



Career Connect Campus (CCC)
and CTE Satellite Course

STUDENT HANDBOOK

2026-2027



KALAMAZOO RESA

Career Connect

Career & Technical Education (CTE)

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Introduction and Overview of Career Connect Campus and Countywide CTE Programs

This handbook is intended for use by students, parents/guardians, and staff as a guide to the rules, procedures, and general information for the Kalamazoo RESA Career Connect Campus (CCC) and all countywide Career & Technical Education (CTE) satellite locations. Students and their parents/guardians are responsible for reviewing and understanding the contents of this handbook, and parents/guardians should use it as a resource to support their children in following its rules and procedures.

Students participating in countywide CTE programs at the CCC or any satellite location must comply with all Kalamazoo RESA policies, regulations, rules, and expectations. The term “Policy” in this handbook includes all bylaws and policies adopted by the Kalamazoo RESA Board of Education. While this handbook is comprehensive in the range of topics it addresses, it does not address every possible situation that may arise during the school year. It does not constitute a contract between Kalamazoo RESA and students, parents/guardians, or staff. The administration is responsible for interpreting the rules and information within this handbook to ensure the effective implementation of educational programs and the well-being of all students. If a situation arises that is not specifically addressed by this handbook, administration will respond in accordance with applicable law and Kalamazoo RESA policy.

The rules and information in this handbook may be supplemented or amended by administration at any time, consistent with applicable law and Kalamazoo RESA Board policy. Updates will be communicated as needed.

Scope of the CCC and CTE Satellite Locations

Kalamazoo RESA's CCC is the county's new, state-of-the-art center for countywide CTE. It serves as the hub for countywide CTE programming, offering a wide range of career pathways and real-world learning opportunities for high school students across Kalamazoo County. In addition to the main campus, countywide CTE programs are also delivered at various satellite locations throughout the county, including Air Zoo (Aviation), the Kalamazoo Nature Center (Conservation Biology) and Kalamazoo Valley Community College (Law/Public Safety and dual-enrolled programs). This countywide model ensures greater access and flexibility for all students, addressing logistical barriers and expanding opportunities for career exploration and skill development.

Important Information

District Website

<https://www.kresa.org>

Board Policies

<https://www.kresa.org/about/board-of-education>

Notice of Non-Discrimination

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment.

KRESA prohibits unlawful discrimination, including unlawful harassment and retaliation. Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Mindy Miller
Assistant Superintendent for Instructional Programs & Services
1819 East Milham Avenue
(269) 250-9285
mindy.miller@kresa.org

Designated Section 504 Coordinator
Mindy Miller
Assistant Superintendent for Instructional Programs & Services
1819 East Milham Avenue
(269) 250-9285
mindy.miller@kresa.org

Designated Civil Rights Coordinator/Employment Compliance Officer
Meredith Lewis
Assistant Superintendent for Human Resources
1819 East Milham Avenue
(269) 250-9297
meredith.lewis@kresa.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at <https://www.kresa.org/about/public-reporting>.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118. The District’s Title IX Policy is attached to this handbook as Appendix B.

Welcome from the Career Connect Campus Staff

Dear Career Connect Campus Students,

Welcome to the 2026–2027 school year at Kalamazoo RESA Career Connect Campus! Building on the momentum and strong foundation of our inaugural year, we are thrilled to welcome both our returning students and our newest cohort to our state-of-the-art facility.

Our mission remains focused on providing you with transformative experiences, skills, relationships, and resources needed to support lifelong career development. Guided by our vision of a community transformed by empowered learners building fulfilling careers, this campus is designed to help you unlock your full potential.

Our foundational beliefs continue to shape every aspect of our learning environment:

- **Centering Equity:** We ensure each learner receives the personalized support, resources, and opportunities required to thrive.
- **A Whole-Person Approach:** We recognize and honor each student's unique perspectives, identities, interests, and talents while providing services with wraparound supports, family engagement, and community integration.

Throughout this school year, you will experience a learning environment that utilizes competency-based grading, focusing on your ability to demonstrate true mastery of essential technical and professional skills. As part of your training, you will develop the key attributes outlined in our Portrait of a Graduate and master our core *Skills for Success*:

- **Collaboration:** Working effectively with peers in shared, real-world learning spaces.
- **Communication:** Expressing ideas clearly across diverse technical and professional settings.
- **Critical Thinking:** Analyzing challenges and applying innovative solutions.
- **Personal Management:** Taking ownership of your learning, growth, and professional habits.
- **Problem Solving:** Tackling hands-on projects and industry-aligned scenarios with confidence.

This handbook serves as your guide to navigating campus expectations, safety procedures, and academic opportunities. We are excited to partner with you as you hone your craft, earn valuable credentials, and prepare for success beyond high school.

Welcome to the 2026–2027 school year at Career Connect Campus—we cannot wait to see what you achieve!

Sincerely,

The Career Connect Campus Staff

Campus Information

www.kresa.org/cte

Kalamazoo RESA Career Connect Campus
 3500 Vanrick Drive
 Kalamazoo, MI 49001

Main Line (269) 443-7500
 Attendance Line (269) 443-7501
 Transportation/Bus Hub (269) 250-9244

Office Hours

The campus office is open Monday through Friday from 7:30 AM to 3:30 PM.

Building Administration & Office Staff

Kyle Shack,	Principal
Diane Fort,	Assistant Principal of Student Services
Don Eastman,	Assistant Principal of Instruction
Carolyn Betke,	Administrative Assistant
Bobby Switzer-Perry,	Administrative Assistant
Kayla Jovanovich,	Administrative Assistant

Sarah Dickman,	School Counselor
Mina French,	School Counselor
Tasha Harrison,	Student Success Coordinator
Diana Kwiatkowski,	School Counselor

Lisa Bartell,	Early Middle College Coordinator
Joe Lukowski,	Early Middle College Coach
Dawon Sharp,	Early Middle College Coach
Alla White,	Early Middle College Coach

Sarah Eastman,	Instructional Technologist
Tonjia Hodgson,	Instructional Coach
Sose Klein,	Registrar
Michael Schomisch,	Application Specialist

Lori Pelton,	CTE Work-Based Learning Coordinator
Dawn Pincumbe,	CTE Work-Based Learning Coordinator
Scott Wills,	CTE Work-Based Learning Coordinator

Vision

KRESA Career Connect envisions our community transformed by empowered learners building fulfilling careers.

Mission

KRESA Career Connect provides learners with transformative experiences, skills, relationships, and resources needed to support lifelong career development.

Beliefs

We believe transformative career development requires us to center equity and take a whole person approach.

- Centering equity means that we ensure each learner receives what they need to realize their potential.
- Whole person means that we recognize each learner's unique perspectives, identities, interests, challenges and talents while providing services with wraparound supports, family engagement, and community integration.

Schedules

First Session	8:00 - 10:00 AM
Second Session	11:45 AM - 1:45 PM

The building will be open for students beginning at 7:20 AM prior to the start of school day and until 3:00 PM at the end of the school day. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Emergency Campus Closing Procedures

In the event of an emergency school closure, such as an inclement weather day or when school is unexpectedly closed early, CCC will notify students, parents/guardians, and the general public about the closure via local media stations, on local district websites and apps.

If a student's sending school is closed due to inclement weather, students are not required to attend their CTE course. However, if the CCC and satellite CTE courses are open, students may attend, but should only do so if parents/guardians determine that it is safe for the student to travel. Student safety is primary. If CCC is closed due to inclement weather, notification will be shared via local media stations.

Career Connect Campus CARES

At CCC, our mission is to provide learners with transformative experiences, skills, relationships, and resources needed to support lifelong career development. Guided by our vision of a community transformed by empowered learners building fulfilling careers, we believe that a positive, safe, welcoming and inclusive environment is essential for success in career and technical education.

Our CARES principles shape how we behave and interact with each other—students and staff alike—every day. By committing to these shared values, we foster a safe, respectful, and empowering community where everyone can learn, grow, and achieve their goals together. These expectations reflect the integrity and collaboration needed for success in school, the workplace and in life, ensuring that every member of our campus is empowered to succeed and contribute to our collective future.

Collaborate toward shared goals
Act with accountability
Respect the well-being & safety of everyone
Excel through effort and growth
Support each other with compassion

Committed to CARE, empowered to succeed

Course Listing & Instructional Staff

Courses at Career Connect Campus	Instructor	Technical Assistant
Automotive Technology	Basse, Matt	Hopwood, Dave
Automotive Technology	Needham, Matt	TBD
Computer Programming	Suggs, Daryle	Barnes, Brandon
Computer Networking	Mackie, Cortney	Garrison, Chuck
Construction Trades	Bierlein, Ben	Hovda, Jacob
Culinary Arts	Alves, Steven	TBD
Culinary Arts	Havey, Andy	Williams, Brittany
Cybersecurity	Goble, Jim	Puckett, Don
Design	Deau, Kellen	Goodyke, Adam
Educator Academy	Kline, Johnna	Kolodzieczyk, Deanna
Educator Academy	Smalldon, Lori	
Electrical Technology	Payne, Vania	Gonzalez-Morales, Lylyana
Heating Ventilation Air Conditioning (HVAC)	Sleeman, Hunter	Johnson, Darrell
Heavy Equipment Maintenance	Gray, Tanner	Tucker, Kelly
Horticulture	VanPelt, Crystal	Forsman, Arianna
Machine Tool	Schmucker, Travis	Rooney, Neil
Mechatronics: Robotics & Automation	Briggs, Ken	Jensenius, Mike
Medical Laboratory Science	Turpin, Courtney	Blowers, Emily
Patient Care Technician	Lloyd, Jordynn	Thompson, Andrea
Pharmacy Technician	Colwell, Becca	Loriso, Joanne
Plumbing	Randolph, Steve	Ling, Rob
Rehabilitation Therapy	Bendele, Palin	Hampton, Tyler
Supply Chain	Macias, Allison	Juarez, Daniel
Veterinary Science	Bucklew, Emily	TBD

Welding		Saxman, Desiree	Flagg, Mason
Courses at Satellite Locations		Instructor	Technical Assistant
Aviation Technology	Air Zoo Flight Discovery Center	Elston, Bridgette	Mugan, Nora
Conservation Biology	Kalamazoo Nature Center's Heronwood Field Station	Spring, Allie	Blum, Kyra
Dental Assisting (dual enrolled)	KVCC Texas Township Campus	KVCC	n/a
Emergency Medical Technician (dual enrolled)	KVCC Bronson Healthy Living Campus	KVCC	n/a

2026-27 KRESA CTE Calendar [here](#)

Sept. 1	First Day of School
Sept. 4-7	Labor Day Break
Oct. 30	No Students / Staff Professional Development
Nov. 25-27	Thanksgiving Break
Dec. 21- Jan. 1	Winter Break
Jan. 22	1st Semester Ends / No Students
Feb. 26	Mid-Winter Break
Mar. 26 - Apr. 2	Spring Break
May 31	Memorial Day Break
June 10	2nd Semester Ends

Academic and Career Planning

At the CCC, your academic and career planning is guided by a comprehensive approach designed to help you explore, refine, and achieve your unique career goals. Our exclusive Career Roadmap tool, developed specifically for Career Connect students, works alongside the online career awareness and exploration platform Xello to provide a personalized pathway that connects your interests, skills, and coursework to real-world careers. This dynamic planning system helps you identify the credentials and certifications needed to succeed in high-demand industries while offering clear steps toward postsecondary options such as apprenticeships, college, military service, technical training, or the workplace. With ongoing support from our dedicated staff and access to up-to-date labor market information, you'll be empowered to make informed decisions, track your progress, and confidently navigate your journey from classroom to career.

Academic Integrity and AI Use Guidelines

At the CCC, we are committed to upholding the highest standards of academic integrity, accountability, and responsibility in all aspects of learning. Academic integrity protects the value and credibility of our programs and fosters a culture of trust and respect among students, staff, and our broader community. As technology—including artificial intelligence (AI)—becomes an integral part of education and the workplace, it is essential for all students to understand and follow clear guidelines for responsible and ethical use. By doing so, your achievements will reflect your true abilities and efforts, preparing you for success in your studies and future career.

Student Expectations

All students are expected to:

- Submit original work that reflects their own knowledge, creativity, and critical thinking.
- Properly cite all sources, including AI tools, when used for brainstorming, research, or other academic purposes.
- Avoid plagiarism in all forms, including submitting AI-generated content without proper attribution.
- Refrain from cheating, plagiarism, or any form of academic dishonesty. Violations may result in academic sanctions and other disciplinary actions.

AI Use in CTE Courses

We recognize that AI is rapidly transforming the professional landscape. Employers increasingly expect graduates to be familiar with AI tools and their applications towards work productivity and efficiency. To prepare you for these expectations, our courses will incorporate hands-on training with generative AI tools, helping you learn how to select, apply, and evaluate AI technologies responsibly and ethically.

Permitted Uses of AI:

- Brainstorming and preliminary research, with instructor approval.
- Skill-building exercises (e.g., debugging code, drafting outlines).
- Any use must be transparent and cited (e.g., “Generated using [Tool Name], [Year]”).

Prohibited Uses of AI:

- Using AI to complete assignments or assessments without explicit instructor permission.
- Submitting AI-generated content as your own original work.
- Failing to disclose or cite AI contributions.
- Any form of cheating, plagiarism, or unauthorized collaboration.

Guidelines for Ethical AI Use

- Disclose AI contributions: Clearly cite when and how AI tools are used in your work.
- Document your process: Explain how AI assisted your assignment, when required.
- Critically evaluate AI output: Understand the limitations, biases, and accuracy of AI-generated content before including it in your work.
- Ensure authenticity: All submitted work must accurately represent your own knowledge and efforts.

If you are unsure whether a particular use of AI is permitted, always ask your instructor for clarification. Open communication and transparency are key to maintaining academic integrity and preparing for responsible use of emerging technologies in your future career.

Code of Conduct: Academic Integrity Violations

Consequences for academic integrity violations become more serious with each repeated offense.

Consequences may not follow sequentially depending on the nature and severity of the infraction, even if it is the student's first or second offense.

First Offense

- Student/Instructor Meeting:
 - The student and instructor meet to review the violation (such as unauthorized AI use or missing

citations).

- The instructor provides and reviews the CCC Academic Integrity Expectations & AI Use Guidelines.
- Educational Intervention:
 - The student completes a reflection assignment (for example, an essay on ethical AI use).
 - The student may be required to redo the assignment or complete an alternative assignment under supervision.
- Notification:
 - The instructor notifies the student's parent or guardian.
 - The violation is recorded in the student's file.

Second Offense

- Zero on Assignment:
 - The student receives an immediate zero on the assignment with no opportunity for resubmission.
- Escalated Notification:
 - The instructor notifies the parent or guardian.
 - The CCC Counselor or Assistant Principal notifies the student's sending school.
- Formal Meeting:
 - A mandatory meeting is held with the student, parent or guardian, instructor, and CCC Counselor or Assistant Principal.
 - The violation is reviewed and a written improvement plan is developed.

Third or Subsequent Offenses

- Program Removal:
 - The student may be removed from the CCC program following a review by the Academic Integrity Committee.
- Appeal Process:
 - The student has the right to appeal in writing within 5 business days.
- Permanent Record:
 - All violations are documented in the student's permanent record.

Adult Status and Age of Majority

All CCC policies apply to every student, regardless of age. Under Michigan law, students are recognized as adults at age 18 or upon legal emancipation. While students aged 18 or emancipated have certain legal rights regarding their educational records, all students—regardless of age—must follow all CCC rules and expectations.

CCC will honor the adult status of a student as determined by their sending high school. Any documentation or forms required by the sending high school to establish adult status will be accepted by CCC. Please contact your sending high school for details about adult status procedures.

Permission Slips and Signing Out:

Students who have been granted adult status by their sending high school may sign their own permission slips and sign themselves out of the CCC or CTE Satellites, in accordance with the procedures established by their sending school. All other students must follow the standard procedures for permissions and sign-out, which require parent or guardian involvement.

For questions about adult status or related procedures, please contact your sending high school or the CCC office.

Animals on CCC Property

Personal pets are not permitted in campus buildings or classrooms, except as required for educational purposes or with prior administrative approval.

Service Animals:

Service animals assisting individuals with disabilities are permitted throughout campus, including the clinic, and must remain under control of the handler at all times.

Event or Educational Use:

Animals used for approved educational demonstrations or events must have prior administrative approval and comply with all health and safety requirements.

Health and Safety:

All animals on campus for clinic or educational purposes must meet the clinic's health requirements (vaccinations, parasite control, etc.) and owners must notify staff if an animal may be aggressive or anxious.

Owner Responsibility:

Owners are responsible for the behavior and care of their animals while on campus and for any damage or injuries caused.

Veterinary Clinic Policy:

Animals brought to campus for veterinary clinic services must:

- Be under control at all times (leashed, in a carrier, or otherwise appropriately restrained).
- Enter and exit through designated clinic entrances only.
- Be current on all required vaccinations and free from external parasites, as specified by clinic policy.
- Be accompanied by an adult owner or authorized representative, except when handled as part of supervised instructional activities.
- Not be left unattended anywhere on campus.

Student Handling:

Only students enrolled in the veterinary science program, under staff supervision, may handle animals as part of their coursework, and must follow all safety and animal welfare protocols in accordance with state and federal regulations and accreditation standards.

Attendance

Attendance is a critical component of success within CTE courses. It is essential for students to develop skills for success while in high school to prepare them for their future careers. The hands-on learning and group work that occurs in CTE is difficult to replicate. Being absent for any reason is a loss of learning. Being present allows students to safely engage in the CTE classroom, lab and work-based learning. Career Connect Campus (CCC) staff will utilize interventions and success plans in partnership with all stakeholders including parent/guardians, instructors, technical assistants, school counselors, and local districts to hold students accountable for positive attendance expectations. In addition, parents/guardians will receive an automated message from the Career Connect Campus when their child is absent and/or tardy.

Students attending the Career Connect Campus are subject to the attendance policies of their sending high schools. The final determination regarding the limit on the maximum number of absences permitted to receive

credit or a letter grade is determined by each high school's policy. However, should attendance become an issue (absences and/or tardies), a student success plan will be initiated in an attempt to create successful learning.

Students who wish to participate in work-based learning must have a 90% attendance record for six weeks prior to job placement in their related CTE class (subject to administrative review). The principal or designee reserves the right to modify this guideline for extenuating circumstances.

Closed campus: Students are not permitted to leave campus during the session without parent/guardian permission and without signing out at the reception desk. The CCC maintains no responsibility for students when they are off campus, outside of school-related activities such as a field trip.

Illness while at CCC: If students who ride the bus become ill at the CCC, it is the responsibility of the parent or guardian to provide transportation to pick the student up.

Suspension and Expulsion: CCC honors the suspensions and expulsions of sending high schools; if a student is suspended or expelled from their sending high school, the student is also suspended or expelled from the CCC.

Excused Absence (EA)	• Absence reported by parent/guardian to the CCC Attendance Line (269-443-7501) within 48 hours for reasons including illness, severe injury, funeral attendance, medical/dental appointments, religious holiday, required court appearance, pre-arranged absence, or other emergency. • Communication within 48 hours is key for an absence to be considered excused.
Unexcused Absence (UA)	• Any absence for any reason other than those cited as an excused absence. • Absences are unexcused if the parent/guardian does not contact the CCC within 48 hours.
School Related (SR)	• SR includes scheduling or transportation conflict with sending high school, postsecondary visits (e.g. trade school, apprenticeships, college, military), school sponsored sending high school activity, snow days of sending high school, suspensions • Individual student school related absences should be reported by parent/guardian to the CCC Attendance Line (269-443-7501) within 48 hours: • Weather-related closures of sending high schools will be counted as SR by the CCC staff.
Tardy (T)	• Students will be marked tardy by their instructor when they arrive after the designated start time: 8:00 AM for the morning session and 11:45 AM for the afternoon session. • If a student is more than fifteen minutes late to class, they are to report first to the CCC Receptionist to receive a pass before going to class.

	• If a student arrives more than thirty minutes late to class, they will be marked absent for that class.
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Reporting an Absence

Parents/Guardians are expected to call both the CCC as well as the sending high school to report an absence.
CCC Attendance Line: 269-443-7501

Leaving Early

To release a student early from class, a parent/guardian should contact 269-443-7501 to reach an office staff member.

Excessive Absences & Tardies (not including school-related)

3 absences within the first quarter

- Instructor meets with student
- Instructor makes parent/guardian contact asking for additional support in attendance improvement

5 absences within a semester:

- Instructor meets with student
- Instructor makes parent/guardian contact asking for additional support in attendance improvement
- Parent will receive a letter regarding attendance

7 absences within a semester:

- Instructor meets with student
- Instructor makes parent/guardian contact asking for additional support in attendance improvement
- Parent will receive a letter regarding attendance
- CTE Counselor meets with student
- Notification will be sent to the sending high school

10+ absences within a semester:

- Instructor meets with student
- Instructor makes parent/guardian contact asking for additional support in attendance improvement
- CTE Counselor may create a student success plan for improvement
- Meeting may be held with the student, instructor, parent/guardian, CTE Counselor, sending school counselor and/or Assistant Principal of Student Services

In collaboration with the sending school and with the student's best interests in mind, a decision may be made for a student to return to their high school at any point in the year, particularly if doing so better supports their graduation requirements.

Tardies will follow the same support and notification process. Because consistent, on-time attendance is essential for success in both CTE courses and future careers, parking pass/driving privileges may be temporarily suspended to help students develop professional habits. During this time, students would be expected to utilize district transportation.

Biohazardous Waste and Sharps Disposal

Some programs at our campus involve the use of specialized materials and equipment, including items that may require special disposal procedures for health and safety reasons. Please review and follow these guidelines if you are enrolled in a program where these procedures apply. All students are expected to follow safety guidelines as outlined by their instructors and the CCC safety policies. Failure to comply with safety procedures may result in disciplinary action.

- Certain CTE classes (such as health sciences or biotechnology) may use materials that require special handling and disposal, including biohazardous waste and sharps (like needles or blades).
- If your class uses these materials, your instructor will provide specific training and instructions for safe handling and disposal.
- Always follow your instructor's directions for disposing of any materials in designated containers. Never place sharps or biohazardous waste in regular trash bins.
- If you are unsure about the correct disposal procedure, ask your instructor immediately.

Bullying and Cyberbullying

Career Connect is dedicated to providing a safe, respectful, and inclusive learning environment for all students. All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy #5207 is attached to this handbook as Appendix A.

Cafe and Food Services

The CCC is not a designated school nutrition site; however, we offer a variety of snacks and food items for purchase in the campus café.

- Food Options: Snacks and light meal options are available for purchase during the school day.
- Food Consumption Areas: Food and beverages may be consumed in the commons and café areas, as well as other areas throughout the CCC. Eating or drinking (except water) is not permitted in instructional studios or lab spaces.
- Outside Food: Students may bring their own food and beverages, but these must also be consumed only in the commons or café.
- Clean-Up: Students are expected to clean up after themselves and dispose of trash properly.
- Special Dietary Needs: If you have specific dietary restrictions or allergies, please notify the school office.

For questions about café offerings, please contact the CCC Student Services Office.

Cell Phone & Other Electronic Devices Expectations

Cell Phone Policy

Beginning with the 2026-27 school year, Michigan public school districts are required to adopt and enforce a policy that prohibits students from using cell phones and other wireless communication devices during instructional time. The law establishes a statewide expectation that classrooms remain focused on teaching and learning while still allowing local districts flexibility in determining how devices are stored, monitored, and managed outside of class periods. The legislation also includes specific exemptions for medical needs, special education accommodations, teacher-approved instructional use, district-owned devices, and emergencies.

Our district's cellphone policy is not simply to comply with state law, but to create the best possible learning environment for all CTE students. Our courses require full attention and engagement, and distractions from cell phones can lead to safety concerns, reduced collaboration, and lower skill proficiency. By establishing clear and consistent expectations regarding wireless communication devices (including cell phones, earbuds, headphones, and similar devices), we can maximize instructional time, support student achievement, enhance classroom engagement, and foster a school culture where learning and connecting with one another remains the primary focus. The policy reflects our commitment to helping students develop the attention, responsibility, and skills necessary for success in school, careers, and life.

All CTE classrooms and/or lab spaces have cell phone lockers with a key. Students are expected to place their cell phone in their designated space of the locker each day, in exchange for the key, by the time class starts. Students may not use these devices during the class period/instructional time, with the exception of uses allowed in Board Policy 5209, which include medical necessity and use required by a student's 504 or IEP.

Students will be allowed access to their electronic communication devices before the start of class.

If students repeatedly do not use the classroom/lab cell phone locker as expected, the student may be placed on a success plan for a determined amount of time, where they will be required by administration to place their phone in a cell phone locker at the receptionist desk before they go to class. They may pick up their phone as they exit the Career Connect Campus after class has been dismissed.

If a student fails to follow the success plan, this will be considered insubordination and could result in disciplinary action. Any further incidents will result in progressive discipline.

We appreciate the support and cooperation as we work together to uphold this policy for the benefit of all students.

Privacy and Recording:

To protect the privacy, safety, and dignity of all members of the Career Connect Campus community, students are prohibited from using cell phones, smart devices, or other electronic communication devices to photograph, video record, or audio record any student, staff member, instructor, or visitor without their explicit consent. The use of electronic devices is strictly prohibited in bathrooms, locker rooms, and any location where an individual has a reasonable expectation of privacy.

Students may not share, post, transmit, or distribute unauthorized recordings, photographs, or images of others through social media, messaging platforms, websites, or any other electronic means. Unauthorized recording or distribution of images, video, or audio may result in disciplinary action in accordance with the Student Code of Conduct and may subject the student to legal consequences when applicable.

Exceptions for educational purposes, school-sponsored events, or approved instructional activities must receive prior authorization from the instructor and/or school administration.

Certifications and Credentials

As part of the CTE experience, students have the opportunity to earn industry-recognized credentials that validate students' skills and knowledge in their chosen career pathways. These credentials are recognized by employers and colleges and can give individuals a competitive advantage when applying for internships, jobs, or further education. Instructors will let students know which credentials are available in their respective programs and will guide them through the process. Career Connect encourages students to take full advantage of this opportunity to build their resumes and prepare for success beyond high school.

Classroom Behavior

Teachers may establish classroom rules that are consistent with district policies and the CTE Code of Conduct.

Communicable Diseases

KRESA, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Student Rights and Responsibilities

- **Equal Opportunity:** Every student has the right to learn in an inclusive environment, free from discrimination based on race, color, national origin, sex, gender identity or expression, disability, age, religion, or any other protected category.
- **Respect and Dignity:** Students must respect the worth and dignity of all individuals, including peers, instructors, and staff, and honor the rights of others to learn and achieve their goals.
- **Professional Conduct:** Students are expected to conduct themselves professionally at all times, including regular attendance, punctuality, and full participation in all program activities.
- **Compliance:** Follow all CCC, sending school, and program site rules, as well as directions from instructors and staff.
- **Safety:** Maintain a safe environment by adhering to all safety protocols, reporting unsafe conditions, and refraining from behaviors that could endanger yourself or others.
- **Dress and Personal Property:** Dress appropriately for your program and keep personal valuables secure at all times. The school is not responsible for lost or stolen items.
- **Technology Use:** Use all technology and equipment responsibly and in accordance with the Acceptable Use Policy.

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent / guardian or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the KRESA in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or more School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the KRESA in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

If you have questions about disciplinary procedures or how they may affect your student's participation in both the CTE course and their sending high school, please contact the CCC Assistant Principal of Student Services.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must: 1. identify offenses that may result in discipline; 2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion; 3. be consistent with applicable state and federal laws and Board Policies; and 4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the KRESA's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Except as permitted by law, and only after considering the recommendations of the District's Title IX Coordinator, KRESA will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student is sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted

CCC honors the expulsions and suspensions of sending high schools; if a student is suspended from their sending high school, the student is also suspended from the CCC.

Nothing in this handbook limits the KRESA's authority to discipline a student for conduct that is inappropriate in school but that is not specifically listed in this table. Depending on the nature of a particular situation, separate athletic or extracurricular sanctions may be imposed by the student's sending school, in accordance with the applicable handbook or rules.

Student misconduct is categorized as Minor Level 1, Minor Level 2, or Major Behavior. The categorization of behavior assists the District in determining the appropriate level of intervention, response, and disciplinary action. The examples provided are representative and are not intended to be an exhaustive list of prohibited conduct.

Consistent with Michigan law and KRESA policy, administrators may consider restorative practices, the student's disciplinary history, age, disability status, severity of behavior, safety concerns, and other relevant factors when determining an appropriate response to misconduct. Neither the infractions identified in the Code of Conduct, nor the consequences for code infractions which follow, are to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of the rules and regulations of an individual school building, or other types of conduct which interfere with the proper functioning of the educational process and/or the health and safety of students, staff and the community. Disciplinary actions will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses depending on the nature and severity of the offense, the prior behavior records for the student, the recommendation of school personnel, and other relevant circumstances, as required by law and Board policy. If a specific consequence is not stated for a violation of a particular rule, then reasonable disciplinary actions may be taken at the discretion of the administration. CCC reserves the right to impose different, including stricter, discipline for any misconduct, regardless of which level it is classified as depending

on the nature and severity of the misconduct. Repeat offenders even for minor misconduct may result in significantly more stringent discipline.

Minor Level 1 Behaviors

Minor Level 1 behaviors are low-intensity behaviors that interfere with the learning environment, violate classroom expectations, or require correction by instructional staff. These behaviors are typically resolved through instructional interventions, redirection, reteaching, restorative conversations, and other classroom-based responses. Repeated Minor Level 1 behaviors may be escalated to Minor Level 2 behaviors.

Minor Level I Behavior	Definition
Cell Phone Violation	Unauthorized use of electronic devices during instructional time
Disrespectful Behavior	Low-intensity rude, dismissive, or discourteous conduct
Disruptive Behavior	Conduct that interferes with instruction or learning
Inappropriate Language	Use of profanity or offensive language
Property/Technology Misuse	Misuse of equipment, devices, tools, or technology resources
Inappropriate Dress	Failure to comply with program, safety, uniform, or dress requirements
Leaving Class Without Permission	Leaving assigned learning areas without authorization
Safety Violations	Failure to follow safety procedures, PPE requirements, or program safety expectations

Minor Level 2 Behaviors

Minor Level 2 behaviors are more serious or persistent behaviors that significantly disrupt instruction, interfere with the educational environment, or continue after previous interventions have been implemented.

Parent/guardian communication and behavior documentation may be required. Repeated Minor Level 2 behaviors may result in administrative referral.

Minor Level II Behavior	Definition
Academic Dishonesty	Cheating, plagiarism, unauthorized AI use, falsification of academic work.
Defiance	Refusal to comply with reasonable staff directions.
Repeated Disruptive Behavior	Continued disruptive conduct following interventions.
Failure to Serve Assigned Consequences	Noncompliance with assigned corrective actions.
Inappropriate Display of Affection	Conduct involving inappropriate physical or intimate contact.

Significant Safety Violations	Conduct creating elevated safety concerns within instructional environments.
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Major Behaviors

Major behaviors involve significant violations of school rules, threats to safety, violations of law, or conduct requiring administrative investigation and intervention. Major behaviors may result in suspension, expulsion, law enforcement notification, restitution, or other disciplinary action permitted by law and District policy.

Major Behavior	Definition
Alcohol, Drugs, or Drug Paraphernalia	Possession, use, distribution, sale, attempted sale, or being under the influence of alcohol, controlled substances, illegal drugs, look-alike substances, or drug paraphernalia while under school jurisdiction.
Bullying or Cyberbullying	Any written, verbal, electronic, or physical act that is reasonably perceived as intimidating, threatening, hostile, humiliating, dehumanizing, or likely to cause emotional distress or fear of harm.
Criminal Cyber Activity	Use of technology or electronic devices to engage in unlawful conduct, including unauthorized access, threats, identity theft, distribution of prohibited materials, or other criminal activity.
Fighting or Aggressive Physical Contact	Engaging in physical aggression, mutual combat, or physical altercations that pose a risk of injury to others.
Gambling or Unauthorized Selling	Participating in games of chance for money or valuables, unauthorized sales, solicitation, or distribution of goods without school approval.
Harassment (including Sexual Harassment) or Discriminatory Conduct	Violating Board Policy addressing anti-discrimination and anti-harassment.
Hazing	Intentional or reckless act(s) directed against a student or students that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group.
Insubordination	Refusal to comply with the lawful directives of school personnel after repeated requests or interventions have occurred.
Physical, Verbal, or Written Assault	Threatening, attempting, or causing physical injury to another person, including conduct that causes an individual to reasonably fear impending harm.
Criminal Sexual Conduct	Commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits

	criminal sexual conduct against another student enrolled in the same school district.
Theft or Possession of Stolen Property	Taking, attempting to take, possessing, or knowingly receiving property belonging to another person or organization without authorization.
Threats (Written, Verbal, or Electronic)	Statements, gestures, communications, or behaviors that threaten harm to individuals, groups, property, or school operations.
Tobacco, Nicotine, or Vaping Products	Possession, use, distribution, sale, or attempted sale of tobacco, nicotine delivery systems, vaping devices, or related materials.
Vandalism or Significant Property Damage	Intentional destruction, defacement, alteration, or damage to school property or the property of others.
Weapons	Possession, use, transfer, sale, or threatened use of any weapon, dangerous instrument, firearm, look-alike weapon, or object used as a weapon.

Behavior Level	Managed By	Possible Responses
Minor Level 1	Teacher/TA	Reteaching, redirection, restorative practices, loss of privilege, parent / guardian communication, documentation.
Minor Level 2	Teacher	Parent / guardian communication, documentation, restorative practices, behavior plans, administrative referral.
Major	Administration	Restorative practices, parent / guardian notification, suspension, expulsion, permanent expulsion from all public schools, restitution, activity restrictions, police referral when appropriate and permitted by law.

Dress Code, Uniform, and Safety Expectations

The primary responsibility for student dress and grooming rests with students and their parents/guardians. However, the Career Connect Campus (CCC) and CTE Satellite programs reserve the right to set reasonable expectations for dress when a student's clothing or grooming is disruptive, unsafe, or otherwise detrimental to the educational environment or the well-being of others.

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

General Dress Code:

The Career Connect Campus Dress Code centers on keeping students safe in a technical environment while preparing students for the world of work, where dress expectations are common.

The following guidelines will apply while on school property or while in attendance at a school-sponsored activity:

- Tops and bottoms should fully cover private areas including buttocks.
- Appropriate footwear must be worn at all times.
- Students may not wear articles of clothing intended to be undergarments or swimwear as their primary top or bottom item of clothing.
- Head coverings are permitted but must be worn so that the student's face is visible to staff (except as a religious observance or for medical reasons). Students must comply with a request from teachers to remove head coverings (other than for religious or medical reasons) in a classroom if that teacher deems it necessary.
- Non-prescription sunglasses shall not be worn in the school building during school hours (unless medically necessary).
- Outerwear may not display material that:
 - Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
 - Is obscene, sexually explicit, indecent, or lewd;
 - Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
 - Incites violence;
 - Contains "fighting words";
 - Constitutes a true threat of violence; or
 - Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents / guardians will be called to bring appropriate clothing, students can use extra clothing provided by the KRESA, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Uniform and PPE Requirements:

- Many individual CTE courses may have additional dress code requirements to ensure safety and to uphold industry standards, and/or require specific uniforms, lab gear, or personal protective equipment (PPE) that meet industry standards. Students are expected to adhere to course standards and wear course-specific uniforms and gear as directed.
- Detailed information about safety requirements and mandatory uniforms will be provided at orientations. Students must comply with these requirements at all times in all instructional settings, labs, and work-based learning sites.
- Protective clothing and equipment, such as safety glasses and closed-toe shoes, must be worn when required for the course. Appropriate footwear is required at all times; many courses require closed-toe shoes for safety.
- Uniforms and PPE provided by the course must be kept at school or returned as directed. Lost or damaged items may incur a replacement fee.

Compliance:

- Failure to follow dress code, uniform, or safety gear requirements may result in disciplinary action or removal from certain activities until compliance is achieved.
- If you have questions about dress expectations, required uniforms, or safety gear, please contact your instructor or the CCC Student Services Office.

By adhering to these guidelines, students help maintain a safe, respectful, and professional learning environment for all.

Consent for Care and Treatment

By enrolling in the CTE programs, parents/guardians provide implicit consent for the school to administer basic first aid and obtain emergency medical care for their student when necessary during school hours or school-sponsored activities.

- *Emergency Care:* If a student becomes ill or is injured while participating in a CTE program, staff will provide appropriate first aid and, if necessary, contact emergency medical services. Every effort will be made to notify the parent/guardian or emergency contact as soon as possible in the event of a serious illness or injury.
- *Routine Health Needs:* School staff may address minor health concerns (such as cuts, scrapes, or headaches) according to campus protocols.
- *Parent / Guardian Notification:* Parents/guardians will be informed promptly if their student requires medical attention beyond basic first aid or if an emergency arises.
- *Medical Information:* Parents/guardians are responsible for informing the school of any medical conditions, allergies, or medications that may affect their student's care at school or limits their ability to participate in CTE activities.
- *Liability:* The District and its staff are not responsible for expenses related to outside medical treatment. Parents/guardians are responsible for any costs incurred.

If you have questions or need to update your student's medical information, please contact the CCC Student Services Office.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, Kalamazoo RESA CCC must have parent/guardian written consent before disclosing personally identifiable information from the student's education records, except in circumstances permitted by law.

Directory Information

FERPA allows CCC to disclose certain information designated as "directory information" without written consent, unless you notify us otherwise. Directory information is generally not considered harmful or an invasion of privacy if released. The following are considered directory information at CCC:

- Student name, address, and telephone number
- Photographs and videos depicting a student's participation in school-related activities and classes
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status (e.g., full-time or part-time)
- Dates of attendance
- Participation in officially recognized activities
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

- District-assigned student email address (for use in online learning platforms and internal school communications)

Opt-Out Option

If you do not want your student's directory information released for one or more of the following purposes, you must digitally submit the Directory Information Opt-Out Form. If you do not return this form, CCC will presume you give permission to release your student's directory information for the purposes listed below:

- School or District publications (e.g., yearbook, graduation program, newsletters)
- School or District communications (e.g., auto-dialer system)
- News media outside the School or District
- School PTO or District parent organizations
- Other groups and entities outside the School or District, including community or advocacy organizations
- Official school-related websites or social media accounts
- Other information requests consistent with Board Policy and law

The parent/guardian opt-out request will be recorded in the student information system and kept on file for one school year.

For questions about FERPA or to request an Opt-Out Form, please contact the Career Connect Campus office.

You have the right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

United States Armed Forces

KRESA is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent / guardian may submit a signed, written direction to the School District that the student's directory information not be accessible to United States Armed Forces recruiters. In such cases, the information will not be disclosed.

Other Agencies or Institutions

As required by the Revised School Code, KRESA will forward education records, including disciplinary records, to a requesting local school district, public school academy, or intermediate school district in which the student seeks to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

Disclosure to other agencies or education institutions will comply with FERPA.

Compliance

The School District will comply with a legitimate request from a parent / guardian or eligible student for access to education records within a reasonable period of time, but not more than forty-five (45) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Field Trips

Field trips are an important part of the CCC experience, providing students with opportunities to explore careers, connect classroom learning to real-world settings, and gain valuable insights into industry practices.

Purpose and Approval

- All field trips are designed to enhance the educational value of CTE programs and align with course objectives.
- Field trips are approved by the CTE administration.

Parent/Guardian Notification and Permission

- Parents/guardians will be notified in advance of any field trip and must provide written permission for their student to participate.
- The course instructor will notify both the sending high school attendance office and parents/guardians of any impending absences due to a CTE-sponsored field trip.

Attendance and Student Responsibility

- Students are responsible for informing their sending high school of their planned absence and for making arrangements to complete any missed classwork.
- Participation in field trips is a privilege and may be revoked due to disciplinary or academic concerns.

Costs and Fees

- Some field trips may require fees to cover transportation, admission, or other expenses. These fees will not exceed the combined cost of services or materials provided.
- No fees will be charged for mandatory school activities or required curriculum trips.

Behavior and Expectations

- All school rules, policies, and codes of conduct apply during field trips, including those related to safety, behavior, and respect for property.
- Students are expected to represent CCC and their sending high school in a positive and respectful manner at all times.
- Purposeful destruction, defacing, or theft of property at host facilities will not be tolerated and may result in disciplinary action and financial responsibility for damages.

Safety and Supervision

- Students will be supervised by CTE staff and approved adult chaperones at all times.
- Emergency medical forms and parental permission slips must be on file for each student participating in a field trip.

Cancellation

- The Career Connect CTE Administration reserves the right to cancel a field trip at any time to ensure the safety and health of students and staff. The district is not responsible for any financial loss due to cancellation.

If you have questions about field trips, please contact your instructor or the CCC Administration.

Fines and Fees

Students are responsible for any/all resources that have been distributed in their name by the CCC. Students who fail to return property and/or return it in a manner such that it requires repair/replacement will be fined accordingly. While reasonable wear is anticipated, books and materials must be returned in good condition. The administration will make the final determination on whether or not the material is returned in satisfactory condition.

Grading

A copy of student reports will be kept on file at CCC, one will be sent to the student's sending high school, and a copy will be given to the student. At any point in time, students and parents/guardians are encouraged to check grades online in PowerSchool (passwords will be provided). All programs have implemented Competency-Based Grading (CBG) which focuses on mastery of core competencies and is often referred to as standards-based grading. CBG emphasizes mastery of skills rather than completion of tasks, and students will be required to show a level of desired proficiency in each standard. Standards for each program will be identified on their course syllabus.

In certain circumstances, school administrators and instructors may exercise discretion in determining a student's grade for the benefit of the student. This policy aims to address unique situations that may not be adequately covered by competency-based grading practices.

A student's grade will be based upon the body of evidence a student produces over time in relation to their level of proficiency in each of the course's competencies. Each semester is divided into 18 weeks. Students will be assigned a grade at the end of each semester. Grades are reported to sending schools which then report these grades on a student's official transcript. CCC does not produce a student transcript. Students will have to provide evidence of learning/proficiency for each of the course competencies. Each assignment will be assessed on a 4-0 scale.

Competency-Based Grading Overview

Why competency-based grading?	We are committed to providing a learning environment that ensures every student achieves mastery of essential skills and knowledge. Competency-Based Grading (CBG) with Proficiency Scales is a transformative approach to support this mission. Clear success criteria communicate academic progress more specifically. • Emphasize mastery of skills and knowledge vs completion of tasks. • Allow for personalized learning paths and pacing. • Foster a growth mindset by focusing on skill mastery rather than point accumulation. Career Connect Campus: Embracing Competency-Based Grading with Proficiency Scales
What is competency-based grading?	• Competency-based grading is a grading system that focuses on students demonstrating their mastery of specific skills and knowledge rather than accumulating points for assignments and tests. • Competency-based grading is characterized by learning targets, multiple opportunities, mastery orientation, reassessment, feedback, and proficiency scales.

What does competency-based grading look like in the classroom?

- In the classroom, instructors and students will use levels of performance and rubrics focused on the course competencies to provide feedback on student work, assess student success, and allow for student growth and learning.
- Students will receive clear and consistent feedback that enables them to understand their current performance. They will also learn how to identify specific steps for improvement and be provided with the necessary opportunities and support to achieve their growth goals.
- Students will be required to demonstrate a level of desired proficiency of each competency.

Levels of Performance

Every course competency will have a corresponding proficiency scale to identify the performance level of each student.

4	Exceeding	Student consistently demonstrates advanced mastery of the content or skills, applying it in innovative situations
3	Achieved	Students meets the required competency being assessed
2	Developing	Student applies some of the required skills and/or competencies regarding the competency being assessed
1	Beginning	With support, student demonstrates foundational skills and an understanding of competency
0	Insufficient Evidence	Student did not provide evidence to demonstrate understanding of learning.

ID Badges

Students will receive an identification badge at the beginning of the year and are expected to wear it visibly displayed each day. If an ID needs to be replaced, the first one will be free. After this, the student is responsible for the cost.

Informed Consent and Mandatory Reporting

As mandated reporters under Michigan law, CTE staff are required to report any reasonable suspicion of child abuse, neglect, or endangerment to Child Protective Services (CPS). This includes physical, emotional, and sexual abuse, as well as neglect. The KRESA will cooperate with CPS which may include allowing access to a student without parent / guardian consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed. Additionally, we are committed to providing a safe and supportive learning environment. In order to uphold this commitment, certain information may need to be shared with relevant school personnel or authorities.

KRESA School Board Policies

This handbook provides an overview of key policies and procedures relevant to the CCC. However, it does not include every policy established by the KRESA School Board. All KRESA School Board policies—whether specifically mentioned in this handbook or not—apply to students, parents/guardians, and staff at CCC.

For the most current and comprehensive set of policies, please visit the official KRESA website and review the Kalamazoo RESA School Board Policies. If you have questions about any policy or how it applies to your experience at Career Connect Campus, please contact the campus office or visit

<https://www.kresa.org/about/board-of-education/board-policies>.

Lockers

Some courses have lockers available for use. Lockers are to be used for school-related items and personal effects only. Students have no expectation of privacy in a CCC locker. Building administration may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Students are strongly encouraged to keep any items of value in their CCC locker (if provided). Lockers are used for storage of protective equipment, program uniforms, personal property and supplies. Money or valuables should not be left in a shared locker. Faulty locks should be reported to the instructor as soon as possible.

Lost and Found

All lost and found items are to be taken to the receptionist station at the main entrance. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication Administration

General Standards

Whenever possible, parents / guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent / guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent / guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent / guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

District-Administered Medication

1. If the student requires District-administered medication, the student's parent / guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent / guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.

2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
5. Incorrectly administered medication must be reported to the building principal and the student's parent / guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. The CCC will maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent / guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent / guardian notice to retrieve the medication. If the parent / guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. Administration will ensure that all staff responsible for administering medication are appropriately trained.

Multi-Tier System of Support (MTSS)

Career Connect Campus is committed to helping every student succeed—academically, socially, and emotionally. We use a Multi-Tiered System of Supports (MTSS) to ensure all students receive the right level of support, at the right time, based on their individual needs.

What is MTSS?

MTSS is a proactive, evidence-based framework that provides different levels ("tiers") of support to students. It addresses academic, behavioral, and social-emotional needs, using data and collaboration to guide decisions and ensure every student has the opportunity to thrive.

Key Features of MTSS:

- Ongoing progress monitoring to track student growth and adjust supports as needed.
- Data-based decision making to ensure interventions are effective and matched to student needs.
- Collaboration among teachers, staff, parents/guardians, and students to create the best learning environment for all.

What This Means for Students and Parents/Guardians:

- All students have access to supports that help them achieve success in academics, behavior, and social-emotional learning.

- If your student needs additional help, you may be contacted about interventions or support being provided.
- Your involvement and communication are important—parents/guardians are encouraged to partner with instructors and staff to support student growth and success.

If you have questions about MTSS or the supports available to your student, please contact the CCC Student Services Office.

Parent/Guardian Involvement

The CCC values strong partnerships with families to support student success. We are committed to open, consistent communication and providing meaningful opportunities for family engagement throughout the year.

Communication Channels

- We keep families informed through regular newsletters, emails, and updates on our website.
- Instructors and staff are available for phone calls, emails, and scheduled meetings to discuss student progress or address concerns.
- Parent/guardian-teacher conferences and open house events provide opportunities for face-to-face communication and collaboration.
- Families are encouraged to share their insights, ask questions, and provide feedback at any time.

Role of Parents/Guardians in Supporting Student Success

- Parents/guardians play a vital role by encouraging regular attendance, monitoring academic progress, and supporting positive behavior at home and school.
- Open, two-way communication between families and school staff ensures that students receive the support they need to thrive.

If you have questions or need assistance, please contact your student's instructor or the CCC Administration. We welcome and value your involvement in our school community.

Parking Rules and Regulations

Parking at CCC is a privilege and may be revoked at any time.

Parking Permits

- Students who drive to campus must obtain a parking permit.
- A parent or guardian must sign the permit application.
- Once approved, a parking permit tag will be issued to the student and it must be displayed daily while on campus. This tag is not transferable to other students.
- Registration forms are available from the Receptionist.

Occasional Drivers

- Students driving on an occasional basis must register their vehicle at the Receptionist Desk within 30 minutes of arrival.

Parking Lot Rules

- Students must park in the designated student lot and between the marked lines.
- Do not park or drive in the bus lane at any time.
- No loitering, sitting in, or being around vehicles during the school day without permission from administration.

- Vehicles must display a valid CCC parking permit at all times or student may face consequences.
- The Econolodge parking area is off limits to CCC students.

Driving Expectations

- Student drivers are expected to arrive on time for class. Parking pass/driving privileges may be revoked to assist with students arriving on time to ensure minimal instructional time is lost. If parking privileges are revoked, students would be expected to ride the bus.
- Drive carefully on school grounds. The speed limit in the parking lot and driveway is 5-10 mph.
- CCC is not responsible for damage to student vehicles. Parking lots are used at the student's own risk.

Safety and Security

- Video cameras may be active in the parking lots and may be used to investigate misconduct.
- By driving to school, students and parents/guardians consent to vehicle searches if school officials have reasonable suspicion of rule, policy, or law violations.
- Accidents or theft must be reported to CCC Security immediately.

Failure to follow these rules may result in loss of parking privileges or other disciplinary action.

Police Investigations and Arrests

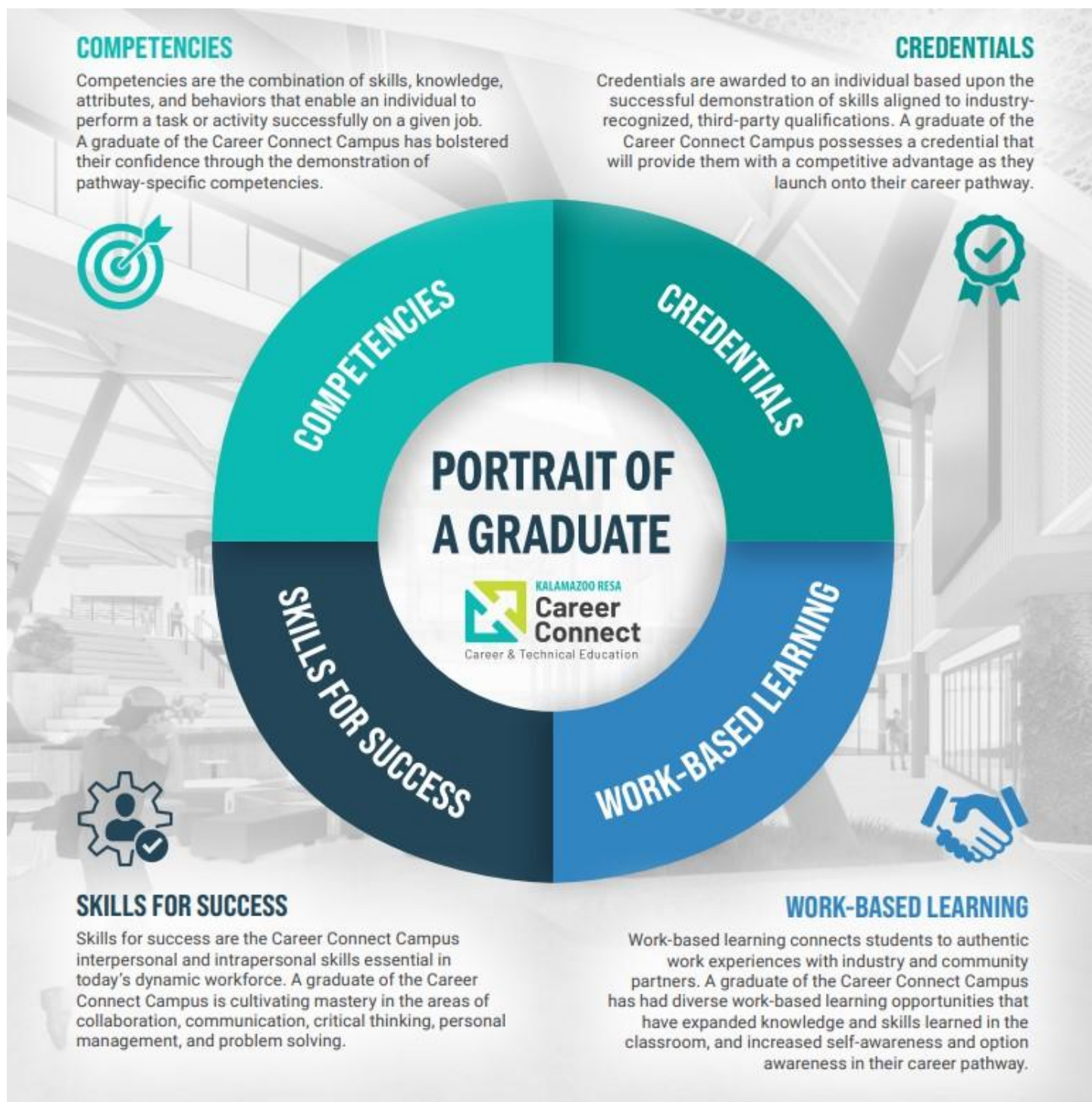
Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Board Policy 5201. Students may be questioned by school officials at any time, without parent / guardian notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Reporting to Law Enforcement

An administrator may contact a law enforcement officer any time the administrator suspects criminal activity; activity that threatens the health or safety of a student; or activity that disrupts or potentially disrupts the school environment.

The District will follow all legal requirements regarding police investigations and student rights. If you have questions about these procedures, please contact the Career Connect Campus Assistant Principal for Student Services.

Portrait of a Graduate



Posters or Advertisements

Posters or advertisements must be signed or initialed by CCC Administration prior to posting on school walls, bulletin boards, etc.

PowerSchool Student Information System

CCC uses PowerSchool as our student information system to help students and families stay informed and engaged throughout the school year.

Attendance

- PowerSchool tracks daily and class attendance.
- Parents/guardians and students can view attendance records in real time through the PowerSchool portal.
- Attendance is important for student success and is monitored regularly.

Grading

- Instructors record grades and assignments in PowerSchool.
- Students and parents/guardians can check progress and monitor academic performance at any time.

Parent and Student Portal

- Both students and parents/guardians have secure access to the PowerSchool portal.
- The portal provides up-to-date information on attendance, grades, schedules, and important school announcements.
- Log-in instructions and support are available through CCC Student Services.

PowerSchool helps keep families connected and informed. If you need assistance accessing your account or have questions about PowerSchool, please contact CCC Student Services.

Problem-Solving Process

Learning to solve problems is an essential life skill and an important part of your CTE education. Students are encouraged to view challenges as opportunities to grow and learn. If a problem arises, please follow these steps in order:

1. *Talk with Your Parent/Guardian:* Discuss the problem together and focus on possible solutions. If you cannot resolve the issue, move to the next step.
2. *Speak with the Instructor:* The student should talk directly with the instructor involved to try to resolve the problem. If the issue remains, continue to the next step.
3. *Arrange a Conference with the Instructor:* The parent/guardian should contact the instructor to set up a meeting with the student and instructor. If the problem is still not resolved, go to the next step.
4. *Contact the CTE School Counselor:* The parent/guardian should reach out to the assigned CTE School Counselor to arrange a conference with the student, parent/guardian, instructor, and an administrator. If the issue persists, proceed to the final step.
5. *Contact the Assistant Principal:* The parent/guardian should contact the assistant principal to schedule a conference to address the concern.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents/Guardians

Unless a parent / guardian has provided the building principal or designee with a court order that provides otherwise, KRESA personnel will treat each parent or legal guardian, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents/guardians, regardless of custodial status, will be provided information about conference times so both parents/guardians may attend a single conference. KRESA is not required to schedule separate conferences if both parents/guardians have been previously informed of scheduled conference times.

If either or both parents'/guardians' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Safety and Security

KRESA Career Connect prioritizes a safe learning environment. Our dedicated Safety and Security Team works to ensure the well-being of all students and staff. We implement routine safety measures, including regular drills, secure entrances, and surveillance systems. Students and staff are expected to report any safety concerns immediately.

Safety Contracts

Safety is a top priority. To ensure a safe learning environment, all students are required to sign a safety contract before participating in any CTE course activities.

- **Course-Specific Contracts:** Each instructor will provide a safety contract tailored to the unique requirements and equipment of their program. This contract outlines the safety rules and expectations for that course.
- **Student and Parent/Guardian Responsibility:** Both students and parents/guardians must review and sign the safety contract. Signing the contract confirms that you understand and agree to follow all safety procedures at all times.
- **Consequences:** Failure to comply with safety rules may result in removal from class activities and could affect your standing in the program.

If you have questions about safety expectations or the safety contract for your course, please contact your instructor.

Drills

Evacuation drills will be held at regular intervals throughout the school year in compliance with state law. EVERY PERSON in the building is to leave promptly and quietly at the sound of the fire alarm. Doors and windows must be closed. Follow directions posted in your classroom. REGARD AN EVACUATION DRILL OR TORNADO DRILL WITH AN ATTITUDE OF UTMOST SERIOUSNESS. BE QUIET AND ORDERLY AT ALL TIMES.

School Property

KRESA retains ownership and personnel control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary

precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

Use of Dogs

The School Board authorizes the use of canines trained for the detection of drugs and/or explosive devices, which are accompanied by law enforcement officials, in order to protect the safety and welfare of students/staff and to mitigate drug issues at its schools.

On occasion, students may be asked to leave their backpacks, bags, or other personal belongings in a classroom or other area, if dogs are being used in that area.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be taken and properly cataloged for use as evidence if appropriate.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law 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 KRESA's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

If you have questions about search and seizure procedures or your rights, please contact the CCC Assistant Principal for Student Services.

Skills for Success

Skills for Success are foundational skills that can be transferred to any career or pathway a student may pursue. All CTE courses will focus on five key skills—collaboration, communication, critical thinking, problem solving, and personal management—that are essential for gaining and keeping employment as well as leading a fulfilling life. Students will learn practical strategies and real-world applications for each skill, reflect on their growth through self-assessments and create a professional portfolio showcasing their mastery of these skills. Throughout the course, students also receive personalized feedback to support continuous improvement and prepare them for success in both the workplace and their personal lives.



Student Photos and Media Release

Throughout the school year, Career Connect CTE may take photographs and videos of students participating in school activities, events, and projects. These images may be used for program newsletters, brochures, websites, and local media coverage. We believe these photos and videos help celebrate student achievements and promote our programs.

Parent / Guardian Opt-Out. If you do not want your student's photo or video to be used for these purposes, parents/guardians can opt-out through the PowerSchool student/parent portal. Even with an opt-out form, photos or videos may be used for internal school purposes such as student identification or security. News media covering public events may photograph or record students, even with an opt-out on file. If there is no opt-out, the school will assume that photo/media release is granted.

Technology

Acceptable Use Agreement (Computer Systems, Internet, and Email Usage)

All students and parents/guardians will be expected to complete and return the [Acceptable Use Agreement](#) before they can use technology systems within the CCC and CTE Satellite programs.

GoGuardian Web Filtering: Information for Students and Guardians

While students are attending our CCC and using our internet, GoGuardian web filtering is in place to help keep everyone safe and focused on learning.

- GoGuardian blocks inappropriate or distracting websites based on school and legal guidelines.
- Teachers and staff can monitor student internet activity during program hours to ensure safety and appropriate use.
- Students are expected to use the internet responsibly and report any issues or inappropriate content.

Threat Assessment

The CCC team is committed to the safety and well-being of all students and staff. The school uses a threat assessment process to identify, assess, and respond to behaviors or communications that may pose a risk to the school community.

The purpose of threat assessment is to prevent harm by evaluating concerns early and providing appropriate interventions and supports. The process involves a team of school professionals who review reported concerns, assess the seriousness of any potential threat, and work with students, families, and community partners as needed.

Students, parents/guardians and staff are encouraged to report any behaviors, statements, or situations that seem concerning or threatening. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program. All reports are taken seriously and handled with discretion.

Threat assessment is not about punishment, but about ensuring safety and helping students access the support they need. For more information or to report a concern, please contact the school office or a trusted staff member.

Transportation

Transportation is the responsibility of each student's sending high school. CCC strongly encourages each student to utilize the bus service offered by their high school. Students will be expected to follow the standards of conduct established by their sending district. If you have specific questions about these standards, please refer to your sending high school's policies and /or guidelines.

Students must ride the bus, have parents/guardians drop them off and pick them up, or obtain a parking permit. Students who ride in another student's vehicle share responsibility for compliance with established student driving guidelines. Riders are also subject to revocation of riding privileges should driving violation occur. Students who drive or park at the CCC during a driving suspension will permanently lose their driving privileges and be subject to further disciplinary action. Issues such as failing to register a vehicle, excessive tardies, littering, squealing of tires, loitering in vehicle, or other unsafe, hazardous, or unsafe actions may result in the loss of driving privileges and/or other disciplinary action. Students who attend a high school that does not allow driving or riding with other drivers to the CCC must follow their high school's policy.

Testing & Assessments

As part of the Michigan CTE requirement, students identified as a Completer or Concentrator classification may need to take an industry technical assessment or recognized postsecondary credential/certification. These assessments are administered to help the State and CCC gather data about student performance in order to improve CTE programs. The results of these assessments will be available to CCC instructors and administrators. Results are not sent to local high schools or colleges, they do not become a part of a student's permanent transcript. Assessment data may or may not be factored into the CTE course grade (per instructor course syllabus). Students in designated programs will be informed of testing requirements or opportunities.

Unaccompanied Youth

Career Connect Staff are committed to supporting the educational success of all students, including those who are considered unaccompanied youth. An unaccompanied youth is defined as a student who lacks fixed, regular, and adequate housing and is not in the physical custody of a parent or guardian. Students who believe they may qualify as unaccompanied youth are encouraged to contact the CCC Counselor or Student Success Coordinator who can help provide guidance and support services in accordance with the McKinney-Vento Homeless Assistance Act.

Video Cameras

To enhance the safety and security of students, staff, and visitors, as well as to protect school property, CCC utilizes video surveillance systems. Video cameras are strategically placed in common areas, hallways, entrances/exits, parking lots, and other designated areas of the school. Cameras are not placed in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, or private offices. Access to video recordings is restricted to authorized school personnel, including administrators, security staff, and law enforcement, as needed. Recordings are only released to law enforcement with a legal warrant, or with proper administrative approval. Students and parents/guardians will not have access to video footage unless the footage is an educational record or is compelled by a legal subpoena. CCC is committed to protecting the privacy of students and staff. Video surveillance is conducted in a manner that is consistent with applicable laws and regulations. Recordings are handled with confidentiality and are not used for purposes other than those stated in this handbook. Any attempt to tamper with or disable video surveillance equipment will result in disciplinary action.

Visitors

Students may not bring visitors or guests to their classrooms, labs or work sites. Students should contact the assistant principal or principal if they have any questions about bringing visitors to the building or work sites.

If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they must call ahead to arrange an appointment based on mutual availability. Parents/guardians visiting the CCC must first report to the security desk.

Weather (Cancellations or Delays)

- If CCC is closed due to inclement weather, notification will be shared via local media stations

- If a student's sending school is closed due to inclement weather, students are not required to attend the CCC. However, if the CCC is open, students may attend but should only do so if parents/guardians determine that it is safe for the student to travel. (Bus transportation from sending school districts will not be available if the sending district is closed.)
- Student safety is primary.
- The stations listed below will broadcast our delays and closings.

Television Stations

WOOD TV 8 - Grand Rapids

WWMT TV 3 - Kalamazoo

Work-Based Learning (WBL)

Students will have the opportunity to take part in work-based learning with local employers in the context of their classroom experience (guest speakers, job shadows, etc). Students who wish to participate in work-based learning must have a 90% attendance record for six weeks prior to job placement in their related CTE class (subject to administrative review). The principal or designee reserves the right to modify this guideline for extenuating circumstances.

Appendix

Appendix A: Anti-Bullying Policy

5207 - **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

Click [here](#) to review the full policy.

Appendix B: Non-Discrimination & Title IX Sexual Harassment

3115 - **NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Click [here](#) to view the full policy.

3118 - **TITLE IX SEXUAL HARASSMENT**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

Click [here](#) to view the full policy.

MICHIGAN DEPARTMENT OF EDUCATION SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

Pursuant to MCL 380.1508 (Public Act 57 of 2023), the Michigan Department of Education (MDE) developed age-appropriate informational materials for students in grades 6-12 titled Sexual Harassment and Sexual Assault Information Guide. MDE worked with experts on sexual assault and sexual harassment, including but not limited to the Michigan Domestic and Sexual Violence Prevention and Treatment Board (MDSVPTB), housed within the Michigan Department of Health and Human Services Division of Victim Services and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV). The materials have been reviewed by students and partners in the education, public health, and sexual violence fields to make them clear and accessible.

The Sexual Harassment and Sexual Assault Information Guide may be viewed in its entirety [here](#).

Appendix C: Student Technology Acceptable Use and Safety

5208 - STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. As part of its Internet Safety Policy the District must implement the rules and procedures identified in Policy 3116. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Click [here](#) to view the full policy.



KALAMAZOO RESA

Career Connect

Career & Technical Education (CTE)

