

Math/Science/Technology Center

2011 - 2012 **STUDENT HANDBOOK**

A Partnership with

*Mecosta-Osceola Intermediate School District
Ferris State University
Big Rapids Public Schools
Chippewa Hills School District
Crossroads Charter Academy
Ewart Public Schools
Morley Stanwood Community Schools
Reed City Area Public Schools*



MOISD Mission: "Helping Schools Help Students"

MSTC Mission: Helping Schools Help Students by collaborating to maximize achievement in mathematics, science and technology.

*A Member of the
Michigan Mathematics & Science Centers Network,
National Consortium for Specialized Secondary Schools of
Mathematics, Science & Technology*

WELCOME STUDENTS!

Welcome to the Math Science Technology Center (MSTC). We are proud of the many educational opportunities we have provided over the years for our students. By making the choice to enroll in the MSTC, you have elected to attend one of the top math/science/tech centers in Michigan. We look forward to meeting all first year students and once again seeing the familiar faces of our returning students.

We are confident you will have a positive experience at the MSTC. All the teaching and learning that takes place is relevant to your career pathway and our goal is to better prepare you for success. We encourage you to work hard, ask questions, and become involved in every available opportunity within the MSTC. It truly is a great place to learn.

While enrolled at the MSTC you will have the opportunity to be involved in a variety of different activities. The success you have is directly related to how involved you become in your own learning. We encourage you to become involved in one of our extra-curricular clubs or organizations. This experience will enhance your learning and contribute to the entire MSTC school community.

At the MSTC our mission is *"Helping Schools Help Students by Collaborating to Maximize Achievement in Mathematics, Science and Technology"*. We hope you are as excited about this opportunity as we are! If you have questions or need help, please stop by to see us. We look forward to a great 2011-2012 school year at the MSTC

Respectfully,

Dr. Jennifer L Harrison, PhD
Director (MOCC/MSTC)

Steve Locke
Principal (MOCC/MSTC)

Introduction

This handbook has been prepared to help students and their parents understand the role and operation of the Math/Science/Technology Center Accelerated High School Program (MSTC).

The MSTC serves high school students from the school districts of Big Rapids, Chippewa Hills, Crossroads Charter Academy, Ewart, Morley Stanwood and Reed City.

Like each local high school served the Math/Science/Technology Center has established policies necessary for a sound educational program. The most important feature of the Center is the student body, and these policies and guidelines for conduct have been designed for the benefit of all students.

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Math/Science/Technology Center Accelerated High School Program Staff

Administration and Support Staff

Director (MOCC/MSTC) Dr. Jennifer Harrison
 Principal (MOCC/MSTC) Steve Locke
 Student Services (MOCC/MSTC) Holly Kage
 Record Services (MOCC/MSTC) Jodie Nunn
 Career Services Coordinator (MOCC/MSTC) Dennis Dull
 Student Services Coordinator (MOCC/MSTC) Wendy Iltis
 Career Development Facilitator/ISD Liasion Jill Ray

Instructors

Math & Science Instructor Laura Forbes

Daily Schedule

8:00 am – 8:30 am	Instructional Planning
8:30 am – 8:35 am	Student Greeting
8:35 am – 10:40 am	AM Session
10:40 am – 11:50 am	Teacher Planning and/or Professional Development
11:50 am – 12:30 pm	Lunch
12:30 pm – 12:40 pm	Student Greeting
12:40 pm – 2:50 pm	PM Session
2:55 pm – 3:45 pm	Instructional Planning

2011– 2012 School Year

September 6, 2011	First Day for Students
October 7, 2011	Midterm Progress Reports
November 14, 2011	Professional Development – No School
November 15, 2011	Safety Day – No School
November 22, 2011	End of First Trimester
November 23-25, 2011	Thanksgiving Break – No School
December 21, 2011 – January 4, 2012	Christmas Break – No School
January 20, 2012	Midterm Progress Reports
February 17-20, 2012	President's Day Weekend – No School
March 02, 2012	End of Second Trimester
April 2-6, 2012	Spring Break – No School
May 28, 2012	Memorial Day – No School
June 8, 2012	Last Day for Students

**MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT
2011-2012**

Revised 5/10

No School (Students or Staff)	Professional Development Day (No Students)
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JULY 2011

1	2					
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2012

Holiday Break	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
(19 Student / 19 Staff Days)	29	30	31				

AUGUST 2011

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(3 Staff Days)
Staff PD Days

FEBRUARY 2012

1	2	3	4				
5	6	7	8	9	10	11	
Presidents' Weekend	12	13	14	15	16	17	18
(19 Student / 19 Staff Days)	19	20	21	22	23	24	25
	26	27	28	29			

SEPTEMBER 2011

1	2	3	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30								

Labor Day Weekend
First Day for Students
(19 Student / 20 Staff Days) (20 Student / 20 Staff Days)

MARCH 2012

1	2	3				
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2nd TRIMESTER ENDS

OCTOBER 2011

1	2	3	4	5	6	7	8						
9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31					

(21 Student / 21 Staff Days) (16 Student / 16 Staff Days)

APRIL 2012

Spring Break	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

NOVEMBER 2011

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Safety Day
Staff PD Day
(14 Student / 15 Staff Days)
1st TRIMESTER ENDS
Thanksgiving
(3 Student / 3 Staff Days)

MAY 2012

1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Memorial Day
(22 Student / 22 Staff Days)

DECEMBER 2011

1	2	3	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31							

Holiday Break
(14 Student / 14 Staff Days) (6 Student / 7 Staff Days)

JUNE 2012

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30		

Last Day for Students
Last Day for Staff

First Trimester 54 Student Days / 59 Staff Days

Second Trimester 57 Student Days / 57 Staff Days

Third Trimester 64 Student Days / 65 Staff Days

2011-2012 Student Days=175 Staff Days=181

Inclement Weather Days will be made-up according to Dept. of Ed.

Enrollment

Enrollment in the four-year Math/Science/Technology Center program is dependent upon the admission and selection process established by the Advisory Planning Board and conducted in the spring of each year. The Math/Science/Technology Center curriculum is designed as an accelerated, thematic, integrated course of study over four years of high school. The MSTC courses fulfill the Michigan Merit Curriculum graduation requirements for mathematics, science, and the online experience. The MSTC also provides enrollment in courses on the Ferris State University campus during the junior and senior year which provide extended coursework and opportunities beyond State requirements.

Evaluation-Grades

Grades will be determined by the following combination of factors: homework, tests, oral presentations, labs/reports, classroom discussions and observations during field trips and guest lectures. Math/Science/Technology Center students enrolled at FSU will receive a letter grade for their home high school. Students opting for college credit only may not have a high school grade reported on their home high school report card. All grades will appear on MSTC report cards.

Honor Cords

MSTC seniors are honored for academic achievements with honor cords. The cords are recognized by all local high schools as part of the home school commencement dress. Honor cords are awarded to seniors who maintain a 3.5 grade point average for their entire MSTC experience. Honor cords will be awarded at local high school senior awards programs.

Course Credits

The MSTC does not award high school credit. Grades are sent to the local high schools with recommendations for various course credits. Grades and courses are recorded on the student transcript and actual credit will be awarded by the local school districts.

MSTC Retention Policy

As an accelerated program, the MSTC requires that a student achieve at least a grade of C- in each class for each trimester/semester. If a grade of D+, D, or D- is earned, the student will be placed on academic probation for the following trimester/semester. A meeting will be called with the student, parent(s), a local high school counselor and MSTC staff to create an improvement plan (daily monitoring, tutoring, etc.) to assist the student in achieving future success. Failure to raise all grades to a C- or better the next trimester/semester will result in dismissal from the program. Earning a failing grade (below a D-) will result in immediate dismissal.

In the case of extraneous circumstances, a student may request an appeal within 10 days of dismissal notice. This appeal will be reviewed by a committee consisting of the MSTC administration, a MSTC staff member, the local high school principal and a local high school counselor.

Students entering the program as 9th graders who received an ACT Plan Math score that falls below the designated cut score will be notified and will begin the program on academic probation. An initial meeting with the student that may include; parent(s), School Counselor, MSTC instructors and MSTC administration, will be held to outline an action plan to insure a successful experience with the program.

Attendance

When a student is absent, regardless of the reason, the net result is loss of valuable instructional time and hands-on experience. Regular attendance and punctuality is necessary for success. Classes will start promptly and students are expected to be ready to participate at that time. Persistent tardiness will result in parent notification. Students will be granted two days to make up work for each day of school missed for valid reasons. Students enrolled in Ferris State University classes are expected to attend all classes and labs. FSU instructors and professors may establish additional attendance policies pertaining to their courses.

Parents are asked to verify all absences by calling the center (231-591-5295) to leave voice mail regarding student absences before 9:00 A.M. on the day of the absence or as soon as possible. This information may also be emailed. For juniors and seniors email: @moisd.org . Freshman and sophomores email @moisd.org.

Dress-Grooming

Generally, the local high school policy will serve as a guide to dress and grooming. In some cases, students will be participating in fieldwork, which may soil or soak normal school clothing. Students may wish to bring a change of clothes for fieldwork.

Clothing which features alcohol, drugs, or tobacco is not allowed. Students wearing physically revealing or suggestive clothing may be asked to leave until their attire is appropriate.

Use and Care of Building

The Mecosta-Osceola Math/Science/Technology Center has been designed and planned for use by students. It is the responsibility of each student to assist in keeping the facility neat, clean and orderly.

Students will be expected to perform daily cleanup in their work area, much the same as employers would require in business and industry.

Safety

Safety glasses are a requirement when doing labs. Lab coats, gloves, and other safety equipment will be provided as needed. Students will be instructed and tested on the safe operation of all equipment and procedures and this equipment will only be used in a supervised setting. Students should notify their instructor and seek assistance in the event of an injury. All injuries should be reported, regardless of how minor they may seem at the time.

Student Driving

The Math/Science/Technology Center does not encourage students to drive personal cars to the MSTC. Buses provided by local districts are the best and safest method of transportation to the Center.

Students are to park off-campus at Ferris State University unless they have a FSU parking permit. These permits allow a student to park in designated lots a great distance from the Center. In most cases students will find parking on side streets the best choice.

The Math/Science/Technology Center will not reimburse any student for transportation costs or assume liability for driving students or their passengers.

Change of School District, Address and Telephone Number

Students are asked to notify the Math/Science/Technology Center of any change in school district, home address or phone number.

Telephone Facilities

Only incoming phone calls of an emergency nature will be relayed to students during the class time. The office and classroom phones are to be used only by the Center's staff for business purposes. Cell phones will be turned off during class unless previous instructor permission is granted for unusual circumstances.

Student Records

The Math/Science/Technology Center will make public only student directory information, which is limited to name, address, age, and telephone listing. No other student records will be released by the MSTC to anyone, including prospective employers, without the written consent of the student, and parent of students under the age of 18.

Textbooks-Equipment-Lockers

Textbooks

All necessary textbooks will be supplied to students. Students will be charged for textbooks damaged beyond normal usage or lost. Borrowed reference materials will be treated as textbooks.

Equipment

Equipment, tools, computers and calculators will be available for student use at the Center. The student will be responsible for the safety and careful handling of all equipment, including replacement of lost, stolen or broken items.

Lockers

Lockers are provided for clothing and supply storage. Care and cleanliness of the lockers will be the student's responsibility. All lockers are the property of the Mecosta-Osceola Math/Science/Technology Center, which retains ownership and possessory control, and may be used only in conjunction with Math/Science/Technology Center and MSTC programs, and are subject to periodic inspection. MSTC lockers cannot be locked.

Visitors

Many visitors tour the MSTC because of the unique nature of the program and facility. When students encounter visitors they should be friendly, courteous and willing to give accurate information about their MSTC program. Students may not bring friends or relatives to their class without prior approval.

Insurance

The Math/Science/Technology Center does not provide medical or hospitalization insurance coverage for students. Students and parents must assume the responsibility to provide for any medical treatment that may result from accidental injury at the Math/Science/Technology Center.

Lockdown/Emergency Management Situations

MSTC administration collaborates with local public safety agencies in providing training to staff and evaluating drill procedures to maximize student safety in the case of an emergency.

Fire Drill

Each year public school facilities are required by law to conduct fire drills. Students will be instructed on how to leave his/her lab when a fire drill occurs. Drill procedures are:

1. Each lab will have a sign indicating the fire exit.
2. Students should shut off all equipment, move quickly through the fire exits, outside the building, and stay in a group.
3. The instructor will turn off the main electrical switches and close the exit door.
4. The instructor will count and verify, using his/her roster the students in the group.
5. Students will be notified by an instructor when it is safe to return to the building.

Severe Weather

The number of potential tornado conditions may be so numerous during the tornado season that it is not operationally or educationally practical to dismiss school each time one is announced. Each instructor will familiarize his/her students with the following terms and procedures:

Tornado watch is the term used in areas when tornadoes possibly may occur during the next several hours. Students will not be sent home.

Tornado warning means that a tornado has been sighted in the area. There is a strong possibility that a tornado may occur. Immediately take safety precautions. Students will not be sent home.

If a "tornado warning" is given, students will immediately be sent to the designated shelter areas within the school building and await further instructions.

If a "warning" comes at the regular dismissal time students will remain at the Center and in designed shelter areas until an all clear is given. No student will be sent home or allowed to leave unless the local school or parent requests it by notifying the administration. Parents may pick up their students at any time.

Severe Weather Warning Procedure

1. All students are to move quickly and quietly to their designated shelter areas.
2. Before leaving the laboratory, instructors will see that all open flames are extinguished and all electricity is turned off.
3. Instructors and students are to remain together as a class in the shelter area.
4. Attendance will be taken in the shelter area.
5. Students are to maintain silence so that new conditions and orders can be given as they are received.
6. It is the responsibility of both the instructor and students to maintain a quiet orderly atmosphere in the shelter area and, above all, to remain calm.

If orders are given, all persons in the shelter are to place their back to the west, place knees up, head between their knees and arms over the back of the head.

Student Conduct

While in attendance at the Math/Science/Technology Center or any related activities, students are expected to conduct themselves in a professional manner. As guests on the campus of FSU, mature and responsible behavior is expected. For example: Public displays of affection are not permitted and respectful behavior is expected in hallways, stairways, elevators and classrooms. In situations where a student refuses to abide by the rules and regulations of the MSTC, that student may be excluded from participation in MSTC programs, including those on the Ferris State campus. (These rules apply on field trips as well.)

The Math/Science/Technology Center has established the following categories of misconduct as examples of those which may result in disciplinary action up to and including exclusion from MSTC program. These categories are general in nature and are not all-inclusive. In all instances, MSTC administration reserves the right to amend or apply discretionary judgment and practice when appropriate

1. **Weapons:** In October 1994, The Federal Government enacted the Gun-Free School Act. School districts must expel, for at least one year, any student who brings a weapon to school. Effective January 1, 1995, the Michigan Legislature enacted a similar law. School districts must expel any student who has a dangerous weapon in a weapon free school zone or who commits arson or rape in a school building or on school grounds. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, or explosive devices meant to do bodily harm. Pocket knives (regardless of blade length) are prohibited in all programs. All knives will be confiscated by MSTC staff and the student will be referred to the principal's office.
1st Offense – Permanent removal from program
2. **Fighting/Assault:** Threat of, or physical violence to an individual person; the act of quarreling involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship.
1st Offense – 1 to 3 day suspension
2nd Offense – Additional suspensions and discipline which could include permanent removal from program
3. **Insubordination:** The failure to respond to or carry out a reasonable request by a staff member.
1st Offense – Written warning
2nd Offense – 1 to 3 day suspension
3rd Offense – Additional suspensions and discipline which could include permanent removal from program
4. **Inappropriate Language:** To include gestures and possession of pornographic materials as well as vulgar acts by pupils in verbal or written forms (eg. pictures, gestures, or caricatures) on school property. *(NOTE: A one to three day suspension will be automatic if inappropriate language is directed at a student, MOISD staff member or visitor.)*
1st Offense – Verbal warning/written warning
2nd Offense – 1 to 3 day suspension
3rd Offense – Additional suspensions and discipline which could include permanent removal from program

5. **Tobacco:** The use, possession/exhibition of tobacco products or “look- alike” products is not permitted in the building or on school grounds or at school functions. Reasonable suspicion will be enforced. Public Act 140 of 1993 has amended the Public Health Code of Michigan to make any use of tobacco products in public school buildings a criminal offense. This Act also restricts the use of tobacco on school property outside of buildings, and prohibits all such tobacco use during school days until 6:00 p.m.
 - 1st Offense – 1 to 3 day suspension**
 - 2nd Offense – Additional suspensions and discipline which could include permanent removal from program**

6. **Stealing:** Dishonestly acquiring the property of the school or personal property. Note: Restitution by payment.
 - 1st Offense – 1 to 3 day suspension**
 - 2nd Offense – Additional suspensions and discipline which could include permanent removal from program**

7. **Vandalism:** Willful destruction of school or personal property to include defacing school property. Note: Restitution by payment.
 - 1st Offense – 1 to 3 day suspension**
 - 2nd Offense – Additional suspensions and discipline which could include permanent removal from program**

8. **Alcohol and Drugs:** Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school: however, violation of this policy could result in permanent removal from school. Reasonable suspicion by a staff member will be enforced.
 - 1st Offense – 10 day suspension**
 - 2nd Offense – Permanent removal from program**

9. **Explosives:** Possession, use, or transfer of explosives.
 - 1st Offense – Permanent removal from program**

10. **Inappropriate display of affection:** A lack of modesty or tact. Public display of affection including but not limited to kissing, hugging, touching, handholding, etc.
 - 1st Offense – Verbal/written warning**
 - 2nd Offense – Verbal/written warning**
 - 3rd Offense – Additional suspensions and discipline which could include permanent removal from program**

11. **Failure to sign/check in or out of school (AWOL):** Sign out procedure can be viewed on page nine of this handbook.
 - 1st Offense – Verbal/written warning**
 - 2nd Offense – 1 day suspension**
 - 3rd Offense – Additional suspensions and discipline which could include permanent removal from program**

12. **Forgery/Cheating/Academic Dishonesty:** Fraudulently using (in writing) the name of another person, or falsifying times, dates, addresses, grades or other data used by the school and/or cheating on tests, quizzes, exams, projects or other assignments and/or plagiarism. Any forgery/cheating will result in a loss of credit along with a warning, suspension or removal from program.
- 1st Offense – Written warning and loss of credit**
 - 2nd Offense – 1 to 3 day suspension**
 - 3rd Offense – Additional suspensions and discipline which could include permanent removal from program**
13. **Cell Phones/Personal Electronic Communication Devices:** Cell phones, pocket pagers (beepers), or any other electronic communication devices (two-way radios, walkie-talkies, etc.) are not to be used in school. Using cell phones in school will result in confiscation and disciplinary action. The school is not responsible for lost, stolen, or damaged cell phones. Any devices that cause a disruption in school may be confiscated by an MOISD employee.
- 1st Offense – Verbal/written warning**
 - 2nd Offense – Confiscation of phone**
 - 3rd Offense – Refer to Insubordination**

Bullying and Hazing Policy Statements

Bullying is a form of harassment and as such, will not be tolerated. Bullying includes the intimidation of others through real or threatened physical, verbal written, electronically transmitted, or emotional abuse, or through attacks on the property of others. It may include, but is not limited to, actions such as verbal taunts, name-calling, put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable at the MSTC. Students who bully may be disciplined up to an including suspension or expulsion.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation or rights or that create physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the school and whose membership is totally or predominately other students from the school. Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the school, will be subject to one or more of the following disciplinary actions:

1. Removal from participation in extra-curricular activities
2. Conference with parent(s)/guardian(s)
3. Suspension for up to ten (10) days
4. Long term suspension or removal from the program and a referral to the appropriate law enforcement agency

Portable Media Devices

Students are not allowed to use portable MP3 players, and any other personal media device during class time unless it is an approved part of the curriculum and instruction.

Sexual Harassment

The Math/Science/Technology Center will maintain an environment for all students that is free from sexual insult, intimidation or harassment. Any incident of sexual insult, intimidation or harassment should promptly be reported by the student to the director or teacher-coordinator. A complaint/grievance form to assist in this reporting will be made available.

Sexual harassment can include unwelcome sexual advances, a request for sexual favors and/or other verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Any student who engages in sexual harassment of another shall be disciplined and counseled to refrain from such conduct. Sexual harassment is a violation of the MSTC student conduct rules and may result in disciplinary action up to and including expulsion from school.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Mecosta-Osceola Intermediate School District.

These rights include:

1. The right to examine the student's records. Requests for inspections shall follow these procedures:
 - a. Written request to the Director
 - b. Requests will be handled by the Director no later than 45 days from the date of signed requests.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Mecosta-Osceola Intermediate School District is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information, or,
 - c. under certain circumstances, as permitted by FERPA
4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Mecosta-Osceola Intermediate School District office.
5. The right to protest to:
The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605

Notice Of Public Non-Discriminatory Policy Title IX Specifics for Compliance

1. No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extra-curricular, research, occupational training or any other educational program or activity at the Math/Science/Technology Center.
2. The Math/Science/Technology Center receives federal funds and complies with the employment provision of Title IX Regulations; which include but are not limited to recruitment, pre-employment inquiries, employment procedures, assignments, salaries, fringe benefits, and "any other term, condition or privilege of employment."
3. Equal Opportunity for members of both sexes will be provided in all activities operated or sponsored by the Math/Science/Technology Center.
4. No person shall, on the basis of sex, be denied admission or be subject to discrimination in admission at the Math/Science/Technology Center, subject to the admissions provisions of Title IX.

Notice of Non Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

American Disabilities Act

The American Disabilities Act (ADA) became effective January 1, 1995. This Act provides for equal access and services to persons that have a handicap or disability.

Medicine-Prescription Drug Policy

The MSTC Staff will not provide medication to students regardless of type. Any prescription drugs which are required must be submitted to the sending school's main office in compliance with the district's policies. If circumstances dictate that a student take prescriptive medications while at the MSTC, a parent may request that medication be stored and administered by a designated staff member. A copy of the Board of Education Policy No 71-20 covering the Administration of Medication to Students is available for review at any MOISD office.

Drug-Free Schools and Communities Act Policy

The Math/Science/Technology Center believes the use and possession of alcohol, tobacco and illicit drugs is wrong and harmful to students. Therefore the MSTC prohibits the possession, use or distribution of illicit drugs, tobacco and alcohol by students on school premises or as any part of any school-related activity. Any student violating this act will be subject to the conditions of local, State and Federal laws, as well as the MSTC suspension and expulsion policies. Public Act 140 of 1993 has amended the Public Health Code of Michigan to make use of tobacco products in public school buildings a criminal offense. This Act also restricts the use of tobacco on school property outside of buildings and prohibits all such tobacco use during school days until 6:00 p.m.

Annual Notification of Rights

Parents and/or eligible students have the right, under the Family Educational Rights and Privacy Act (FERPA) to: inspect student records, to request amendment of records, to prevent disclosures, to complain, to obtain policy, and to object to the release of directory information.

Directory information, limited to student name, address, grade level, and telephone number, will be released upon request to schools, colleges, etc., unless a written request to withhold such information is received by the MSTC Director.

Pesticide Control Act

Ferris State University, including the MSTC, may contract for the professional application of pesticides as needed for control of insects. This pesticide application will always occur after the end of the regular school day and never less than four hours before students are expected to return to the building.

MSTC students and their parents/guardians have the right to be informed prior to any application of a pesticide inside the building. Anyone may contact the Math/Science/Technology Center office to request advance notification of pesticide application, the date of the application and the approximate locations within the building to be treated.

Acknowledgement of Receipts of Student Handbook

An acknowledgement form may be found at the end of this handbook. This form is to be signed and returned by the student to verify that each MSTC student has received a copy of the handbook. Students are urged to study the handbook and share it with their parent/guardians.

Emergency Form, Inter-District Field Trip Permission Slip and Photograph Release Form

A combined emergency form, field trip permission slip for field trips within the MOISD, and a generic photograph statement may be found at the end of this handbook. A form must be returned for each student. Field trips outside the MOISD will require additional permission.

Internet Acceptable Use Policy

Policy No: 8170

1. The goal of participation in the Internet is to assist in the collaboration and exchange of information between and among individuals and between the schools within the Mecosta-Osceola Intermediate School District (MOISD) and other schools and institutions beyond the MOISD. The MOISD will provide students, faculty and staff accounts for Internet access, email and file storage. In some instances, web authoring accounts will be made available. Use of these accounts by persons not affiliated with the MOISD is prohibited.
2. The intent of this policy is to comply with the Children's Internet Protection Act, CIPA, acceptable use policies of any other networks utilized and to insure the MOISD network is used as tax payers would approve.
3. The MOISD network is defined as access to the Internet, email, file storage, printing/copying resources and telephone system.
4. The use of the MOISD network is a privilege, which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to: the placing of unlawful information on the system, harassment of others, use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private messages. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
5. Use of the system for personal profit or politics, criminal activity, slander, libel, defamation and/or mendacity is strictly prohibited. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
6. The use of the MOISD network is a privilege which may be revoked by the administrators of the system at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the Mecosta-Osceola Intermediate School District, its students, faculty and staff or any institution with which the MOISD is affiliated. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
7. The MOISD does **NOT** warrant that the functions of this system will meet any specific requirements a user may have; nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use the system.
8. **The MOISD Internet, email, network storage and phone systems should not be considered private.** Administrators of the system actively monitor each user's activity. Email communications and web browsing history may be requested by the public under the Freedom of Information Act, FOIA. Administrators of the system will cooperate with law enforcement agencies upon request.
9. All uses of the MOISD network must be in support of education and consistent with the purposes of the Mecosta-Osceola Intermediate School District.

10. Use of the MOISD network for non-educational game playing, Internet radio or instant messaging is forbidden.
11. Use of email systems other than that which the MOISD provides, (i.e. hotmail, yahoo mail, lycos mail, etc) is not allowed on the MOISD network.
12. MOISD network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited.
13. Any violations of the use of the MOISD network should be reported to the teacher/supervisor in charge.
14. Students must receive teacher's approval before personal storage media is used with the MOISD network computers.
15. Personal information (e.g., personal addresses and phone numbers, charge card account numbers, etc.) should not be shared over the Internet.
16. Students may not be identified in the caption of any photo included in a web page or document.
17. Under no circumstances is an employee or student of the MOISD authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the MOISD network.
18. Use of the MOISD network to access or process inappropriate (e.g., obscene or pornographic materials) materials or to download files dangerous to the integrity of the network, (viruses, ad-ware, spy-ware, etc.) is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited.
19. MOISD network users may download materials for educational use only. Copyrighted materials must be used in accordance with district policy and all copyright laws.
20. Vandalism will result in cancellation of MOISD network privileges. Vandalism is defined as any attempt to harm or destroy district equipment or materials, those of another user or of the district system or the Internet system.
21. Use of any other organization's network or computing resources must comply with the rules appropriate for that network as well as the MOISD network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
22. The use of the MOISD network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a faculty member pertaining to the proper use of the network.) The MOISD administration will be the sole arbiter of what constitutes inappropriate behavior and will decide suitable disciplinary action. The administration, faculty, and staff of MOISD may request the system administrator to deny, revoke, or suspend specific user accounts.

23. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal your personal address or phone numbers of students or colleagues
- e) Do not use the MOISD network in such a way that you would disrupt the use of the network by other users.
- f) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- g) All communications and information accessible via the MOISD network should **not** be assumed to be private property.

24. Security on any computer system is a high priority, especially when the system involves many users. If any user feels he/she can identify a security problem on the MOISD network, he/she must notify a system administrator or teacher. Do not demonstrate the problem to other users.

25. Attempts to log on to the MOISD network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all resources.



Mecosta-Osceola Intermediate School District

Math/Science/Technology Center

15760 190th Avenue, Big Rapids, Michigan 49307

MSTC Office/Director Phone: 231-592-9622 (Fax: 231-592-9621)

MSTC Classroom: 231-591-5295 (Fax: 231-591-5296)

Service Coordinator Cell: 231-598-0457



MSTC EMERGENCY INFORMATION

Updated: September 2011

Please supply the information requested below. This form will be used to update our files and to contact parent/guardians in the event of an emergency. This information will be shared with Ferris State University. Please return this form ASAP.

Student Name: _____

Student Email: _____ Birth date: _____ Gender: M ___ F ___

Address: _____

City: _____ ZIP: _____ Home Phone: _____

Local High School: _____

List each parent/guardian separately and check if each parent/guardian is in the same household as the student.

Guardian 1 Name: _____

Address (if different from student) _____

Work Place: _____ Work/Cell Phone: _____

Email Address (if available): _____

Household 1 (Same household as student) Household 2 (Different household from student)

Guardian 2 Name: _____

Address (if different from student) _____

Work Place: _____ Work/Cell Phone: _____

Email Address (if available): _____

Household 1 (Same household as student) Household 2 (Different household from student)

OVER PLEASE⇒⇒⇒

EMERGENCY INFORMATION

In case of emergency, please list person(s) and numbers to call **IN ORDER OF PREFERENCE**.

1. Full Name: _____ Relationship: _____

Phone(s): _____

2. Full Name: _____ Relationship: _____

Phone(s): _____

3. Full Name: _____ Relationship: _____

Phone(s): _____

Please notify the above person(s) that you have used their names on this form

PHOTOGRAPHS

Photographs are frequently taken of our students and at times they are used for newspaper articles about our programs and/or posted on our website. If you **DO NOT** wish to have your child's picture used in this manner, please give written notification to our office.

BLANKET FIELD TRIP PERMISSION SLIP

I give permission for my child _____ to participate in local field trips, which may occur during the regularly scheduled morning or afternoon session at the MSTC. These may include MSTC provided transportation or walking field trips. (Specific field trip permission slips will be issued for all-day or overnight field trips.)

Parent or Guardian Signature and date

Acknowledgment of Receipt of Student Handbook

I acknowledge that I have received a personal copy of the 2011-12 Math/Science/Technology Center Student Handbook. I will become familiar with this handbook and understand that I am expected to follow the rules and procedures contained within the Handbook including the Internet Acceptable Use Policy.

Student Signature and date