



Clinton County RESA

**Career Connections**

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

# **Student Handbook 2025-2026**



Clinton County Regional Educational Service Agency

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## **General Information**

### **CCRESA Board of Education**

|                |                         |            |
|----------------|-------------------------|------------|
| President      | Ken Krapohl             | Bath       |
| Vice President | Ken Armbrustmacher      | DeWitt     |
| Secretary      | Dave Kudwa              | St. Johns  |
| Treasurer      | Mark Palmer             | St. Johns  |
| Trustee        | Stacie Rulison          | Ovid-Elsie |
| Superintendent | Dr. Scott Koenigsknecht | CCRESA     |

### **Career Connections**

1013 South US-27, Suite A

St. Johns, MI 48879

(989) 224-6831 - Fax: (989) 224-9574

<https://www.ccreesa.org/departments/career-education>

### **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  | Kimberly Kracko     | 989-224-6831, X 2351 |

### **Instructional Staff**

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

Allied Health - Karen Stutzman

Criminal Justice- Brian Kelley

Auto Service - Ken Potts

Education-Early Childhood - Pepper Near

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

### **Local High School Contacts**

|                           |                               |                      |
|---------------------------|-------------------------------|----------------------|
| Bath High School          | Emily Fritz                   | 517-641-6724         |
| DeWitt High School        | Marshall Gerwin               | 517-668-3113         |
| DeWitt High School        | Kirstin Kraushaar             | 517-668-3146         |
| DeWitt High School        | Marshall Gerwin               | 517-668-3113         |
| DeWitt High School        | Sydney Martin                 | 517-668-3156         |
| 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 |
| 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         |
| St. Johns High School     | Rebecca Holmes-Bukantis (M-Z) | 989-227-4118         |
| STRIVE                    | 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**

The vision of the Clinton County Regional Educational Service Agency is to be the recognized leader in providing exceptional learning opportunities for all, in partnership with our schools, families, and communities.

### **CCRESA Mission**

The mission of the Clinton County Regional Educational Service Agency is to demonstrate quality leadership in partnership with stakeholders to provide high-quality services through innovation, collaboration, and communication.

## **Anti-Discrimination Policy**

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, 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 Special Education Director, 1013 South US-27, St. Johns, MI 48879, email [rthelen1@ccresa.org](mailto:rthelen1@ccresa.org), 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" for large-scale events (e.g. homecoming assemblies and standardized testing). For school-related absences not communicated at the district level, students must complete a "School-Related Absence" form and submit it to their respective Career Connections instructor.
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.ccresa.org](http://www.ccresa.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.ccesa.org](http://www.ccesa.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

90 – 92 = A–

87 – 89 = B+

83 – 86 = B

80 – 82 = B–

77 – 79 = C+

73 – 76 = C

70 – 72 = C–

67 – 69 = D+

63 – 66 = D

60 – 62 = D–

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 dress code as detailed in the Appendix.

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 Phone/Electronic Device Usage: All students are expected to adhere to policies as presented by individual Career Connections Instructors.
7. Video Monitoring System: For the safety and security of our students, Clinton County RESA is equipped with a video monitoring system. Students should be aware that their actions and communications could be recorded at any time by this recording system and used for disciplinary action. Be aware that the recorded video will not be made public and will only be viewed by authorized district personnel and other necessary parties.

### **Driving and Parking Personal Vehicles**

Only students with a valid driver's license will be issued a parking window cling. Students wishing to drive to and park in the school lots where CCRESA Career Connections programs are located are required to obtain and display their issued window cling. This pass is good for one school year.

Students parking in the respective school lot where their program is located are doing so at their own risk. Neither the respective school nor CCRESA will be responsible for damage, theft, etc. Student driving and parking on local district/CCRESA property is a privilege, not a right, that may be revoked at any time.

1. Students who drive to school must obey the following rules:
  - 1.1. Students may not move their vehicles, sit in, or be around their vehicles during the CCRESA class time without permission from administration.
  - 1.2. Students may not drive carelessly or with excessive speed on school grounds.
  - 1.3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
  - 1.4. A Student must park in his/her assigned space or area only.
  - 1.5. Student vehicles must be registered in the CCRESA Career Connections office; this will include vehicle license numbers.
  - 1.6. Nothing that can be distracting in any manner may be displayed on or inside vehicles. This may include flags, banners, window paint, etc. as determined by school officials.
  - 1.7. Vehicles parked at school are subject to search and seizure based on reasonable suspicion by administration. Failure to allow a search is cause for suspension from school.
  - 1.8. Students may not paint or decorate their parking spot or area.
2. Violations of regulations may result in detention, suspension, loss of driving privileges, parking boot, towing of cars, and/or fines.

### **Cell Phone Policy**

In order to minimize the distractions that cell phones cause in the classroom, CCRESA Career Connections has implemented a cell phone policy. During instructional times, cell phones, headphones, airpods, or other electronic listening devices must be turned off or set to silent mode. Phones, headphones, airpods, or other electronic listening devices should be kept in the teacher designated space within the classroom.

1. Classroom Use:
  - 1.1. Instructors will determine when cell phones may be used as learning tools during specific activities or projects.
  - 1.2. Unauthorized use of cell phones for texting, social media, or web browsing during class is prohibited.
2. Allowable Use of cell phones:
  - 2.1. Students will be allowed to access and use their cell phones during class breaks and/or classroom transitions at the discretion of the instructor.

- 2.2. Instructors may make exceptions for usage for educational purposes. This would be explicitly stated by the instructor.
3. Emergency Use:
  - 3.1. Students may use cell phones during emergencies or with explicit permission from the instructor.
  - 3.2. Parents or guardians should communicate any urgent messages through the school office (989) 224-6831 ext. 2351
4. Consequences for Violating Cell Phone Policy: Consequences for not adhering to the cell phone usage policy will be determined at the instructor's discretion.
  - 4.1. Depending on the class, the teacher will implement consequences from the following:
    - 4.1.1. Deduction of class participation points.
    - 4.1.2. Required to come to class on designated days.
    - 4.1.3. Serve as the Teacher's Buddy during field trips.
    - 4.1.4. Complete an additional assignment.
    - 4.1.5. Assist in cleaning the lab/shop area.
    - 4.1.6. Re-teach a lesson to peers.
    - 4.1.7. Miss out on lab/shop time.
    - 4.1.8. Complete additional book work.
  - 4.2. For a second violation of the cell phone usage policy, the following actions will be taken:
  - 4.3. Parent Notification: The instructor will call the student's parent/guardian to discuss the violation.
  - 4.4. Informing Administration: The Career Education Coordinator will be notified of the second offense for further review.
  - 4.5. For a third violation of the cell phone usage policy, the following actions will be implemented:
  - 4.6. Notification of Administration: The Career Education Coordinator will be informed of the third offense and any subsequent violations.
  - 4.7. Parent Notification: The student's parent/guardian will be informed about the violation and the consequences.
  - 4.8. Further violations will result in the student not being allowed to bring their cell phone into the CCRESA Building and/or classrooms. This would include field trips and CCRESA events.

## **Threat Assessment Policy**

### **OK2SAY**

OK2SAY is a Michigan program and [website](#) designed to provide a confidential way for students, parents, school personnel, and community members to report potential harm or criminal activities directed at students, school employees, or schools.

The purpose of OK2SAY is to prevent harmful behavior by encouraging anyone with information to speak up and connect with caring adults and appropriate authorities. Reports submitted through OK2SAY are shared with school officials and law enforcement as appropriate, so that timely and coordinated responses can be made to protect student safety.

### **Behavioral Threat Assessment and Management (BTAM)**

All Michigan schools are required to create a Behavioral Threat Assessment and Management (BTAM) team consisting of administrators, mental health professionals, law enforcement, and other relevant personnel.

Clinton County RESA's BTAM team meets all requirements set forth by the State of Michigan. The CCRESA BTAM team works in conjunction with local district BTAM teams, law enforcement, students, and their families to ensure the safety of every student. In some cases, this may result in students being asked not to attend programming until they are deemed safe by CCRESA and local district BTAM teams, in collaboration with law enforcement.

## **Closed Campus**

Because of the 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. The local district will be notified of a truant student. Local district guidelines for truancy will be followed.

## **Emergency Policies and Career Connections Procedures**

1. Accidents/Illnesses:
  - 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, Lockdown 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 Closings/Delays:
  - 4.1. 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.
  - 4.2. It will also appear on our website [www.ccresa.org](http://www.ccresa.org) (it will scroll along the top of the Home Page.)
  - 4.3. Clinton County RESA fog delays cancel AM classes only (afternoon sessions would report as usual.)
  - 4.4. Clinton County RESA snow days cancel all classes
  - 4.5. Students are allowed to follow local school district delays and closures if it is different from Clinton County RESA.
  - 4.6. Ovid-Elsie snow days affect Video and Audio Production & Welding classes.
  - 4.7. DeWitt fog delays and snow days’ affect Business Management & Entrepreneurship class.
  - 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.)

### **Dress Code**

While fashion changes, the reason for being in school does not. Students are in school to learn - with any fashion (dress, accessory, or hairstyle) disrupting the educational process or presenting a safety risk being impermissible. Our norms are modesty and pride, as we have a sincere focus on preparing our students for next steps both professionally and - more importantly - positive life skills. While personal expression is permitted within these general guidelines, students should consider the following questions when dressing for their CCRESA Career Connections Programs:

- Would I wear this outfit to an interview or to my place of employment now or in the future, when I am a professional?
- Does my clothing expose too much?
- Does my outfit have "see-through" material on it?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Would the way I am dressed make my family proud?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

It is important to know that students who are representing CCRESA Career Connections at an official function or public event may also be required to follow CCRESA Career Connections dress requirements. Clothing must meet the following requirements:

- Does not create a disturbance or disruption to the educational process.
- Is not sexually suggestive - such as pants that are too thin or tight, shirts that expose the stomach or chest, etc.

- Is not related to drugs, tobacco, alcohol, violence, and does not contain obscenities or inflammatory messages.
- Does not cover the head - such as hoodies, hats, visors, bandanas, hoods, sunglasses, etc. Such items may be worn to school but must be removed from the head upon entering the building (unless instructor permission dictates otherwise) and will remain with student belongings until school is dismissed (and put back on outside the building).
- All shirts must cover the stomach (whether sitting or standing), back, and bra straps, have sleeves, and must provide coverage with an appropriate neckline that does not expose cleavage. Tank tops, cutoffs, muscle shirts, half shirts, spaghetti straps, halter-tops, form-fitting, visible undergarments are not permitted.
- The leg bottom or 'slit' of the student's shorts, skirt, or dress must be lower than the 'fingertips' when the student's hands are extended down in a relaxed manner. Female 'sport shorts' that do not adhere to the Dress Code are not to be worn during school hours - which may include local district athletic uniforms. Furthermore, the "rolling up" of athletic shorts is prohibited, if doing so breaks the Dress Code.
- Feet must be covered at all times during the school day with shoes or sandals. Sandals, flipflops, open-toed shoes, etc. are not to be worn in select programs (consult with program instructor). Shoes with wheels or secret compartments are not permitted.
- Pants must be worn at waist level. Any pants / shorts that hang below waist level and / or expose underwear, should not be worn during school hours.

Failure to abide by the school Dress Code may result in disciplinary consequence



## **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.

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