equipment, including its network and Internet services, are considered a privilege, not a right, and are subject to the Agency's rules and policies and shall be in line with *CCRESA* educational goals and Board policy. To ensure the integrity of the educational process and to guard the reputation of our Agency, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Electronic communications and stored material may be monitored or read by school officials. School officials without the consent of the sender or a recipient will not generally inspect electronic mail, in personal accounts, except as required to investigate complaints that allege a violation of the Agency's rules and policies.

- Users may not use Agency equipment to perform or solicit the performance of any activity that is prohibited by law.
- Users may not use any Agency equipment in any way, which does not ensure the integrity of the system. Users will refrain from making unauthorized access to Agency and school records and agree to notify the system administrator if unsecured access to any confidential information is found.
- Users may not use Agency equipment to perform or solicit the performance of any activity that is prohibited by law nor may they use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the Agency, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use electronic mail to send unsolicited, bulk, chain, harassing anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material that is inconsistent with the educational goals of the Agency, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

Generally, users agree to engage in activities in which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

Users will adhere to the generally accepted guidelines for network etiquette, including, always using appropriate language, never threatening, abusing, or otherwise harassing other users.

Copyrighted material must not be placed on any system without the permission of the copyright holder. Users may not download copyrighted data, including digital music and software, without permission of the author.

Vandalism will result in the cancellation of all system privileges. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, and transmission of computer viruses. The system operators have complete discretion regarding any violation of this standard.

Use of any of the information obtained via the Internet or network is at the user's own risk. The user (or parent(s)/guardian(s), if applicable) agrees to indemnify and hold harmless *CCRESA* from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of *CCRESA* hardware, software, and/or network facilities under this agreement.

The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of network and/or Internet access upon any breach of these Terms and Conditions.

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity with the user's *CCRESA* provided e-mail accounts and to inspect and report any activity to proper authorities. Privacy is not guaranteed.

Violations of these Terms and Conditions may result in further disciplinary action and/or loss of Internet privileges.

CLINTON COUNTY RESA CONSENT AND WAIVER FORM

- Teachers, administrators, parents, guardians, and students share the responsibility of appropriate use of technology and the Internet.
- Electronic communications and stored material may be monitored or read by school officials. School officials without the consent of the sender or a recipient will not generally inspect electronic mail in personal accounts, except as required to investigate complaints that allege a violation of the Agency's rules and policies.
- Users may not use Agency equipment to perform or solicit the performance of any activity that is prohibited by law nor may they use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- Users should be aware that ***CCRESA*** does not have control of the information on the Internet, nor can it provide foolproof barriers to account holders accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, obscene, profane, pornographic, defamatory, inaccurate, or potentially offensive to some people.
- Email forwarded to ***CCRESA*** network servers or workstations become the property of ***CCRESA*** and may be monitored to ensure that content falls within the Usage and Content Guidelines.