



Shiawassee
Regional Education Service District

SRES D Career and Technical Education Program Policies

Student Handbook 2023-2024

Shiawassee RESD Nondiscrimination Policy

It is the policy of the Shiawassee Regional Education Service District (RES D) 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 Assistant Superintendent for Special Education, 1025 N. Shiawassee Street, Corunna, MI, 48817, or call (989) 743-3471

Welcome to Shiawassee RESD Career and Technical Education Programs

The Shiawassee RESD staff are happy and proud to welcome new and returning students to our Shiawassee Regional Education Service District (SRES D) Career and Technical Education (CTE) Programs. These Programs are made possible through partnerships between the SRES D, the local school districts and a variety of employers and organizations in the Shiawassee community. We believe our focus will provide students with a better high school education and increase their chances of career success as adults. This handbook has been prepared to inform students and families of the program benefits, standard rules and procedures of the programs. In general, our rules and policies are derived from the values of respect, courtesy and safety.

The administration and faculty of the Shiawassee RESD and the local school districts are excited about this educational opportunity and sincerely wish every student a successful 2023-2024 school year.

Goals of the SRES D Programs

- Provide students the opportunity to explore Career and Technical Education Programs.
- Provide students the opportunity to earn or work towards a career related credential or certificate
- Prepare students for employment
- Help students gain leadership skills and community service experience

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PROGRAM SESSION TIMES AND LOCATIONS

<i>Program</i>	<i>Monday – Friday</i>	<i>Location</i>
Electrical I	7:30 am – 9:15 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Electrical II	9:55 am – 11:40 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Health Science Academy I	7:30 am – 9:15 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Health Science Academy I	9:55 am – 11:40 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Health Science Academy II	11:55 am – 1:40 pm	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Public Safety I	7:30 am – 9:15 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Teaching Cadet I	9:55 am – 11:40 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Teaching Cadet II	9:55 am – 11:40 am	Nellie Reed Elementary 201 E Washington Ave Vernon, MI 48476
Welding I	7:30 am – 9:15 am	Baker College – Technology Center Room 1632 1020 South Washington Street Owosso, MI 48867
Welding II	9:55 am – 11:40 am	Baker College – Technology Center Room 1632 1020 South Washington Street Owosso, MI 48867

ATTENDANCE POLICY

Students are expected to be in attendance each day that programs are in session except in cases of illness, situations of personal nature and/or extenuating circumstances. Local school districts will be notified of student absences on a daily basis.

If, on rare occasions, a student is attending class virtually, the student's camera must be on and they must respond to the instructional staff in order to be marked as present in the class.

Some courses require a minimum number of "seat time" or "clinical" hours in order to be eligible for certification. Instructors will notify their students of these requirements in their syllabus.

Notification Process

It is the student's responsibility to notify the instructor when they will be absent and work with the instructor to obtain any assignments that were missed.

- Students are considered tardy if 1-15 minutes late
- Students are considered absent after 16 minutes of missed class time (arriving late or leaving early)

Leaving Early/Arriving Late

Students who leave early **must provide a parent/guardian note or a note from their high school counselor** to the instructor. The note must include: the student's name, printed parent/guardian name, parent/guardian signature, date and time the student will be leaving and a daytime telephone number where the parent/guardian can be reached, if necessary. If a student is leaving early, they must sign out and present their parent's note at the front office. If a student arrives late, they must sign in at the front office before going to class.

Home District Suspension

Students who are suspended from their home school will not be allowed to attend their SRES D Program.

Makeup Policy

Specific makeup policies are contained in each program syllabus.

School Related Absences

Notification from the student's home school that the student will miss class due to school activities, such as field trips and athletic events, must be provided to the instructor prior to the activity. Students are asked to inform their district counselor of any school-related absences and complete the Absence Verification form. This form needs to be presented to the student's instructor.

ATTENDANCE POLICY (CONT'D)

Students are expected to attend their SRES D Program according to the SRES D calendar regardless of their district calendar. If there are schedule conflicts (exams, state testing etc...), the school counselor will notify the RES D Dean of Students.

Consequences of Excessive Absences

When in attendance, daily points may be earned for punctuality, preparedness, work ethic, participation, teamwork, attitude, etc. The course syllabus informs students of how participation points are earned for their specific class. Poor attendance could negatively affect other coursework grades. Students who demonstrate a pattern of attendance issues will receive attendance interventions such as phone calls and/or letters to parents from instructors, counselors, Shiawassee RES D staff and administration. If attendance does not improve with these interventions, contact will be made with parents and Child Attendance Officer to determine the next steps to correct attendance patterns.

Discontinued Enrollment

Students who are unsuccessful academically, have excessive absences, and/or exhibit repeated or extremely poor behavior, may be removed from classes at the Shiawassee RES D for the current year.

Appeal Process

If a parent/student wishes to challenge a decision regarding attendance, the parent/student must submit a written request of appeal to the CTE Director. Within five school days of receiving the written request, an ad-hoc appeal committee consisting of the CTE Director, CTE Dean of Students, a counselor, and the instructor will be formed. The committee may meet with the parent/student to have an opportunity to ask questions. The committee will deliberate privately and then report the decision in writing.

Field Trips

Students must complete the SRES D field trip permission form and turn it in to their instructor prior to any field trip. The RES D will notify the local school districts prior to the scheduled field trip. Students must wear their RES D program shirts/uniforms while on field trips and/or have a guest speaker in their classroom.

CODE OF CONDUCT

All students are expected to adhere to their local school district's policies. Violations of general rules are subject to disciplinary procedures. These include, but are not limited to:

- Inappropriate language and /or topics of conversation
- Smoking/Vaping
- Skipping/Leaving class without permission
- Cheating
- Inappropriate behavior/horseplay
- Theft
- Physical/Verbal assault
- Insubordination
- Misuse or destruction of property
- Use of and/or possession of drugs and/or alcohol
- Carrying an illegal or concealed weapon
- Cell phone use in class without prior instructor approval
- Disruptions to the learning environment
- Sleeping in class
- Inappropriate behavior when traveling to/from class or in the parking lot

If a student has any disciplinary issues, the following procedure will be followed:

1. SRES D Dean of Students will be notified
2. Meeting with student and SRES D staff
3. Parents will be notified
4. Home school district will be notified
5. Students will be directed to return to their home school or remain at the SRES D class location until transportation arrangements can be made if the student is dismissed from class by SRES D staff
6. Student will receive a ZERO for the day

CELL PHONE POLICY

Cell phones are prohibited from use in SRES D classrooms and any other area in which academic work is being done, unless otherwise instructed by an instructor. During class, phones must remain out of sight and in silent mode. If a cell phone rings, is used for any reason without teacher permission, or is visible anytime during class, the following disciplinary action will occur:

- **First Offense:** The student's cell phone will be confiscated by a staff member and held until the end of class.
- **Second Offense:** The student's parent(s) will be contacted, and a meeting will be scheduled for SRES D staff, the student, and the student's parent(s) to discuss the refusal to follow the SRES D's cell phone policy. The student will not be permitted to return to their SRES D program until this meeting has occurred.

Neither the SRES D its employees are responsible for the loss or damage to any student's phone, whether it is in the student's possession or confiscated by a staff member. The student is responsible for adhering to this policy and securing their belongings.

DRESS CODE

- Clothing must be appropriate, neat, clean, and not disruptive or offensive in nature
 - Clothing advertising or promoting substance abuse (for example, tobacco, alcohol and/or drugs etc.) or disruptive to the learning environment is not permitted
 - Hair curlers, hats, bandanas, sunglasses, and headgear are not to be worn in the building or inside buildings on field trips and/or work-based learning opportunities
 - Pants must be worn at the waist
 - Required safety equipment must be worn as necessary
 - Closed-toe shoes must be worn and laced properly if operating machinery or using tools
- **See the course syllabus for additional dress code policies. Some programs have specific uniform requirements.**

LAPTOPS/TEXTBOOKS

Students will be issued SRES D internet devices, to assist with instruction, assessment and academic achievement. All textbooks will be provided for each SRES D course. Students will be responsible for returning the internet device and textbooks in good condition at the completion of the course. Students will be billed for any lost/damaged items loaned out by the SRES D.

TRANSPORTATION

- Students are responsible for their own transportation to and from RES D CTE programs
- Each local school district will determine their transportation policies
- All students must adhere to all safety rules
- Inappropriate student driving as deemed by staff may result in the loss of driving privileges
- Local school districts will be responsible for a student's transportation if the student misses the arranged transportation

SATA, a public transportation system, is available in some areas. Requests are needed in advance. Please call (989) 729-2687.

PARKING

Any student that drives to The RES D will need to adhere to the following parking procedures.

- Student must register their vehicle with the main office
- Students will receive a parking pass and be assigned to a specific parking spot once they register their vehicle
- Students must display their parking pass on their dashboard, so it is visible to SRES D staff
- If a student needs to change vehicles (temporarily or permanently) they will be required to register the new vehicle

For the safety of our students and staff, the parking lot will be monitored on a regular basis. If a vehicle is not registered, it will be towed at the expense of the student.

MEALS

The SRES D does not provide meals to students. Students need to make arrangements with their local districts in regard to meals during the school day.

SCHOOL CLOSING POLICY

The Shiawassee Regional Education Service District follows the closing policy of the local district where SRES D programs are located for weather-related reasons. If the local district is closed, all SRES D Programs in that location will also be closed. If a student's home district is closed due to weather, the student is not required to attend SRES D Programs.

The SRES D will communicate program closings and other important messages via the Remind app. Text the code below to 81010 to opt-in for program announcements (please use the code for your program only). In addition, school closing announcements are made on radio stations and television stations and the RES D website, sresd.org.

Remind App Codes

Program	Remind Code
Electrical I	@69hb3f
Electrical II	@c2f6hde
Health Science Academy I (7:30 AM)	@6e24kag
Health Science Academy I (9:55 AM)	@8acg49
Health Science Academy II	@7gea6f
Public Safety I	@ad6ge8
Teaching Cadet I	@ah9e3k
Teaching Cadet II	@4da89kg
Welding I	@7h2ek42
Welding II	@c849ab

Television Stations

WJRT-TV 12 – Flint
WLNS TV 6 – Lansing

HOMELAND SECURITY POLICY

Student safety is our top priority. School officials, in consultation with the Shiawassee County Office of Emergency Services, have developed the following communication plan that will be activated should a threat of severe condition RED be declared by the United States Department of Homeland Security.

When a threat of severe condition RED is announced:

1. **Before School Hours:**

The school will be closed for that day. All activities and events scheduled for any district facility will be canceled. Normal school operations will remain closed until authorization is made to reopen.

2. **During School Hours:**

School buildings will be secured and remain open until regular dismissal time unless otherwise directed. All after-school activities and events will be canceled for that day.

TORNADO WATCH/WARNING POLICY

Definitions of Importance: *Tornado Watch* – either current or forecasted atmospheric conditions are capable of producing tornados in the area. *Tornado Warning* – a tornado has been detected or reported in the area.

If under tornado warning all students will be directed to their assigned tornado shelter and will remain in the shelter until an all-clear is announced. **No students will be released until the all clear is given.**

LOCKDOWN PROCEDURE

If a local district implements a lockdown procedure, the Local Superintendent will contact the SRES D Superintendent to determine if the SRES D programs will go into lockdown. The lockdown will remain in effect until the local district has lifted its lockdown or the SRES D Superintendent determines it is safe for the students to travel throughout the county. **No students will be released during a lockdown, and parents will not be permitted to take their student until the lockdown has been lifted.**

PROGRAM DESCRIPTIONS

Electrical I

Year one students will be introduced to electrical theory, electrical safety, proper use of hand and power tools, and introduction to electrical circuits, device boxes, residential electric services and electrical test equipment. Students will learn employment, communication, and professionalism, and trade skills necessary for entry-level employment. Students will have the opportunity to earn an OSHA 10 Certification and the NCCER CORE Certification.

Electrical II

Year two will cover electric lighting, conduit bending, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts. Students will engage in various activities between direct instruction and hands-on experience. Students will have the opportunity to earn the NCCER Electrical Level 1 Certification.

Health Science Academy I

Students will be provided with an introduction to various healthcare occupations and knowledge of the coursework/career path necessary to enter multiple occupations. Along with classroom instruction, students will participate in clinical rotations. Students will have the opportunity to earn the American Heart Association CPR Certification.

Health Science Academy II

This academically rigorous program allows second-year students to pursue an in-depth study of a specific healthcare field. Students will have the opportunity to complete the coursework to become a Certified Nursing Assistant upon successful completion of coursework, clinical hours, and certification examination.

Public Safety

Students in the Public Safety program will receive a broad-based overview of careers in the public safety field. Students will learn through various guest speakers, real-world scenarios, mock incidents, and field trips. The curriculum consists of hands-on and lab-based experiences focusing on teamwork, community service projects, mental health, emergency medical training, professional public safety standards, emergency management, crisis prevention, and professional certifications.

Teaching Cadet I and II

Students will be involved in a fast-paced, innovative, hands-on curriculum where they gain knowledge about teaching and learning. Teaching cadets will develop skills that are helpful in college and beyond, such as presentation, public speaking, writing, communication and reasoning. Students experience the rewards of teaching through clinical placements as part of their coursework.

PROGRAM DESCRIPTIONS(CONT'D)

Welding I and II

This course provides knowledge of welding topics, such as: the safety and health of welders, welding symbols and blueprints, inspection and testing, thermal processes, shielded metal arc process, gas metal arc processes and gas tungsten arc theory. Students will gain hands-on experience with a variety of ferrous and nonferrous metals. Students will have the opportunity to earn an American Welding Society SENSE certificate.

For additional program information please see the Shiawassee RESD Career and Technical Education Program course catalog.

PLEASE NOTE: Mature content may be included as part of classroom discussions and curriculum in any/all SRES D programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT(FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides for the confidentiality of student education records. Institutions may not disclose information about students nor permit inspections of their records without the student’s written permission, unless such action is covered by certain exceptions as stipulated in the Act.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

GRADES

High school grades for each student will be sent to their respective high school counseling office at the end of each marking period. This will accommodate all districts’ grade reporting timelines.

Grading Scale	
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%	F

CTE COMPLETERS

Students who successfully complete (earning at least a 2.0) their CTE program will receive a CTE Completer pin. Electrical, Health Science Academy, and Public Safety students must successfully complete year one and year two of their SRES D CTE program to be considered a Completer. Teaching Cadet and Welding students could be Completers at the end of year one. Determinations will be made at the end of semester one and pins will be distributed before graduation.

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community. Students and their parents/guardians should contact their school principal or counseling office whenever such assistance is needed.

DIRECTORY INFORMATION

This includes the student's name, address, telephone number, date and place of birth; major field of study; participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls and scholarships. Prospective employers, colleges, armed forces recruiters, etc., may request directory information. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within twenty (20) days after receipt of the District's public notice.

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

BULLYING POLICY/PROCEDURE

It is the policy of the Shiawassee Regional Education Service District to provide a safe and nurturing educational environment for all of its students.

The policy protects all students from bullying/aggressive behavior regardless of the subject matter of motivation for such impermissible behavior.

The policy applies to all ‘at school’ activities in the District, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Please see The Shiawassee Board of Education Policy for implementation and procedures (enclosed).

State and Federal rights poster on discrimination and harassment are to be posted at each building.

HARASSMENT OF STUDENTS

It is the policy of the Shiawassee RESD Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Complaints can be filed with:

Charmian Fletcher, Associate Superintendent/Career and Technical Education Director
1025 N. Shiawassee St.
Corunna, MI 48817
(989) 743-3471

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials mean instructional content, regardless of format, that is provided to the student, including printed or representational materials, audiovisual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments. Any parent who wishes to review materials shall contact the CTE Director prior to coming to the SRES. Any criticism, request, suggestion, complaint, or grievance related to instructional materials such as textbooks, library books, reference works, and other instructional aids used by the SRES, must be addressed in writing to:

Charmian Fletcher, Associate Superintendent/Career and Technical Education Director
1025 N. Shiawassee St.
Corunna, MI 48817
(989) 743-3471

SELECTIVE SERVICE REGISTRATION

It is the legal obligation of all male citizens of the United States of America to register with selective services at the age of 18. You may register online or at any post office. The online registration address is www.sss.gov.

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

STUDENT PRIVACY

No student shall be required to submit to or participate in any survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or their parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or their parents; or income (other than that required by law) to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Career and Technical Education Director.

Parents will be notified, in writing, of any surveys, analyses, or evaluations, which may reveal any of the information indicated above.

Requests should be directed to:

Charmian Fletcher, Associate Superintendent/Career and Technical Education Director
1025 N. Shiawassee St.
Corunna, MI 48817
(989) 743-3471

PEST MANAGEMENT NOTIFICATION

Pesticides may periodically be applied to school property. Parents (or guardians) have a right to request prior notification of such pesticide application. In the case of an emergency, pesticides may be applied without prior notice, but those parents who request notification will be notified of the emergency application after it occurs. For prior notification and to request a Pesticide Prior Notification Form, please contact:

Charmian Fletcher, Associate Superintendent/Career and Technical Education Director
1025 N. Shiawassee St.
Corunna, MI 48817
(989) 743-3471

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect district employees who are or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the district requests the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents/guardians of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. There are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading. If you have questions or concerns, please call Charmian Fletcher, SRESA Associate Superintendent/Career and Technical Education Director, at (989) 743-3471.

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

NONDISCRIMINATION

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. **Complaint Procedure Section I** - Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator:

Trent Toney, Assistant Superintendent of Special Education
Shiawassee Regional Education Service District
1025 Shiawassee Street
Corunna, MI 48817
(989) 743-3471

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>. © NEOLA 2010

AUTHORIZATION FOR RESPIRATOR USAGE

Prior to any use, each staff member and student who may be using a respirator must receive training on the proper use and limitations of a respirator and on the proper methods for fit-testing, cleaning, and maintenance of the respirator. Upon completion of the training, the person is to complete a verification form.

No staff member or student is to use any respirator unless a physician has completed a form that confirms that the person has no physical condition that would be affected by the use of a respirator.

Contact Charmian Fletcher, Associate Superintendent/Career and Technical Education Director, @ (989) 743-3471 for appropriate forms.

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT POLICIES

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property, such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

HANDICAPPED ACCESS

In accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

SECURITY AND VIDEO SURVEILLANCE

Through this policy, the Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

The Superintendent shall develop and supervise a program for the security of the District students, staff, visitors, school buildings, District grounds, and District equipment in compliance with statutes and rules of the State. The Superintendent may authorize the use of video/electronic surveillance systems in monitoring activity on school property.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and may require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

Video surveillance will not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes.