



Clinton County RESA

Career Connections

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

Student Handbook 2023-2024



Contents

General Information.....	3
CCRESA Board of Education	3
Career Connections.....	3
Career Education Administration.....	3
Instructional Staff	3
Local High School Contacts	3
Overview of Career Connections Programs	4
CCRESA Vision.....	4
CCRESA Mission	4
Anti-Discrimination Policy	4
Transportation	4
Attendance Policies and Procedures	4
Achievement Policies and Procedures.....	6
Reporting Student Progress.....	6
Professional Conduct.....	7
Closed Campus	8
Emergency Policies and Career Connections Procedures.....	8
Non-Discrimination and Complaint Procedure	9
Appendix.....	11
Transportation Waiver	11
Student Progress.....	11
Student Technology Acceptable Use and Safety Agreement	12

General Information CCRESA Board of Education

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

Career Connections

1013 South US-27, Suite A
St. Johns, MI 48879
(989) 224-6831 - Fax: (989) 224-9574
Website: <http://www.ccreesa.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	Jennifer Strickland	989-224-6831, X 2323
EC/Career Dev Coordinator	Jennifer Fenning	989-224-6831, X 2314
Administrative Assistant	Hanna Klein	989-224-6831, X 2320

Instructional Staff

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

Allied Health - Karen Stutzman	Education-Early Childhood - Pepper Near
Auto Service - Ken Potts	Emergency/Fire Science-Brandon Whipple
Business Management - Leslie Loughman	Sports Medicine - Matt Spiess
CAD & Design Technology – Rick LaBar	Video & Audio Production - Michael Puffpaff
Computer Networking & Technology-Shelley Jeltema	Welding – Justin VanCourt
Construction Trades - Ross Pope	
Criminal Justice- Brian Kelley	

Local High School Contacts

Bath High School	Emily Fritz	517-641-6724
DeWitt High School	Sydney Martin	517-668-3113
DeWitt High School	Kirstin Kraushaar	517-668-3146
Fowler High School	Joel Mero	989-593-2250
Ovid-Elsie Alternative Ed	Mary McKern	989-862-4237, X 1256
Ovid-Elsie High School	Autumn Winsor	989-834-2271, X 1902
Owosso High School	Derek Woltjer	989-729-5498
	Jerry Ciarlino	989-729-5500
P-W High School	Lisa Bartlett	989-587-5104
P-W High School	Larry Farmer	989-587-5100
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 relationships 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 real-world 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

Anti-Discrimination Policy

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 either the Finance Director, the Director of Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989-224-6831.

Transportation

Transportation to and from the Career Connections programs is not provided by Clinton County RESA and 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 work towards solutions to the issue.

When a trimester (St. Johns and OE Alt) student in a RESA class accumulates 9 absences or when a semester (DeWitt, OE, PW, Bath, and Fowler) student in a RESA class accumulates 12 absences 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 after obtaining another absence. The student will take place in 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 (due to family tragedy, illness, or other out of the ordinary situation) 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: CCRESA Career Connections staff will maintain close communication with all local districts. Each district will advise CCRESA staff of absences that count as "school-related".
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 Career Connections teachers will communicate student tardiness concerns to respective students and parents.
 - 5.4 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.
 - 6.3.2 In the case of an unexcused absence, locals will determine policy.
 - 6.4 Career Connection 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. Exceptions 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 Makeup Procedure:
 - 2.1 Classroom instructors 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 one to check information regarding a student such as attendance, assignments, grades, and more. Parents and students 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.

Students and parents will be provided directions on how to set up a 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 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:
 - 3.1 Scholarship is evaluated in terms of letter grades. The marking system used by Career Connections Programs is as follows:

93 – 100 = A	80 – 82 = B–	67 – 69 =D+
90 – 92 = A–	77 – 79 = C+	63 – 66 =D
87 – 89 = B+	73 – 76 = C	60 – 62 =D-
83 – 86 = B	70 – 72 = C–	59 - 0 = E

- 3.2 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.
- 3.3 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 a 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, depending 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 and Mid-Michigan College Student Codes of Conduct (when applicable).
 - 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.

- 4.8 St. Johns fog delays and snow days' affect Automotive Technology & Repair, Sports Medicine and CAD & Design Technology classes.
- 5. Damaged, Lost or Stolen Textbooks/School-Owned Materials: Textbooks, school-owned materials and other similar class related items become the responsibility of the student to whom they are issued.
 - 5.1 Reasonable wear is expected; however, books and other materials must be returned in good condition.
 - 5.2 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/VAPING' zones. 'NO SMOKING/VAPING' 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 12th) 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:

Renee Thelen
 Special Ed Director
 989-224-6831,ext: 2325
 1013 S US 27, Suite A
 St. Johns, MI 48879
 rthelen1@ccresa.org

Jennifer Branch
 Career Ed Director
 989-224-6831, ext: 2334
 1013 S US 27, Suite A
 St. Johns, MI 48879
 jbranch@ccresa.org

Karmen Hungerford
 Human Resource Director
 989-224-6831 ext: 2394
 1013 S US 27, Suite A
 St. Johns, MI 48879
 khungerford@ccresa.org

Rich Koenigsknecht
 Finance/Business Director
 989-224-6831 ext. 2344
 1013 S US 27, Suite A
 St. Johns, MI 48879
 rkoenigsknecht@ccresa.org

All other inquiries to discrimination should be directed to:

Renee Thelen
Special Ed Director
989-224-6831,ext: 2325
1013 S US 27, Suite A
St. Johns, MI 48879
rthelen1@ccresa.org

Jennifer Branch
Career Ed Director
989-224-6831, ext: 2334
1013 S US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Karmen Hungerford
Human Resource Director
989-224-6831 ext: 2394
1013 S US 27, Suite A
St. Johns, MI 48879
khungerford@ccresa.org

Rich Koenigsknecht
Finance/Business Director
989-224-6831 ext. 2344
1013 S US 27, Suite A
St. Johns, MI 48879
rkoenigsknecht@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.

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 of Education, by 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 investigations 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

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 the [Reporting Student Progress](#) section in this Handbook.)



STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Information and Technology Resources (as defined in Bylaw 0100) (collectively, "IT Resources"), including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District IT Resources is a privilege, not a right. The Board of Education's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using District IT Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District IT Resources.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Teacher: _____

_____ Parent/Guardian's Name:

_____ **Parent/Guardian**

As the parent/guardian of this student, I have read Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety, and discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its members, officers, employees, or administrators) responsible for content my child may come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child the standards (i.e., family values) I want them to follow when using the Internet, including how they should go about selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of

the Policy and Guidelines.

Please check each that applies:

I give permission for the Board to issue an email account to my child.

Parent/Guardian's Signature: _____ Date: _____

_____ **Student**

I have read and agree to abide by Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines may result in disciplinary action and/or referral to law enforcement. As a user of District IT Resources, I agree to communicate over the Internet and through the IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The Principal may deny, revoke, or suspend access to and use of the District IT Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

© NEOLA 2023