

Jo Brighton Skills Center



Student and Parent Handbook

Mission

Educate Prepare Empower

Vision

*Maximize Potential, Opportunities, and Personal
Excellence*



Dear Parents/Caregivers:

Enclosed is the Jo Brighton Skills Center Student Handbook covering the current school year. It describes a student's rights and responsibilities and answers questions and will help guide situations that arise during the course of the year.

The Handbook will be reviewed with students by Skills Center staff, however additional reinforcement will be needed to bring about a greater understanding of its contents. Please review this handbook with your Jo Brighton student. Our goal for each student is maximum understanding according to one's abilities. Please complete the form below to verify that you have received the handbook and reviewed it with your student. Thank you for your support!

Sincerely,

Katie Bradd
Jo Brighton Skills Center Administrator

Check Below:

_____ This is to verify that I received a copy of the Brighton Center Student Handbook.

_____ I have reviewed the Handbook with the student.

_____ Student Signature

_____ Parent Signature

Date: _____

STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibilities

Students are expected to:

1. Be in attendance every day.
2. Be on time to the work area or classroom.
3. Be dressed and groomed consistent with daily routine.
4. Keep personal possessions in a locker.
5. Take care of personal needs prior to arriving at the work site.
6. Follow the no smoking/vaping rules both at school and in the community.
7. Follow classroom rules and directions of staff.
8. Act in a safe manner at all times. Report injuries to supervisor or teacher immediately.
9. Interact with co-workers/peers and staff in a socially acceptable manner.
10. Follow rules related to arrival/dismissal and the lunch period.
11. Report information about potentially dangerous activity immediately

Students are subject to the Student Code of Conduct issued by the Wyandotte Board of Education, satellite students must also adhere to the Student Handbooks at RHS and WMS

Below is a list of behaviors that are **never appropriate**. Violators will be subject to disciplinary procedures. The Wyandotte Police and or school resource officer will be contacted when the behavior demands such intervention.

1. Under the influence of, possession, use or sale of drugs or alcohol.
2. Theft.
3. Possession of a weapon or look-a-like. (E.g. guns, knives and sharp instruments, such as glass, chains, large batons).
4. Arson.
5. Gambling.
6. Setting off a false fire or ALICE alarm.
7. Bomb threats.
8. Bullying/Cyberbullying (e.g. intimidation, extortion, verbal taunts, name calling, put downs).
9. Smoking/Vaping
10. Threatening, intimidating, striking, or coercing Center staff, students or visitors.
11. Initiation or involvement in a fight with another student.
12. Vandalism, destruction or defacement of school or personal property.
13. Criminal or inappropriate sexual behavior.
14. Sexual, racial, gender, ethnic, or religious harassment.
15. Intentionally creating a dangerous situation.
16. Leaving the building or worksite without permission.
17. Being in an unauthorized area of the building.

Before a decision is made to discipline a student, the student will be notified and given an explanation of the evidence and as well as an opportunity to relate his/her version of the incident.

When suspension becomes necessary:

1. Parents/caregivers will be notified.
2. A report of the incident will be recorded in our school database.
3. A conference with the parent or caregiver if deemed necessary will be held before the student returns to school. An IEPT to discuss appropriateness of placement may be required for a student who has accumulated more than ten (10) days of suspension during the school year.

Student Rights

1. To be treated with respect as an individual.
2. To have the opportunity to advocate for oneself.
3. To participate in IEPs and transition planning meetings.
4. To have classroom instruction reflect IEP goals and objectives.
5. To be involved in age-appropriate activities.
6. To participate in community-based instruction when offered and appropriate.
7. To have access to vocational guidance and personal counseling.
8. To be kept informed of one's progress.

Tools to Support Student Rights

1. Students will be assigned a coordinator. This person is available to support educational programming to work towards appropriate individualized post secondary vision goals.
2. A school social worker is available to discuss personal problems. These discussions are held in private and kept confidential.
3. Quarterly progress reports are written to keep parents, guardians, students, and resident districts informed.
4. An IEP meeting will be held at least annually to discuss educational needs. Students will be invited and given an opportunity to participate in the meeting and express preferences about classroom instruction and vocational training.
5. The community training program is available to students that demonstrate safe behavior. Students that need additional support will be exposed to alternate experiences to develop necessary work skills and re-evaluated as needed.

Self-Determination

All students at the Center are encouraged to express choices, needs, feelings and reactions. This includes:

1. Letting others know how you feel and what you need.
2. Attempting to solve problems/make decisions about your personal life.
3. Taking responsibility and accepting the consequences for your actions.
4. Expressing preferences for the type of work you like to do and skills you would like to learn.
5. Expressing opinions at meetings about their education and future.

JO BRIGHTON SATELLITE INSTRUCTION

Our middle school and high school satellite classrooms are located at Wilson Middle School and Roosevelt High School. These programs offer students a variety of opportunities. The academic curriculum is aligned to the Common Core Essential Elements as mandated by the State of Michigan Department of Education. In addition to the academic curriculum, we provide students with opportunities to learn and maintain skills in the following areas; communication, daily living, leisure and recreation, prevocational, self-care and social. There is also community based instruction through PEAC at the high school level. Our Peer to Peer programs foster connections through opportunities with same aged peers at the middle school and high school. Classroom placement within our satellite programs is based on multiple factors to maximize student success both socially and academically.

***** There may be rules specific to satellite buildings that students will be expected to follow. Teachers will help support students with these rules. *****

VOCATIONAL INSTRUCTION

Vocational training classrooms at the Skills Center try to approximate the real world of work, with the emphasis on a hands-on approach. Vocational training emphasizes development of good work habits, social skills needed for the workplace, and exposure to different aspects of employment opportunities.

Vocational instruction at the Skills Center emphasizes the following curriculum areas:

- Functional math and reading skills.
- Basic work habits
- Work-related social skills.
- Specific vocational and employability skills .
- Self-determination skills.
- Safety and health in the workplace.

Classroom Options

Initial classroom placement is based on a combination of student interest and potential for success. In the event the preferred classroom is at capacity, an alternative class will be chosen. The length of placement in a vocational class is generally for one year.

There are five vocational classrooms at the Skills Center to choose from:

- Building Maintenance
- Introduction to Woodshop
- Computer and Business Technology
- Culinary (Kitchen, Cafeteria, Restaurant)
- Bakery

Community classroom placement follows vocational classroom training. Community classrooms give students an opportunity to transfer skills learned in the building to the community.

Community vocational options include:

- Life Options
- Southland Mall
- Henry Ford Wyandotte Hospital
- Targeted Life Skills

Starting at age 18, students from the RHS Program will attend the Skills Center.

GENERAL INFORMATION

School Year

The school year for the Skills Center is a regular ten-month school year based on Wyandotte School's annual calendar. There are days when the Skills Center is open and local district schools are closed.

Center Hours

Being punctual is very important, students are expected to be on time. Late students need to check in at the main office before going to class. Your classroom teacher will be notified via phone that you are on your way to class. Please refer to the district calendar for specific building start and end times as it applies to you. **Early drop-off prior to instructional start time is NOT permitted.**

Students are expected to stay on school grounds from the time of arrival until boarding outgoing transportation (unless involved in community based instruction). Students must attend class or remain at one's assigned workstation unless directed otherwise by staff. Students who become ill during the day should inform their teacher. Permission to leave the building or work site during the school day will be given only upon receipt of a phone call or note from a parent/guardian. Students being picked up need to be signed out in the office. If a student is being picked up by someone not listed on the emergency card that person must provide a photo ID that matches the name given to school staff by the parent or guardian.

Attendance

Regular attendance is very important for our students. Absences should be limited to days that are absolutely necessary. All absences will be recorded by your teacher and become part of your permanent record. Any student that has been absent without communication with the school for 30 consecutive days will be exited from Jo Brighton. Parents and guardians will be notified by phone, email, and letter before the student is exited. If a student wishes to return, in coordination with your resident district, we would welcome them back.

Reporting Absences

Student absences should be reported to the Jo Brighton office. Please call the office at 734-759-6301; give the reason for the absence and expected date of return. Notify the school immediately regarding any anticipated long-term absence due to illness or injury.

Entry Procedure

Students are not allowed to open school doors for anyone, whether they know them or not. The Center has a security system in place which requires all persons entering the building to be permitted in by office staff. Entrance #1 through the Jo Brighton office is the only way to enter the building during school hours.

Emergency Closing

In the event of severe snowstorms or other unforeseen circumstances, Wyandotte Public Schools may be forced to close. Notice of a school closing will be announced on social media (Facebook) as well as through our Parent Square Communication App. Notice will be sent both from Wyandotte Public Schools and Jo Brighton Skills Center.

Transportation

Transportation to, and home from, the Skills Center is provided by your resident school district. Each local transportation department has their own policy regarding administration of emergency medications. Please contact your resident district to discuss specific medical needs while in transport. The behavior expected on any commercial bus is expected on school vehicles. Transportation will be arranged according to each student's IEP. Alternative arrangements may be requested and must be approved by the Center Program Administrator, parent/guardian, and resident school district.

Driving one's personal automobile is never permitted. Notify your resident district's transportation office (or bus personnel) on days when a student is driven to school instead of riding the bus. If your student does not arrive at school on the bus, it is your responsibility to contact transportation to inform them that the student will be riding the bus home. Students wishing to ride home from school with a student residing in a different school district must have written parental permission and approval from the transporting district.

Meal Options

Students eating at the Center may:

1. Receive free breakfast and lunch from the Cafeteria, providing that they select 3 food group items, where one food group is a fruit or vegetable. Offerings daily include the main menu item, macaroni and cheese, or a choice of sandwich, accompanied by a full salad bar, milk, juice, and fruit.
2. Bring a meal from home.

Students purchasing extra menu items, milk, or zero sugar beverages are expected to bring money each day. Good faith credit cannot be given for lunches or milk, however, money can be provided and placed onto the student's individual accounts.

Students enrolled in the Community classrooms that will be at their worksite during the lunch period may:

1. Order a bag lunch from the school lunch program (includes milk and juice).
2. Bring a lunch from home.

Lunch is strictly on campus. Students must remain in the Lunchroom or Brighton Cafeteria during the lunch period. Eating in the Brighton Lunchroom and Cafeteria is a privilege. Behavior must be consistent with the expectations of a public restaurant. Students who cannot adhere to this expectation will be excluded from the Lunchroom and Cafeteria.

Dress Code

All students must maintain a reasonable standard of cleanliness and personal hygiene. In addition, students should come to school dressed appropriately for active participation in the scheduled activities. We encourage comfortable, age-appropriate clothing that conforms to the standards of the Wyandotte Public Schools community.

Student Dress and Appearance Policy (Wyandotte Board of Education Policy)

1. Clean clothing shall be worn.
2. Bare midriffs, halter or tank tops, strapless or spaghetti strapped tops, bare backed tops, swimwear, pajama tops or bottoms (including flannels), pants length excessively touching the floor, mesh (see through) clothing, frayed clothing, holes ripped in the clothing, are considered improper for the classroom.
3. Clothing must cover from the shoulders to fingertips. All apparel must FIT properly – no low cut or excessively tight shirts, pants or skirts that expose or draw unusual attention to breasts, buttocks or genitals – no spandex. Undergarments shall not be visible. No showing of cleavage is allowed. The waistline of pants will be worn on the waist/hips.
4. Jewelry and accessories are permissible as long as it is not excessive and does not distract from the educational process.

Students enrolled in the Southland Mall classroom, Hospital classroom or attending worksites through the Life Options classroom must be dressed appropriately in casual business clothing and/or follow workplace dress code when required. Students enrolled in the Culinary classroom are required to follow the dress code in place for Wyandotte Food Service staff while preparing and serving food, which will be communicated by the teacher. If there are variations from the above, you will be notified by your student's teacher.

Prohibited items

1. Include but not limited to: dog collars, heavy chains, and wallet chains, pierced jewelry that connects one body part to another, or any other jewelry or accessories that pose a safety concern.
2. Hats, except as necessary to fulfill religious obligations, bandanas, jackets, coats and outerwear shall not be brought into the classroom, or worn during school hours, except for students entering or exiting the building.
3. Apparel, jewelry, accessories, notebooks or grooming, which, by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan, or other attribute, denotes membership in gangs which advocate drug use, violence, disruptive or criminal behavior is prohibited.
4. It is the policy and obligation of the School Board to encourage a drug free environment in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, garments, buttons and patches, which advocate or promote the use of tobacco, alcohol or illegal drugs, are prohibited.
5. Students shall not wear clothing, patches, or buttons which contain profane, provocative, vulgar or obscene suggestions, including, but not limited to, descriptions or representations of sexual acts, excretory functions, nudity, swear words, expletives, or offensive language or symbols (including symbols/ groups advocating violence against people due to gender, race, religion or ethnicity).
6. For safety and health reasons, students are required to wear shoes/soled footwear. Accessories unsafe for the person, damaging to the floors/furniture, or too noisy, shall be avoided.
7. Students shall not wear hairstyles, clothing or other apparel which substantially or materially: a) Interferes with the operation of the school and/or school activities; b) Disrupts class work and/or the educational process; c) Creates disorder; d) Hinders discipline; e) Impinges on the rights of others students or school employees; or f) Constitutes a threat to health or safety.

Personal possessions are the student's responsibility. The Wyandotte School district cannot be responsible for items lost or stolen at the Center. We suggest that the student bring only that which is necessary for the program. Identification, money, notes, and other small personal items should be carried in a wallet or purse. Wallets with long chains are considered potential weapons and are not permitted in school.

Personal Electronic Device (PED)

Student use of personal electronic devices (PED) in instructional areas will be at the discretion of the teacher supervising that classroom or area. Possession of a PED by a student is a privilege which may be forfeited by any student who fails to abide by the terms of these procedures, or otherwise engages in misuse of this privilege. Students found in violation of the policy will have their PED immediately confiscated and discipline will be administered. Discipline ranges from parent contact

through suspension, as determined by administration. Cell phones are the responsibility of the student. It is in the student's best interest to treat his or her belongings with respect and protect them to prevent theft or damage. At no time shall the District be responsible for the loss, theft, or damage to personal electronic devices.

Prohibited activities

1. Devices that are capable of capturing images, electronic or otherwise, are prohibited from use in bathrooms or locker rooms, even at another school district.
2. Certain behaviors related to cell phone use are unacceptable at all times, not only during the school day, but in general society as well. These behaviors include, but are not limited to, threats, photos without permission, sexting, plagiarism, cheating, and copyright violation. These behaviors can all result in disciplinary consequences as well as potential legal charges.

Students may use PEDs before and after school, during their lunch break, in between classes, during after school activities, and/or at school-related functions. This use is acceptable as long as it does not create a distraction, disruption or otherwise interfere with the educational environment.

Each student will be assigned a locker. Students may not change lockers without permission. All personal possessions not normally brought into a work area by an employee should be kept in a locker. It is recommended that students use a lock. Lockers may be checked by staff without prior notification.

1. Be sure your locker is locked at all times
2. Do not leave personal property unattended. The school is not responsible for your personal property.
3. Do not bring large sums of money to school.
4. Glass bottles, including items for personal care and soft drink bottles, create a safety problem for others. Glass bottle items are not permitted in the school building.

Smoking/Vaping

The Wyandotte Board of Education, Michigan law and a Wyandotte City Ordinance prohibit smoking in the building and on school grounds. Students may not cross 18th Street or Ludington to smoke. Violators may be ticketed and are subject to the school suspension policy. Smoking is prohibited during all school-sponsored activities and work sites, including those that take place off campus or after regular school hours.

Telephone Usage

There is no public telephone in the building available for student use. If an emergency arises and you need to use a school phone, obtain permission from your teacher or the office. Students cannot receive personal calls, except in an emergency or at lunch time.

Selling

Selling items for fund-raising projects or for personal gain is permitted but only during non-instructional periods (e.g. lunch).

Safety

Safety is very important while on the job. Students need to exercise good judgment when using tools or equipment in the training area. Injuries need to be reported immediately to staff. Emergency drills are held periodically. Students are expected to cooperate fully with directions given by Skills Center staff to maintain safety.

Care of School Property

Students are responsible for the proper care of all equipment and supplies used at the Skills Center. Students who damage or deface school property or equipment should expect to pay for the damage done or replace the item.

Health

Teachers should be made aware of any health condition that may need support during the school day from school staff. If a student is injured, has an operation, or suffers a difficult illness, the student's doctor must verify in writing the student's ability to return to the Center and any limitations that require less than full participation in the training program. Clearance must be obtained from the doctor prior to returning.

Medication

Students required to take medication during the school day will have the medication dispensed by Center staff or as directed by Physicians order. Students must bring a supply to school in an appropriately labeled prescription bottle with a Physicians Authorization Form signed by both parent/guardian and physician. Until permission is received, medication cannot be dispensed.

Reporting Potentially Dangerous Activity

Students are encouraged to report activity that is potentially dangerous to others. This includes knowledge that a student is in possession of a weapon or has talked about bringing a weapon to school or making a bomb threat. It further includes threats of bodily harm a student has made to you or others. It could even be something that someone else told you about. Staff needs to be informed as quickly as possible so action can be taken. If you are hesitant about talking to staff, tell a family member and they can call the school. Working together we can make the Skills Center a safe place for everyone.

Foods Law Requirements

Students placed in a foods vocational classroom must comply with the requirements of the Michigan Foods Law. The intent of this law is to prevent contamination of food prepared for public consumption. As such, we must exclude students from working with food if they have experienced vomiting, diarrhea, jaundice, fever, or sore throat in the last 24 hours. If a student has been

diagnosed with Hepatitis A, Salmonella Typhi, Enterohemorrhagic and shiga toxin-producing *E. coli*, norovirus, or Shigella spp., the student will be excluded from the cooking environment until authorized by the local regulatory agency.

Harassment

Wyandotte School Board Policy prohibits any form of harassment, including bullying and cyberbullying by students and staff. This includes harassment based on sex, gender, disability, race, and ethnic or religious background. Students should report immediately any instance of harassing behavior. No form of harassment will be tolerated. All instances reported will be dealt with promptly.

Prom, Dances or Other School Events

Students are subject to the school code of conduct at school sponsored events on or off school property. If there is a violation of the school code of conduct students are subject to disciplinary action. Students that are 18 and older are able to attend Jo Brighton main building school dances and Prom. Students in our satellite classrooms will be invited to attend dances with their same aged peers at Wilson Middle School and Roosevelt High School. Graduating RHS satellite students are able to attend the Jo Brighton Prom *with a parent chaperone* prior to turning 18.

Graduation

Jo Brighton Skills Center students turning 18 will be invited to participate in the Roosevelt High School graduation ceremony. Jo Brighton students participate in the Jo Brighton graduation ceremony when they turn 26 or when the IEPT determines the student has met their IEP and transition plan goals and is ready to exit the program.

- These are the competencies considered for graduation:
- Successful completion in at least 3 vocational classrooms
- Complete job training in community
- Making progress on post-secondary goals on transition plan (employment and independent living) Has realistic and achievable vision
- Met IEP goals and objectives
- JB-TAT overall score of 80% or higher

Thank you for reviewing our Parent and Student Handbook. Please return the signed slip to the office and keep this for reference as needed throughout the school year.