

# Mecosta-Osceola Career 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"

MOCC Mission: "Helping Schools Help Students by  
Preparing Today's Students for Tomorrow's Careers"

# **WELCOME STUDENTS!**

**Welcome to the Mecosta-Osceola Career Center. We are proud of the many educational opportunities we have provided over the years for thousands of students. By making the choice to enroll at the Career Center (MOCC), you have elected to attend one of the top career and technical centers in Michigan. We look forward to meeting all first year students and once again seeing the familiar faces of our second year students.**

**We are confident you will have a positive experience studying the career of your choice at MOCC. 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 MOCC. It truly is a great place to learn.**

**While enrolled at MOCC 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 MOCC school community.**

**At MOCC our goal is simple, *"Prepare Today's Students for Tomorrow's Careers"*. 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 MOCC.**

**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 Mecosta-Osceola Career Center.

*The mission of the Career Center is Helping Schools Help Students by Preparing Today's Students for Tomorrow's Careers.*

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

Like each local high school, the Career Center has established policies that are necessary for a sound educational program. The most important feature of the Career Center is the student body, and the policies and guidelines for conduct in this handbook were designed for the benefit of all students.

## CONTENTS

<b>Americans with Disabilities Act</b>	<b>20</b>
<b>Attendance</b>	<b>9</b>
<b>Bullying</b>	<b>14</b>
<b>Calendar</b>	<b>5</b>
<b>Change of Address &amp; Telephone</b>	<b>16</b>
<b>Computer Use Policy</b>	<b>20</b>
<b>Credit/Certificate</b>	<b>7</b>
<b>Daily Schedule</b>	<b>4</b>
<b>Discrimination Complaint Form</b>	<b>24</b>
<b>Dress/Grooming</b>	<b>10</b>
<b>Drug Free Schools &amp; Communities Act</b>	<b>21</b>
<b>Enrollment</b>	<b>6</b>
<b>Enrollment Form</b>	<b>33</b>
<b>FERPA - Family Educational Rights and Privacy Act</b>	<b>26</b>
<b>Fire Drills</b>	<b>18</b>
<b>Grades/Evaluation</b>	<b>6</b>
<b>Honor Cords</b>	<b>7</b>
<b>Insurance Coverage</b>	<b>19</b>
<b>Internet Acceptable Use Policy</b>	<b>27</b>
<b>Introduction</b>	<b>1</b>
<b>Lockdown/Emergency Management Situation</b>	<b>19</b>
<b>Medicine/Prescription Drug Policy</b>	<b>20</b>
<b>MOCC Staff Directory</b>	<b>3</b>
<b>Non-Discrimination Grievance</b>	<b>23</b>
<b>Notice of Non-Discrimination</b>	<b>22</b>
<b>Outstanding Student Award</b>	<b>7</b>
<b>Parking Permit</b>	<b>31</b>
<b>Pesticide Control Act</b>	<b>20</b>
<b>Safety</b>	<b>16</b>
<b>Scholarships</b>	<b>8</b>
<b>Search &amp; Seizures</b>	<b>15</b>
<b>Severe Weather</b>	<b>18</b>
<b>Sexual Harassment</b>	<b>25</b>
<b>Sign Out Procedure</b>	<b>9</b>
<b>Student Conduct</b>	<b>11</b>
<b>Student Driving</b>	<b>17</b>
<b>Student Organizations</b>	<b>8</b>
<b>Suspension Procedures</b>	<b>14</b>
<b>Telephone Facilities</b>	<b>17</b>
<b>Textbooks, Toolkits, Supplies, Lockers &amp; Carry in Articles</b>	<b>15</b>
<b>Use &amp; Care of Building</b>	<b>16</b>
<b>Visitors</b>	<b>17</b>

## CAREER CENTER STAFF

### Administration and Support Staff

Director (MOCC/MSTC)  
Principal (MOCC/MSTC)  
Record Services (MOCC/MSTC)  
Student Services (MOCC/MSTC)  
Career Services Coordinator  
Student Services Coordinator  
Career Development Facilitator/ISD Liaison  
Math Consultant  
Culinary Arts Assistant

Dr. Jennifer Harrison  
Steve Locke  
Jodie Nunn  
Holly Kage  
Dennis Dull  
Wendy Iltis  
Jill Ray  
Kevin Mills  
Carolyn Cook

### Instructors

Automotive Technology  
Building Trades  
CAD/Drafting  
Cosmetology  
Culinary Arts  
Diesel Technology  
Digital Video Production  
Graphic Communications  
Heating and Ventilation (HVACR)  
Innovative Engineering  
Nursing Services  
Public Safety  
Teacher Education  
Therapeutic Services  
Welding

Ken Barnard  
John Simaz  
Dan Estes  
Linda Ward  
Jennifer Upham  
Jeff Courtney  
Dan Estes  
Chris Jensen  
Robert Persons  
Doug Ward  
Shannon Behling  
Jeff Hawke  
Nicki Johnston  
Amy Wirick  
Kelly Cushway

### Paraeducators

Automotive Technology  
Building Trades  
Cosmetology  
Culinary Arts  
Diesel Technology  
Graphic Communications  
Innovative Engineering  
Nursing Services  
Public Safety  
Teacher Education  
Therapeutic Services  
Welding and Fabrication

David Bordano  
Blake Elliott  
Carri Aldrich  
Laura May  
Ron Tuuri  
Jim Rogers  
  
Barb Szymanski  
Jim Chapman  
Christina Jacobs  
Beth Grothe  
Mike Schmidt

### MOCC DAILY SCHEDULE

8:00 am – 8:20 am	Instructional Planning
8:20 am – 8:30 am	Student Greeting
8:30 am – 10:45 am	AM Session
10:45 am – 11:45 am	Professional Development
11:45 am – 12:30 pm	Lunch
12:30 pm – 12:40 pm	Student Greeting
12:40 pm – 2:55 pm	PM Session
2:55 pm – 3:45 pm	Instructional Planning

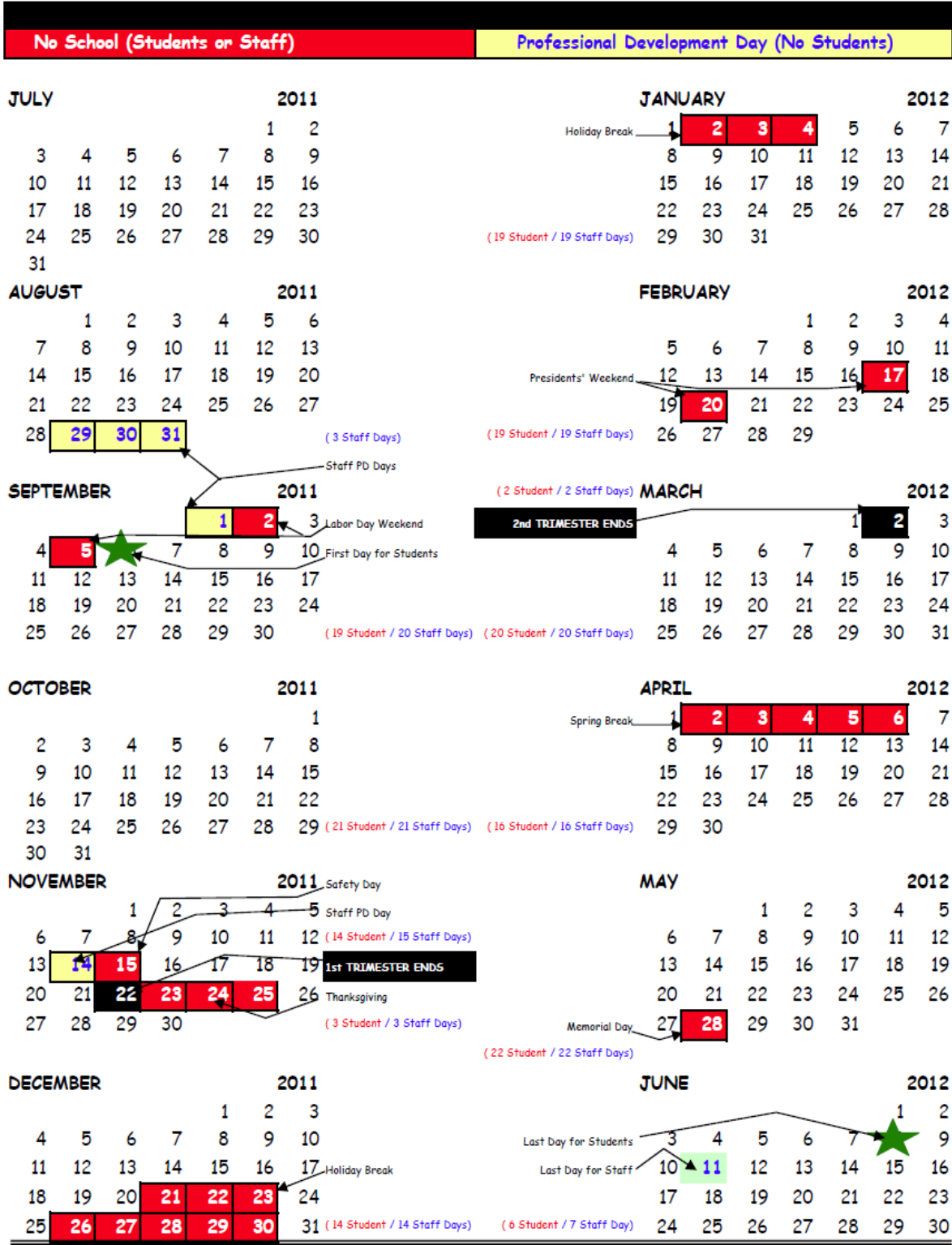
### 2011– 2012 SCHOOL YEAR

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**

Revised 5/10

**2011-2012**



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 at MOCC is offered to eligible 11<sup>th</sup> or 12<sup>th</sup> grade (credit status) students that live within the Mecosta-Osceola Intermediate School District lines and are enrolled in a Local District. Home-Schooled students are required to enroll through their local school district or through the School of Choice option. In addition to enrollment at a local school district, potential students are required to comply with the CTE guidelines as approved by the State. Prospective students must be able to make significant progress in the CTE curriculum and be eligible for completer status. Completer status requires students to demonstrate proficiency in all 12 program-specific course segments as well as successfully complete an end-of-year assessment. Potential students should also be progressing toward earning a Michigan Merit Diploma or certificate of completion.

The period for open enrollment closes on April 15<sup>th</sup> in order to meet the needs of the LEA's, students and State CTE Guidelines. Any student addition after that date will be placed on a waiting list and enrolled according to course availability. A two week Drop/Add/Change period will be in place for the first two weeks of the academic year. After this period students will be discouraged to Add or Change programs. Any Add or Change will not be allowed after the second trimester. Adds or Changes require support from the receiving instructor, sending instructor (for Changes) home school counselor and Career Center office staff.

Students Services staff will be available to assist students in determining placements based on individuals' interests, aptitudes and EDP's.

Select programs at the Mecosta-Osceola Career Center are designed for two years of instruction. Some programs may combine a one year lab participation with a co-op placement providing the cap-stone experience. Students who intend to enroll for the second year of a Career Center program should be sure to notify their home school counselor at the end of the second trimester of their first year in the program.

Criminal background checks are required in certain programs due to the nature of the program as well as the opportunities afforded by Work-Based Learning.

All adult students interested in the Cosmetology will be required to undergo a background check. Admission is at the discretion of the MOCC Administration.

## **GRADES/EVALUATION**

The MOCC integrates academics into every one of its programs. Senior level students all qualify for a technical math credit awarded by each local school district. This credit is earned demonstrating proficiency in the course where the math skills and concepts are embedded. Students in select programs may also qualify for a technical science credit, 20 –hour online learning experience, or Algebra II credit. The local school districts will work with the students and the staff of the MOCC to determine the proper plan for each student. In addition to the career and technical education certificate, the Career Center will issue a grade with a progress report at the end of each trimester period. Two midterm progress reports will be sent home during the year. The first will be sent midway through the first trimester with the second being sent midway through the second trimester. A report card will be issued at the end of each trimester with a letter

grade, hours accumulated in class, days absent, assessment of student performance and the instructor's written explanation of any deficiency. In most cases, the assessment of student performance will be in terms of tasks accomplished in the vocational laboratory. Work ethics will make up at least one third of the letter grade or 30% of total grade.

The employability grade is the evaluation of the student's daily work ethic. Areas considered in determining the employability grade are:

- a. Dependability
- b. Attitude
- c. Initiative

The student progress report may also be issued at any time in addition to the regular reporting dates. These additional reports will serve as notification of outstanding performance, as well as deficiencies. A student progress report will be issued in cases of excessive absenteeism and may come from the Career Center principal/designee in addition to the laboratory instructor.

### **CREDIT/CERTIFICATE**

At the completion of a career and technical education program, each student will receive a certificate from the Mecosta-Osceola Career Center. This certificate will list the occupational competencies that the student has attained. In addition, the instructor will certify these competencies, as well as the attendance record, and will make any appropriate employment recommendations.

The Career Center does not award high school credit. Credit will be awarded by the local school districts. All schools within the Mecosta-Osceola Intermediate School District have agreed to award students one credit per trimester for successful participation in a Career Center program.

### **OUTSTANDING STUDENT AWARD**

At the end of each trimester an outstanding student may be selected from each class. This honor is based upon work ethics, which includes dependability, initiative and attitude. Outstanding students are awarded a portfolio certificate and gift.

### **HONOR CORDS**

Mecosta-Osceola Career Center students are honored for academic achievements in their program areas with honor cords. The cords are recognized by all sending high schools as part of the home school commencement dress. Students receiving honor cords must have maintained a 3.50 g.p.a. or higher in a two year program or 3.8 g.p.a. or higher in a one year program and have instructor recommendation in their respective programs during their one or two years they have been enrolled at the Career Center. Honor cord recipients are invited to attend a Career Center awards celebration in the spring of the school year, as well as, being acknowledged at their home school graduation or awards ceremony. Career Center staff believes students should be acknowledged for outstanding excellence and welcome the opportunity to recognize those who meet the honor cord criteria.

### **ROBERT D. MILLER AND MOCC SCHOLARSHIPS**

The Robert D. Miller scholarship is an award based on Career Center grades, attendance, school/community service, extra curricular activities, leadership, employment, work ethics, and a short self-inventory. Graduating seniors that have completed at least one year at the Career Center and are going to pursue post-secondary training/education are encouraged to apply. Applications are available through the Career Center's Student Services office and are due back to that office by March 1. Additionally, two students will be picked to receive a \$250.00 scholarship from the remaining applications after the Miller Scholarship recipient has been chosen.

### **STUDENT ORGANIZATIONS**

**FCCLA** – Family, Career, and Community Leaders of America

**HOSA** – Health Occupations Students of America

**MITES** – Michigan Industrial Technology Education Society

**SkillsUSA** – Leadership and Skills Organization

**D n' A Club** – Diesel and Automotive Club

**Engineering Team**

**Regional Student Leadership and Skill Competition** – Regionally based

Joining one of our skill and leadership clubs will give you many leadership opportunities and allow you to enter local, regional, state and national skill competitions related to your technical program. The Career Center is proud of our high state-wide rating occupational club competitions!

If you choose to join a student club or organization sponsored by the Career Center, you are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriated by club sponsors. All students participating in an organization will be responsible for paying organization dues before participating in any events outside of the Career Center. **Students may be required to pay for and/or fund raise to support organization activities.**

## **ATTENDANCE**

The Mecosta-Osceola Career Center places strong emphasis on attendance and has incorporated this into each student's grade. It demonstrates the ability for a student to obtain and keep a job and is a direct reflection of a student's ability to perform at the necessary level to ensure success.

The purpose of good attendance at the Career Center is to maintain high academic standards for earning credit from each local school. Experiential and "hands on" learning activities are foundational to the educational practice and philosophy at the Mecosta-Osceola Career Center. Excessive absenteeism prevents students from successfully completing the required learning activities that are offered through the practice with and manipulation of program tools and equipment required by each course. Unit and lesson plans are developed purposefully so that specific learning is demonstrated through instructional activities that require student participation, practice and performance.

The staff at the Career Center will report attendance to the local sending schools on a daily basis. Each local school will enforce their attendance policy on their students attending the Career Center. Instructors from the Career Center will not recommend a passing grade to any student that exceeds eight absences during a trimester. Students exceeding the allotted absences will have an opportunity to appeal to the Career Center administration to explain the variables that contributed to the absenteeism. Additionally, individual instructors may have attendance policies that will be clearly outlined, explained and enforced within their program. Parents will be notified by the instructor if absenteeism begins to affect their student's ability to be successful in their program.

### **Self-reporting of student absences:**

Students will be responsible for reporting their absences on the "Record of Absence" form immediately upon return from an absence. This documentation will be filed with the instructor and will be available as needed.

### **Tardiness:**

All students who are tardy **MUST** report to the main office and sign in. Individual instructional staff and/or administration will deal with habitual tardiness.

## **SIGN OUT PROCEDURE**

At certain times throughout the school year there may be a need for students to leave the building for home school functions, sporting events, program business, etc. When these situations arise the following policy must be followed. Failure to follow this policy (AWOL) will result in disciplinary action.

1. Student must seek permission from program instructor by obtaining a completed pink sign out permission slip from instructor.
2. Student must be at least 18 years old and be able to show proper identification.

3. If a student is not 18 years of age, the student must have a **NOTE** from a parent, guardian, principal or coach or the student must contact a parent, guardian, principal or coach by phone and have the instructor, principal/designee or office staff verify call.
4. Student must take instructor signed pink sign out permission slip to office for verification before signing out.
5. No more than one student at a time will be allowed to leave when signing out to conduct Career Center business during class time.

**NOTE:** Students, whether arriving by bus or vehicle, are to remain on campus until their regularly scheduled dismissal. The Career Center parking lot is off limits during class time.

### **DRESS/GROOMING**

Career Center dress and grooming should reflect that of business and industry. Dress and grooming requirements will differ in each career and technical education program. Generally, the local high school policy will serve as a guide to dress and grooming. In some cases, students may wish to purchase coveralls or an apron to prevent damage to their clothing.

Students enrolled in certain hazardous programs must wear safety glasses. One pair of safety glasses and/or shields will be provided by the Career Center. Additional pairs of safety glasses may be purchased from the office at the student's expense. Proper safe footwear is required for all programs at the cost of the student. Hats are not to be worn in the hallways or any other public areas at any time. Wearing hats in the classroom or lab areas is at the instructor's discretion.

The school administration encourages all students to dress in good taste and style appropriate for a school day. Students will be barred from attending school if their attire include the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols or sexual-reference clothing.
3. Clothing that is excessively revealing such as mini-skirts, short-shorts, tank tops, loose fitting and low cut tops and halter tops, mesh shirts (unless t-shirt is worn underneath), or shirts which expose the midriff.
4. Clothing that have chains or hardware.
5. Any other apparel which the principal/designee determines to be unacceptable in light of community standards.
6. Flip-flops are not acceptable footwear in any program.

It is the sole discretion and judgment of the MOCC staff and administration to decide whether or not a student is dressed appropriately for participation at the MOCC.

**Students not in compliance will be required to leave the Career Center.**

## STUDENT CONDUCT

While in attendance at the Mecosta-Osceola Career Center, students are expected to conduct themselves in the same manner that they would while employed in the business or industry they are preparing to enter. In situations where a student refuses to abide by the rules and regulations of the Career Center, that student may be excluded from participation in Career Center programs.

The Mecosta-Osceola Intermediate School District's Board of Education has established the following categories of misconduct as those which may result in exclusion from Career Center programs while a student is under the jurisdiction of the Mecosta-Osceola Career Center or engaged in Career Center connected activities. These categories and actions taken are general in nature and are not all inclusive and are subject to change. Any student activity deemed to be criminal in nature will be immediately reported to the appropriate law enforcement agency(ies). In all instances, MOCC 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 MOCC staff and the student will be referred to the principal's office

**1<sup>st</sup> 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.

**1<sup>st</sup> Offense – 1 to 3 day suspension**

**2<sup>nd</sup> 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.

**1<sup>st</sup> Offense – Written warning**

**2<sup>nd</sup> Offense – 1 to 3 day suspension**

**3<sup>rd</sup> Offense – Additional suspensions and discipline which could include permanent**

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.)*
  - 1<sup>st</sup> Offense – Verbal/written warning
  - 2<sup>nd</sup> Offense – 1 to 3 day suspension
  - 3<sup>rd</sup> 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.
  - 1<sup>st</sup> Offense – 1 to 3 day suspension
  - 2<sup>nd</sup> 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.
  - 1<sup>st</sup> Offense – 1 to 3 day suspension
  - 2<sup>nd</sup> 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.
  - 1<sup>st</sup> Offense – 1 to 3 day suspension
  - 2<sup>nd</sup> 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.
  - 1<sup>st</sup> Offense – 10 day suspension
  - 2<sup>nd</sup> Offense – Permanent removal from program
9. **Explosives:** Possession, use, or transfer of explosives.
  - 1<sup>st</sup> 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.
  - 1<sup>st</sup> Offense – Verbal/written warning**
  - 2<sup>nd</sup> Offense – Verbal/written warning**
  - 3<sup>rd</sup> 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.
  - 1<sup>st</sup> Offense – Verbal/written warning**
  - 2<sup>nd</sup> Offense – 1 day suspension**
  - 3<sup>rd</sup> 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.
  - 1<sup>st</sup> Offense – Written warning and loss of credit**
  - 2<sup>nd</sup> Offense – 1 to 3 day suspension**
  - 3<sup>rd</sup> 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.
  - 1<sup>st</sup> Offense – Verbal/written warning**
  - 2<sup>nd</sup> Offense – Confiscation of phone**
  - 3<sup>rd</sup> Offense – Refer to Insubordination**

## **SUSPENSION PROCEDURES**

A student may be excluded from the Career Center by the principal/designee for a period of time not to exceed ten (10) school days in succession.

1. An informal investigation shall be conducted by the principal/designee for the purpose of obtaining all information pertinent to a fair decision.
2. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
3. The student will have the right to present to the principal/designee any relevant information that will support his/her defense.
4. If the student is suspended by the principal/designee, the administrator will:
  - a. Notify the parent or guardian of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
  - b. If the parents or guardians are dissatisfied with the principal/designee's decision they may appeal to the superintendent or his/her designate to review the decision.
5. The principal/designee's decision, in case of suspension, shall be final. Parents must be notified by telephone (if possible) of the decision to suspend, the reasons for the decision and the length of suspension must be confirmed in writing. The principal/designee will take the initiative to confer with parents and student to make plans for returning the pupil to the classroom.
6. The student's home high school will be informed of all action.

## **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

### **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. All vehicles on MOISD property may be subject to search at any time.

### **TEXTBOOKS - TOOL KITS and SUPPLIES – LOCKERS CARRY IN ARTICLES**

#### **Textbooks:**

All necessary textbooks will be supplied to students at the Career Center. Students will be charged for textbooks that are damaged beyond normal usage or lost. Special reference materials borrowed from the Career Center by students will be treated as textbooks.

#### **Tool Kits and Supplies:**

All necessary tools and tool kits unless otherwise noted by instructor will be furnished by the Career Center. You may be required to pay a deposit at the beginning of the school year if your program issues any books, safety glasses, tools or other supplies on a loan basis. Where tool kits are required, they will be assigned to a student or pair of students for the school year. Each student who is issued tools shall be responsible for their return.

**All tools are to remain in the program area at all times. Locked tool cribs will be provided for storage of tools not in use.**

Deposits will be refunded to you on one week's notice if all supplies are returned in satisfactory condition and with the instructor's approval. Requests for refunds will be honored for only two weeks after your last day of attendance. If the cost to replace the damaged or lost item is greater than your deposit, you will be responsible for the additional cost. Deposits will be refunded through the main office.

#### **Lockers:**

Each student will be assigned his/her own locker by the instructor. Lockers are to be used 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 Career Center, and may be used only in conjunction with Career Center programs. Students do not have any reasonable expectation of privacy in any regard to their lockers, and lockers are subject to periodic inspection by the principal or his/her designee.

### **Carry in Articles:**

All student carry in articles including but not limited to book bags, duffel bags, gym bags, notebooks, back packs, purses, lunch containers, etc. are subject to search by the principal or his/her designee.

## **USE & CARE OF THE BUILDING**

The Mecosta-Osceola Career Center has been designed and planned for use by students. It is the responsibility of each student to assist in keeping the building neat, clean and orderly. Students will be expected to perform daily cleanup in their work area, the same as employers would require in business and industry.

**Food and beverages are not to be carried open or consumed in the Career Center hallways.**

## **SAFETY**

Because of the high risk in some of the programs at the Career Center, it is **MANDATORY** that students use safety devices which are required in each laboratory. To keep accidents at a minimum, it is essential that all students follow the safety program outlined by their instructor. The safety rules followed in the labs are the same rules employees follow in the work world. Safety glasses are a must when working with hand tools, machines or power tools. Students will be instructed and tested on the safe operation of all machinery at the Career Center. No student will be allowed to operate machinery until the prescribed safety program has been successfully completed.

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.**

## **TELEPHONE FACILITIES**

Only incoming phone calls of an emergency nature will be relayed to students during class time. **The office phones are to be used only by the Career Center staff for business purposes.**

## **CHANGE OF ADDRESS & TELEPHONE NUMBERS**

Students are asked to notify the Career Center office if their address or phone number changes at any time during the school year.

## VISITORS

Because of the unique character of the Career Center, many visitors are expected to tour the facility. When students encounter visitors, they should be friendly, courteous and willing to give accurate information about their vocational program. All visitors to the Center must register in the main office and obtain a visitor's badge before entering any of the laboratory areas. It is preferred that reservations be made prior to the visit. This can be done by contacting the main office. Students who bring friends or relatives to their class with them as visitors must notify the instructor 24 hours in advance and obtain a signed form indicating permission has been granted by the instructor, MOCC Principal, and LEA Principal.

## STUDENT DRIVING

The Mecosta-Osceola Intermediate School District **DOES NOT** encourage students to drive personal cars to the Career Center. Buses provided by local districts are the best and safest method of transportation to the Center. Driving privileges are granted by the local sending school in conjunction with the MOCC administration. Cases may exist however when a student must drive. If a student occasionally drives, he/she must sign in the vehicle in the main office. Each individual case will be reviewed by the Career Center and local principals. Driving students other than occasionally drivers **MUST** register their vehicles at the Center and have parental, local high school principal and Career Center principal/designee permission to drive. **Failure to register vehicle will result in loss of driving privileges and towing of vehicle. An official MOCC parking sticker will be given to all registered vehicles and must be displayed permanently on driver's side back window.** The transferring of parking stickers is not permitted.

The Mecosta-Osceola Intermediate School District will not reimburse any student for transportation costs or assume liability for driving students or their passengers. Additionally, the Career Center assumes no responsibility for damage or theft relating to a student's vehicle.

## VEHICLES MAY BE SUBJECT TO SEARCH WHILE ON SCHOOL PROPERTY.

1. Students are to park in the large parking lot at the north end of the Career Center.
2. A speed limit of **ten (10) miles per hour** is to be observed at all times.
3. There is to be no "hot rodding" near or on school grounds.
4. During the course of the day, students are not to go to the parking area or cars unless special permission is granted.
5. Students are not to loiter in parked cars.
6. Students are to have radios set at lowest reasonable level.
7. Students are not to use cars for errands during school time unless given special permission by the principal/designee or superintendent.

**Students are to yield to bus and pedestrian traffic at all times. Buses will leave the parking lot before student drivers at dismissal time.**

A first offense in violation of the driving policies may result in a ten (10) day suspension of driving privileges. A second offense will result in suspension of driving privileges for up to the remainder of the school year. Any act of reckless driving may result in permanent loss of driving privileges. The principal or his/her designee reserves the right to make final decisions for driving violations.

### **FIRE DRILL**

Each year public school facilities are required by law to conduct fire drills. Each instructor will instruct his/her students on how to leave his/her lab when a fire drill occurs. Most labs have outside doors which will be used during fire drills.

#### **Fire Alarm Procedures:**

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

### **SEVERE WEATHER**

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 designated shelter areas until an all-clear is given.

#### **Warning Procedures:**

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 electric power 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 instructors 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.**

### **LOCKDOWN/EMERGENCY MANAGEMENT SITUATIONS**

MOCC 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.

### **INSURANCE COVERAGE**

Many students at the Mecosta-Osceola Career Center are engaged in actual job related activities that require the use of power machinery, hand tools, ladders, etc. All students receive instructions on the proper use of equipment and potentially hazardous tasks at the Career Center. They must also pass written and practical safety tests before being allowed to engage in any potentially hazardous activity.

The possibility for accidental injury does exist, particularly in the Trade and Industrial programs. The Career Center maintains emergency first aid facilities and has a licensed nurse on staff to assist students in the event of any injury. In any case of serious injury appropriate medical attention will be arranged.

It is important for students and parents/guardians to understand that the Career Center does not provide medical or hospital insurance for students. All Career Center programs have an excellent safety record, and our goal is to insure that such insurance coverage is never needed. However, students and parents/guardians must assume the responsibility to provide for any medical treatment that may result from any accidental injury at the Career Center.

### **MEDICINE / PRESCRIPTION DRUG POLICY**

The MOCC 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 MOCC, 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.

## **COMPUTER USE POLICY**

Many students will have access to the Internet as part of their Career and Technical Education experience. Computer access to the Internet must be conducted with the permission and supervision of the instructor. Unauthorized or inappropriate use will result in loss of this privilege and discipline action taken. By signing and returning the enrollment form, you have agreed to all terms set forth by the ISD regarding the use of school computers. The signed enrollment form will be placed in the student's file. Any student that does not have a signed enrollment form on file will not have access to school computers.

## **AMERICANS WITH DISABILITIES ACT**

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. In addition the lack of English language skills will not be a barrier to admission and participation and/or employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190<sup>th</sup> Avenue, Big Rapids MI 49307, Telephone (231) 796-3543.

## **PESTICIDE CONTROL ACT**

As part of the Mecosta-Osceola Intermediate School District's Integrated Pest Management (IPM) program pesticides are occasionally applied in our buildings and on our grounds. It is the practice of the MOISD to abstain from using pesticides on our property unless absolutely necessary.

You will receive at least 48 hours advance notice of pesticide applications. This notice will be posted at the entrances of the school and on the school's website ([www.moisd.org](http://www.moisd.org)). Upon request parents and guardians are entitled to notice by mail at least three days prior to pesticide applications. Pesticides may be used without advance notice in emergency situations, but you will be notified following such applications. You may also review the IPM program and pesticide application records at the MOISD Central Office. If you require further information pertaining to pesticide applications, please contact Mark Klumpp, Assistant Superintendent at any of the following: Mecosta-Osceola Intermediate School District, 15760 190<sup>th</sup> Ave, Big Rapids, MI 49307: [mklumpp@moisd.org](mailto:mklumpp@moisd.org); or (231) 796-3543.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, the local educational agency must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The MOISD Board of Education believes the use and unlawful possession of alcohol and illicit drugs is wrong and harmful to students. Therefore, the MOISD prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or any part of any school related activities. Any student violating this act will be subject to the conditions of local, State and Federal laws, as well as the MOISD suspension and removal policies.

Any student that wishes assistance or information on drug or alcohol abuse can contact the following persons or agencies:

### **SCHOOLS**

MECOSTA-OSCEOLA CAREER CENTER  
CONTACT: STEVE LOCKE  
(231) 796-5805

CROSSROADS CHARTER ACADEMY  
CONTACT: PRINCIPAL  
(231) 796-9041

MECOSTA-OSCEOLA EDUCATION CENTER  
CONTACT: LYNNETTE SUCHNER  
(231) 796-2624

BIG RAPIDS HIGH SCHOOL  
CONTACT: PRINCIPAL  
(231) 796-7651

CHIPPEWA HILLS HIGH SCHOOL  
CONTACT: PRINCIPAL  
(989) 967-3614

EVART HIGH SCHOOL  
CONTACT: PRINCIPAL  
(231) 734-5551

MORLEY STANWOOD HIGH SCHOOL  
CONTACT: PRINCIPAL  
(231) 823-2688

REED CITY HIGH SCHOOL  
CONTACT: PRINCIPAL  
(231) 832-2224

### **AGENCIES: PROGRAMS FOR ALCOHOL AND SUBSTANCE ABUSE**

OSCEOLA COUNTY  
HUMAN AID INC.  
(231) 832-2254  
REED CITY

OSCEOLA HEALTH DEPARTMENT  
(231) 832-5532  
REED CITY

MECOSTA HEALTH DEPARTMENT  
(231) 592-0130  
BIG RAPIDS

INDIAN SERVICES INC  
(989) 773-9123  
MT. PLEASANT

ISABELLA COUNTY  
ALCOHOL ABUSE INTERVENTION  
(989) 774-3381  
MT. PLEASANT

CLARE COUNTY  
MID-STATE COMMISSION  
(989) 386-4020  
CLARE

ISABELLA HEALTH DEPARTMENT  
(989) 773-5921  
MT. PLEASANT

MONTCALM COUNTY  
MID-MICH DIST HEALTH DEPT  
(989) 831-5237  
STANTON

## **NOTICE OF NON-DISCRIMINATION**

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extra-curricula, research, occupational training or any other educational program or activity at the Career Center.
2. The Mecosta-Osceola Career 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 Mecosta-Osceola Career Center.
4. No person shall, on the basis of sex, be denied admission or be subject to discrimination in admission at Mecosta-Osceola Career Center subject to the admissions provisions of Title IX. The Mecosta-Osceola Intermediate School Board has resolved that:
  - a. The Superintendent will act to coordinate efforts to comply with Title IX.
  - b. The Superintendent or designee will notify students, parents, and employees of the specifics for compliance.
  - c. A grievance procedure has been established for resolution of student and employee complaints, as per MOISD Board Policy #4111.3
  - d. The Mecosta-Osceola Career Center will have no other discriminatory policies and procedures in accordance with MOISD Board Policy #4111.4.

## **NON-DISCRIMINATION GRIEVANCE**

If any person believes the Mecosta-Osceola Intermediate School District, school or institution or any part of the school/institution organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Assistant Superintendent  
Mecosta-Osceola Intermediate School District  
15760 190<sup>th</sup> Avenue Big Rapids, MI 49307  
(231) 796-3543 FAX (231) 796-3300

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.
2. If the complainant wishes to appeal the decision of the local civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the Coordinator's response. The superintendent or administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.
3. If the complaint remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.
4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights.

OFFICE FOR CIVIL RIGHTS (OCR)  
**DISCRIMINATION COMPLAINT**

YOUR FIRST NAME		YOUR LAST NAME	
HOME PHONE (       )		WORK PHONE (       )	
STREET ADDRESS			CITY
STATE	ZIP	E-MAIL ADDRESS <i>(if available)</i>	

**Are you filing this complaint for someone else?**     Yes     No

If Yes, against whom do you believe the discrimination was directed?

FIRST NAME	LAST NAME
------------	-----------

**I believe that I have been (or someone else has been) discriminated against on the basis of:**

- Race / Color / National Origin   
  Age   
  Religion   
  Gender *(Male/Female)*  
 Disability   
  Other *(specify):* \_\_\_\_\_

**Who do you think discriminated against you (or someone else)?**

PERSON/AGENCY/ORGANIZATION

STREET ADDRESS		CITY
STATE	ZIP	PHONE (       )

**When do you believe that the discrimination took place?**

LIST DATE(S)

**Describe briefly what happened. How and why do you believe you (or someone else) were discriminated against? Please be as specific as possible. *(Attach additional pages as needed)***

**Please sign and date this complaint.**

SIGNATURE	DATE
-----------	------

Submit all copies to the local civil Rights Coordinator. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint and one copy will be retained by the Civil Rights Coordinator.

1<sup>st</sup> copy – Civil Rights Coordinator    2<sup>nd</sup> copy – School/Department    3<sup>rd</sup> copy - Complainant

## **SEXUAL HARASSMENT**

The Mecosta-Osceola Career Center will maintain an environment for all students that is free from sexual insult, intimidation, or harassment. Sexual harassment can be unwelcome sexual advances, request for sexual favors and 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 Career Center student conduct rules and may result in disciplinary action up to and including permanent removal from school.

All complaints of sexual harassment will be treated in a fair and consistent manner. A written complaint will be made within twenty (20) school days of the incident and signed by the complainant and submitted to the principal or his/her designee.

Any person who alleges sexual harassment by a student may complain directly to the principal or his/her designee. Reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, work assignments or future references.

An investigation of the complaint will be initiated and a written response will be provided to the complainant within five (5) school days.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Intermediate School District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student at the Mecosta-Osceola Career Center shall subject that student to disciplinary action including suspension or permanent removal.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 the following procedures:
  - a. Written request to the Director of Career & Technical Education
  - b. Requests will be handled by the Director of Career & Technical Education 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



---

SUBJECT:                   **INTERNET ACCEPTABLE USE POLICY**

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.



Permit Number \_\_\_\_\_

*Mecosta-Osceola Career Center*  
**LONG TERM PARKING  
PERMIT REGISTRATION**

STUDENT NAME \_\_\_\_\_

PROGRAM \_\_\_\_\_ SESSION \_\_\_\_\_

HOME SCHOOL \_\_\_\_\_

***VEHICLE DESCRIPTION***

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_

The above student has my permission to drive this vehicle to his/her scheduled program at the Mecosta-Osceola Career Center.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
High School Principal Signature Date

\_\_\_\_\_  
MOCC Principal Signature Date

NOTE: Vehicle permits are issued free of charge. This application applies to long term parking ONLY. Please obtain the correct information from the office for occasional or one day parking passes.





# Mecosta-Osceola Career Center

15830 190<sup>th</sup> Ave  
Big Rapids, Michigan 49307  
PH (231)796-5805 FX (231)796-0262

# MOCC

## Enrollment Information

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.

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_ Birth date: \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Local High School: \_\_\_\_\_

Grade: \_\_\_\_\_ Career Center Program: \_\_\_\_\_

Medical/Allergy Information: \_\_\_\_\_

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): _____ <input type="checkbox"/> Household 1 (Same household as student) <input type="checkbox"/> Household 2 (Different household from student)
Guardian 2 Name: _____ Address (if different from student) _____ Work Place: _____ Work/Cell Phone: _____ Email Address (if available): _____ <input type="checkbox"/> Household 1 (Same household as student) <input type="checkbox"/> Household 2 (Different household from student)

OVER PLEASE=>>>

## Emergency/Contact 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 MOCC. These may include MOCC 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 Mecosta-Osceola Career 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*