



CENTRAL MONTCALM
PUBLIC SCHOOL

ADULT

EDUCATION

STUDENT HANDBOOK
2014-2015

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Mission Statement

Central Montcalm Adult Education will produce adults who have completed a high school diploma or GED and who will continue in life-long learning.

Adult Education Program

The Adult Education program is made available, free of charge, for persons at least twenty (20) years of age as of October 2, 2013 and who have not received a high school diploma nor GED.

This program helps students develop self-esteem, self-confidence, improve basic skills, receive a high school diploma, pass the GED and provide students with the skills needed to build employment skills.

Adult Education Program Hours

Tuesday, 4:30-8:30 p.m.

Wednesday, 4:30-8:30 p.m.

Thursday, 4:30-8:30 p.m.

Location

710 N. State St.

Stanton, Michigan 48888

Office Phone: (989) 831-2402

Fax: (989) 831-2410

Goals:

Montcalm Adult Education will:

⌘ Encourage improvement in attitude toward schools, teachers, community, and each other.

⌘ Develop a responsibility for one's actions.

⌘ Provide basic skills.

⌘ Encourage students to broaden themselves, both academically and personally.

⌘ Provide students with the necessary academic tools to obtain and retain employment.

Attendance Policy

Regular attendance is an important academic standard because excessive absenteeism interferes with a student's ability to learn. Attendance helps students develop self-discipline by exposing them to group interactions with other students and with their teachers. It also enables students to hear and participate in classroom instruction discussion and other valuable learning experiences that may not be fully reflected by pencil and paper assessments, formal test results or online learning.

All appointments (doctor, court, etc.) should be made outside of school hours. If that is not possible, please contact an instructor for prior authorization.

Irregular attendance and/or unexcused absences may result in loss of position in class until the following semester. For GED students, scholarship funds for GED testing will be lost for that semester.

Students should provide documentation for each absence. Such documentation will be helpful if they wish to petition for a waiver to the attendance policy. Excused absences will be recorded for transportation issues, family emergency, personal illness, job requirements and legal requirements.

Excessive tardiness and/or leaving early may also be considered irregular attendance if unexcused.

Drop /Add / Transfers

When dropping, adding, or transferring a scheduled class session, a form with an Instructor’s signature as approval must be complete

Graduation Requirements

Prior to 2010:

Graduation requires twenty-one (21) units of credit, with credits being required in the following areas:

English	3 credits
Math	2 credits
Science	2 credits
U.S. History	1 credit
Social Studies	1 credit
(Must include ½ Government)	
Elective	12 credits
=====	
Total	21 credits

Since and Including 2010

Graduation requires twenty-one (21) units of credit, with credits being required in the following areas:

English	4 credits
(English 9, 10, 11 & 12)	
Math	4 credits
(Algebra I & II, Geometry & Sr. Math)	
Science	3 credits
(Earth, Biology & Chemistry or Physics)	
Social Studies	3 credits
(US History, World History and	
½ credit Economics and Government)	
PE/Health each	1/2 credit
Fine Arts	1 credit
=====	
Total	21 credits

All students must take (1) one credit through the Central Montcalm Adult Education program before graduation and attend one class per semester.

Below is a list of other credits that a student may earn towards diploma, however a student may not be able to apply towards the (1) one-credit classroom requirement.

1. Life experience paper (Credit will not be awarded until all attendance requirements have been met.)
2. Work experience paper (Credit will not be awarded until all attendance requirements have been met.)
3. Correspondence Courses
4. Credit earned from any other educational institution

Central Montcalm Public School will issue diplomas for Central Montcalm Adult Education. Graduates receiving a diploma or having completed the GED will be invited to attend the ceremony. The graduation ceremony and awarding of diplomas will take place at the end of the second semester. Graduates will be provided with all dates and details at that time.

Any educational contract issues must be addressed and taken care of prior to graduation. **All coursework and post-testing must be complete before commencement in order for you to participate in graduation.**

Instructional Materials

Our adult education program is designed to be instructor directed studies. Each student will meet with an instructor the first session of class to determine course study and then work at their own pace to complete course credit. Students must complete assigned coursework and assigned tests with an average of 70%.

Grading Policy

Grading Process

Credits/Grades will be awarded/reported at the end of each marking period to students. Report cards will be issued to students at the end of each marking period. Credits/Grades will be awarded at the end of marking period if student has completed packet(s) and is in good standing with attendance policy. It is desirable to develop consistency for students in the awarding of grades. Therefore, the following scale will be used toward the fulfillment of each contractual unit:

100% - 90%.....	A
89% - 80%.....	B
79% - 70%.....	C
Below 70%	E

Personal Information

All students of this program are legal adults (20 years of age or older) and shall be covered by the legal rights of an adult. Privacy will be maintained for student records. Personal information cannot be discussed to anyone outside the school without student’s written approval.

Withdrawal From School

If it becomes necessary for a student to withdraw from school, the student must notify the Adult Education office immediately. **All materials must be returned and all post-testing must be completed before any student records will be released.**

Change of Status

Any change of name, address, telephone number, etc., should be reported to the Adult Education office.

School Closings/Severe Weather

If Central Montcalm Public School is closed due to severe weather, then CMAE classes are cancelled. If you have any question on school closing/fog delay, please call (989) 831-2402.

General Statement of Behavior Expectation

- Use appropriate behavior and language of generally accepted standards for school, i.e. no profanity.
- Be on time and ready to work.
- Avoid behavior that is distracting or disruptive to others.
- Before leaving the classroom, ask permission from your instructor.
- Wait to be dismissed by your instructor at the end of class.
- Respect others and their property.
- Headsets may only be used for school related work.
- Disrespectful behavior such as insubordination, and refusal to follow reasonable instructions of school personnel are grounds for immediate suspension and or expulsion.

Specific Areas of Behavior Expectations

Dress Code

A student whose dress or appearance interferes with or disrupts the education process within the classroom, school building, or on school premises, shall not be allowed in school. The following is a guideline of unacceptable clothing, which will be used in determining administrative action:

- Pajama tops and/or bottoms, slippers
- Suggestive or vulgar clothing with offensive pictures or slogans
- Apparel with slogans or pictures that have a negative or offensive social double meaning. Examples shall be phrases referring to alcohol, tobacco, sexually vulgar or obscene behavior or controlled substances (drugs)
- Short shorts, cutoffs, beachwear, short clothing, and tights
- Halter-tops, tube tops, bare midriff tops, spaghetti straps, or low necklines unless appropriate outer garments covering exposed area is worn
- Inappropriate or no undergarments
- Clothing which advertises alcohol, drugs, or tobacco products
- Spikes, Chains, or any objects that could harm students and staff
- Hats, caps, hoodies or hoods cannot be worn on the head during school
- Sunglasses are not to be worn in the building

If a student violates the dress code, the student will be given the opportunity to correct the attire that violates the dress code. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

Cell Phones – All cell phone ringers must be turned off during class. No texting during class. Any emergency calls or texts are to be taken in the hallway.

Visitors Policy

No visitors are allowed on Adult Education grounds and buildings. If prospective students would like to visit the program, an appointment must be made with the Coordinator.

Tobacco Use

Smoking or chew is strictly prohibited on or in Central Montcalm Public School Property. Students and visitors are not allowed to use tobacco in cars, parking lot or in the building.

Telephone Use

The telephone is a business phone and lines are limited. Emergency messages will be taken, students will not be removed from class to accept phone calls. Students will not be allowed to use the classroom phone for any personal matters, excluding emergencies during class time.

Parking

All students may park in the north parking lot. Students are not allowed to be in their cars during school hours. Please gain permission if you need to go to your car during school hours.

Computer Usage

The use of the computers is for educational purposes only. Students are not to download any programs onto the computers. Doing so could be grounds for immediate dismissal for the semester. Students must get permission from the instructor before printing anything.

Cheating—Cheating is strictly prohibited. The first offense of cheating will result in an automatic zero for the work or test. The second offense will result in loss of credit for the semester or removal from the program.

Theft and Damage— Proper respect for the property of others is to be shown at all times. Theft will not be tolerated and students caught stealing will be dealt with severely. Students are asked not to keep large sums of money on their persons. Any students who cause damage to the facilities and/or equipment intentionally or through neglect of the proper procedures or policies will be billed for the cost of repair and/or replacement with suspension or expulsion from the program.

Procedures for Student Discipline

Whenever a student is referred to administration for corrective discipline, the administrator will make every attempt to get all the facts of the situation and then make a determination as to the nature and degree of discipline that will be necessary. Depending on circumstances and severity, the following may occur. In cases of gross misbehavior (weapons, assault, harassment, arson, alcohol/drug possession, driving policy violation, etc.) some of the first steps listed below may be passed:

Step 1: Warning: This may be either written or verbal. A written warning will be placed on file and kept for the entire year. Failure to correct the problem may result in the student being asked to leave the classroom and have a one to one discussion with the instructor and/or the Coordinator.

Step 2: Suspension: Unacceptable behavior may result in suspension for one but not more than ten days. A conference with the student and educational staff will be held before the student is re-admitted. The student and the educational staff will mutually agree upon a “Behavior Contract”. This contract will be kept on file.

Step 3: Expulsion: In extreme discipline cases or in repetitive discipline cases, a student may be removed from the Adult Education program by the Director and/or Central Montcalm Board of Education.

Once administration is involved in the discipline process, discipline decision will be made by administration with input from staff. Student contracts may be requested at any discipline level. This contract will state the expected behavior of the student, the time period the contract is in effect and what happens if the student does not adhere to the.

Alcohol and other Controlled or Non-Controlled Substances

No student shall possess, be under the influence of, use, and/or attempt to deliver, sell, or advertise a controlled substance or any other substance that the student represents to be a controlled substance by appearance or effect

Students are not to use, possess or sell any controlled substance, alcoholic beverage or non-controlled substance (as defined in this Policy) on school property, buildings, grounds, busses, or at any school related activities. Any offending student is subject to the disciplinary sanctions.

Controlled substances are:

1. Alcoholic beverages (beer, wine, wine coolers, malt-liquor, bottle, liquor, premixed drinks and other similar beverages)
2. Marijuana, hashish or any other similar cannabis derivative
3. Amphetamines (speed, white cross, cocaine)

4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals (LSD, mescaline and others)
6. Barbiturates
7. Opiates
8. Other mood altering chemicals, which can hinder the student's ability to learn or participate, and which could cause damage to the student's health

Non-Controlled substances (look-like substances)

A non-controlled substance or imitation controlled substance means a substance that is not a controlled substance but which by appearance (including color, shape, size or markings) and/or by representation will lead a reasonable person to believe that the substance is a controlled substance or which by representations would allow the recipient to display, sell, distribute or use the substance as a controlled substance.

Paraphernalia

Various instruments and materials commonly known to be intended for the use of / or preparation of illicit substances as defined above. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited. Any suspected violation of state law will be reported to law enforcement officials.

Students with Weapons

The Michigan Legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to required the expulsion of students who possess a dangerous weapon in a weapon-free school zone” or who commit arson or rape in a school building or on school grounds.

For purpose of public Act 32, a” dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. A “ weapon-free school zone” is school property, which includes a building, playing field, property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or a vehicle used by a school to transport student to and from school property. This provision also encompasses such as false fire alarms, bomb threats or calls to falsely report a dangerous situation. The act of possessing, using or threatening to use any weapon, look-alike weapon, BB gun, air gun, wallet chains, dog chains or other instruments capable of inflicting bodily injury is prohibited and may result in disciplinary action up to and including expulsion.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student bags, including purses and wallets, and automobiles, under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. School building and classrooms are school property and remain at all times under the control of the school district; however students are expected to assume full responsibility for the security of their property. Students should not expect privacy regarding items placed in school property because school property is subject to search at anytime by school officials. School authorities for any reason may conduct periodic general inspections of property and desks at anytime without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and personal effects (i.e., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a property search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Trained canine units may be used at any time to conduct building, parking lot and ground sweeps to help insure the safety of all students.

Harassment

Central Montcalm Community Education shall maintain for all students an environment free from discriminatory and/or sexual insult, intimidation, or harassment. Sexual harassment can be unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. When such conduct has purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating hostile or offensive educational environment.

Any incident of sexual discrimination, insult, intimidation, or harassment by a student or staff member shall be reported to a staff member. Any student who engages in such conduct or falsely accuses shall be disciplined and consulted to refrain from such conduct.

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those employees or students whose participation is essential in the investigation of a complaint will be informed of the complaint.

Elastic Clause

The Coordinator reserves the right to amend any provision in this Updated procedures, which he/she deems to be in the best interest of the educational process. The Coordinator retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

Appeal Process

A student may appeal any penalty decision within one (1) week after receiving the decision. The appeal must be made in writing and addressed to the Coordinator who will then respond to the student. Penalty decisions include but are not limited to; losing credit, or losing a spot in class.

No person shall on the basis of race, creed, sex, religion, national origin, or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by the Central Montcalm Community Education program.

Electronic Information: Acceptable Use Policy

Central Montcalm Public School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist users to become responsible, self-directed, life-long learners. Use of technology at Central Montcalm Public School is a privilege extended to students, faculty, staff and community members to enhance learning and exchange information. Each user of technology shall read the following Electronic Information Acceptable Use Policy explaining the definitions, rights and responsibilities, network etiquette, and consequences of inappropriate technology behavior. Upon reviewing the Electronic Information Acceptable Use Policy, each user must sign the Electronic Information Acceptable Use Policy Agreement (Form 7540 F1) and the Merit/MichNet Acceptable Use Policy Agreement (Form 7540 F2) form prior to accessing and using technology.

Definition of Central Montcalm Public School Technology Users

All account holders on the Central Montcalm Public School Network will be granted access to all services the network offers, based upon need and access privileges. The following people may hold accounts on the Central Montcalm Public School Network:

1. Students: Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff: Faculty and staff members currently employed by the district may be granted a network account upon agreement to the terms stated in this policy.
3. Community members and others: Anyone may request a special account on the district network. These requests may be granted on a case-by-case basis, depending on need and resource availability.

Other Definitions:

District equipment includes, but is not limited to computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related technological resources. Software includes, but is not limited to, computer software, print and non-print resources. Networks include, but are not limited to, all voice, video, and data systems including the district's internal network and the Internet.

District Responsibilities:

Central Montcalm Public School is responsible for the management of the structure, hardware and software that the district uses to allow access to information technologies for educational purposes. These include:

1. Assigning and removing of user accounts on the network(s)
2. Maintenance and repair of equipment that comprise the network(s)
3. Selection of software that the network will support
4. Electronic Information Acceptable Use Policy
5. Defining the rights/responsibilities of users
6. Providing resources that support the mission of the school district

Providing training opportunities on the use and application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district. The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district.

Rights and Responsibilities of Central Montcalm Public School Network Users

Rights

Users have the right:

1. To use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. To access information from outside resources, which facilitate learning and enhance educational information exchange.
3. To access district networks and the Internet to retrieve information to facilitate learning and to enhance educational information exchange.
4. To sign up for Listservs and Newsgroups on the Internet, which facilitate learning and enhance educational information exchange

Responsibilities

Users are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. All material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet.
4. Keeping hardware and software from being removed from school premises without prior consent from teacher/technology facilitator.
5. Maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts, which facilitate learning and enhance educational information exchange.
6. Making sure that all food and drinks are kept out of the computer room and away from all computers.
7. Preventing knowingly installing computer viruses on school equipment.
8. Properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
9. Making all subscriptions to Listservs or Newsgroups known to the technology facilitator and seeking prior approval before requesting such subscriptions on the Internet.
10. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other sources.
11. Adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.
12. Maintaining a log of all contacts made on the Internet, account of all mail received via Internet, and logging the full Internet address of any files transferred.

Users are prohibited from:

1. Using the technology for personal or private business, for product advertisement of political lobbying, or for making any financial commitments on the Internet.
2. The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.
3. No Chatting, or personal email accounts are to accessed at school.

Network Etiquette

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

1. Do not reveal personal address or phone number(s) of others.
2. Electronic mail (e-mail) is not guaranteed to be private. System operators have access to **all** mail.
3. Messages relating to or in support of illegal activities may be reported to the authorities.
4. Do not use the network in such a way that would be disruptive to others.
5. All communication and information accessible via the network should be assumed to be private property.

Consequences of Inappropriate Network Behavior

1. Users violating any of these Rights and Responsibilities may be banned from using school hardware and telecommunications software to access the Internet.
2. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Users violating any of these Rights and Responsibilities may face additional disciplinary and/or legal action deemed appropriate in keeping with the disciplinary policies and guidelines of the school, state and federal law.

Electronic Information Agreement

Acceptable Use Policy

This agreement is entered into on the first day of school, between, the student who hereinafter referred to as User, and Central Montcalm Public School, hereinafter referred to as District. The purpose of this agreement is to provide Technology, Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the user. As such, this access will:

1. Assist in the collaboration and exchange of information,
2. Facilitate personal growth in the use of technology, and
3. Enhance information gathering and communication skills.

The intent of this contract is to ensure that Users will comply with all Technology, Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisement, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources are intended for the exclusive use by their registered users. The User is responsible for the use of his/her account/password and/or

- access privilege. Any problems, which arise from the use of a User's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - 1. Intentionally seeking information on, obtaining copies of, or modifying files other data or passwords belonging to other users
 - 2. Misrepresenting other users on the Network
 - 3. Disrupting the operation of the Network through abuse of the hardware or software
 - 4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - 5. Interfering with others use of the Network
 - 6. Extensive use for non curriculum-related communication
 - 7. Illegal installation of copyrighted software
 - 8. Unauthorized downsizing, copying, or use of licensed or copyrighted software
 - 9. Allowing anyone to use an account other than the account holder
 - F. The use of District and/or Network resources is for the purpose of (in order of priority):
 - 1. Support of the academic program
 - 2. Telecommunications
 - 3. General information
 - G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any sustained or incurred in connection with the use, operation, or inability to use the system.
 - H. The User will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - I. The District and/or Network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
 - J. The User may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the User agrees to check the file with a virus-detection program before opening the file for use. Should the User transfer a file, shareware, or software, which infects the Network with a virus and causes damage, the user will be liable for any and all repair costs make the Network once again fully operational and may be subject to other disciplinary measures as determined by the District.
 - K. The User may not transfer file, shareware, from information services and electronic bulletin boards without the permission of the District Director of Technology. The User will be liable to pay the cost or fee of any file, shareware, of software transferred, whether intentional or accidental, without such permission.
 - L. A Student User may log on and use the Network only with his/her authorized account number and under the immediate supervision of a Faculty or Staff Member.
 - M. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

Acknowledgment of Receipt and Understanding of the CMAE Handbook and Electronic Information Agreement

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District and/or Network. These rules will be available in hardcopy form in the Coordinator's office, the Board of Education Office, and the Staff Handbook.

I have read the student handbook of Montcalm Adult Education and have discussed any questions with the staff and agree to its contents. I will follow the rules and guidelines as stated in the handbook.

Printed Name of User

Signature of User

/ /
Date

Please sign and return to the office
(Original to be kept in student file.)