



# Early College of Macomb

## *The Student Guidebook*

44001 Garfield Road  
Clinton Twp, MI 48038-1100  
586.228.3437

[www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)



**Macomb Intermediate School District**

44001 Garfield Road  
Clinton Township, Michigan 48038-1100  
586.228.3300  
[www.misd.net](http://www.misd.net)

**Early College of Macomb**

586.228.3546  
[www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)

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Janine Hendershot, *Counselor*  
Tom Hodge, *Counselor*

Shannon Kent, *Counselor*  
Glenn Merritt, *Counselor/Internship Coordinator*  
Nancy Searing, *Data Coordinator*  
Peggy Allman, *Administrative Assistant*

**Review of ECM Student Guidebook**  
**Acknowledgement**

**This form must be completed and returned  
to the Early College of Macomb  
office by the end of August.**

We have reviewed the *Early College of Macomb Student Guidebook*. We understand that it is our responsibility, as parent and student, to read and become familiar with the contents of this book, including, but not limited to, the sections on Student Absences, Student Discipline, General Conduct, Internet Acceptable Use Policy and MISD/MCC Policies.

Student's Name (Please Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home School District \_\_\_\_\_

**Please Note: Both parent and student must sign. Thank you.**

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## **Introduction**

### **Definition**

The Early College of Macomb is a consortium program, with students in attendance from all 21 school districts in Macomb County; and is a partnership between the Macomb Intermediate School District (MISD) and Macomb Community College.

#### *Early Entrance*

At the Early College of Macomb, eleventh grade students enter a college program while still in high school. They benefit from a curriculum that enables them to earn their high school diploma and attend a thirteenth year of school after graduation while earning an Associate's Degree with no cost to themselves for tuition, fees and books.

#### *Early Exit*

Students may complete the program with an Associate's Degree in three years (grades 11, 12 and 13). Early College of Macomb students attend high school classes in their home schools, as well as career- focused classes at Macomb Community College – Center or South campus – in Macomb County. Students engage in an exciting curriculum taught by both high school and college instructors that will move them ahead of a traditional schedule toward degrees or technical certificates that match the students' chosen career pathways.

#### *Early Success*

Once students complete the program, they are poised for immediate success. They may earn up to 62 college credits required for their Associate's Degree or technical certificate. These credits may also be transferred to a four year college program. They have the option to begin work immediately in their chosen field, or continue with their education a year ahead of their peers toward an undergraduate degree. Components of the Early College of Macomb include:

- an 11<sup>th</sup> through 13<sup>th</sup> grade accelerated structure;
- individualized student schedules that follow the college calendar;
- a small student to teacher ratio;
- all adults who act as counselor/mentors;
- continual academic advisement and personal support for all three years of the educational experience;
- high expectations and standards;
- career-focused courses, with real-world job shadowing experiences and internships;
- completion of high school requirements and up to 62 hours of postsecondary credit, free of charge to student, during a three-year experience;
- a twice-weekly seminar program and daily tutoring available on campus;
- assessments by demonstration, presentation and portfolio that are project-based;
- the location of an early college on a college/university campus; and
- the continued support of the Macomb Intermediate School District.

## **Vision**

The vision of the Early College of Macomb includes the following components:

- high expectations and standards are established and communicated in an educational plan;
- educational outcomes of students are recognized as the joint responsibility of the high school, the college and the educational/business partners;
- real-world job shadowing experiences and externships are provided to build relationships with the community;
- the school and all of its students are located on a college campus at least 50% of the time;
- student schedules and calendar will follow the college calendar;
- parents and business partners are an integral part of the educational process;
- classes are small and heterogeneously grouped, and class time is lengthened;
- student outcomes are measured using multiple assessments, including performance-based assessments;
- students and staff use assessment data to measure progress toward meeting standards of college readiness;
- students publicly demonstrate learning through portfolio or oral presentations;
- all adults act as counselors and mentors;
- weekly seminars for concurrently-enrolled students are provided to help them navigate and succeed in the college environment;
- the school provides a professional school counselor, in addition to appropriate access to college/university counseling faculty;
- there are clear, written descriptions of staff roles, responsibilities and expectations;
- shared decision-making supports the quality of instruction;
- representatives from both institutions are members of instructional teams, bridging the gap between high school and college curricula;
- professional development is offered regularly to all staff;
- meeting time for the professional learning community, consisting of high school, college and partner personnel, is built into the school's schedule;
- goals are set by the staff based on assessment data;
- new hires are placed in a formal mentoring system; and
- staff members are involved in state and/or national conferences.

## **Mission**

The mission of the Early College of Macomb is to give students the developmental skills and competencies they must have in order to succeed in their careers by putting in place the instructional and support systems they need to accomplish their educational goals.

## **Goals**

The goals of the Early College of Macomb are:

- to give students an opportunity to earn college credits while still in high school, and to facilitate the attainment of an Associate's degree by the end of the 13<sup>th</sup> year;
- to attend classes on a college or university campus, with support;
- to learn in a college environment that fosters maturity and academic growth;
- to gain vital skills for college success, such as critical thinking, strong communication and collaboration skills, and extensive research and writing skills;
- to enhance college and career options;
- to improve the students' academic performance and self-concept;
- to encourage students to view learning as a lifelong process, not limited to the classroom setting; and

- to meet the diverse needs, interests and abilities of these students.

### **Assurances**

Early College of Macomb graduates will be:

- self-directed learners
- effective communicators;
- reflective, creative and complex thinkers;
- cooperative group members and team players;
- effective time managers;
- organized individuals;
- students who possess a strong work ethic;
- creative problem-solvers;
- students who have high expectations of themselves and their performance;
- early achievers of college success;
- pathway- and career-focused, and have a plan in place to attain the necessary qualifications and skills;
- equipped with the education and experience needed to lead a successful life as a young adult; and
- productive and contributing members of the world society.

### **Habits of Mind**

A topic of concentration, both in the Seminar class with the Early College of Macomb and in various courses at Macomb Community College, is Habits of Mind, which means knowing how to behave intelligently when you don't know the answer. The focus is on performance under challenging conditions that demand strategic reasoning, insightfulness, perseverance, creativity, and craftsmanship. Employing Habits of Mind requires drawing forth certain patterns of intellectual behavior that produce powerful results. They are a composite of many skills, attitudes and proclivities (<http://www.artcostacentre.com>).

The 16 Habits of Mind include:

- persisting;
- thinking and communicating with clarity and precision;
- managing impulsivity;
- gathering data through all senses;
- listening with understanding and empathy;
- creating, imagining, innovating;
- thinking flexibly;
- responding with wonderment and awe;
- thinking about thinking (metacognition);
- taking responsible risks;
- striving for accuracy;
- finding humor;
- questioning and posing problems;
- thinking interdependently;
- applying past knowledge to new situations; and
- remaining open to continuous learning.

(Habits of Mind, as identified by Costa and Kallick, Art Costa Centre for Thinking)

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## **Student and Parent Acknowledgement**

**Students and Parents** are asked to sign and return the “Handbook Acknowledgement” form at the beginning of the Handbook.

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## **General Information for the Early College of Macomb Program**

This handbook is a *summary* of the rules and expectations of the Early College of Macomb (ECM) Program, and is *not* a comprehensive statement of ECM procedures. More information and updates are available at [www.ECMacomb.misd.net](http://www.ECMacomb.misd.net).

Current ECM Staff are:

Susan E. Meyer, Dean

Karen Broski, Counselor

Janine Hendershot, Counselor

Tom Hodge, Counselor

Shannon Kent, Counselor

Glenn Merritt, Counselor/Internship Coordinator

Nancy Searing, Data Coordinator

Peggy Allman, Administrative Assistant

The ECM office is located at:

Macomb Intermediate School District

44001 Garfield Road

Clinton Township, MI 48038-1100

Phone: 586-228-3546

[www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)

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## **Equal Opportunity/Nondiscrimination Statement**

The Macomb Intermediate School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's nondiscrimination policies:

Rosetta Mullen, Assistant Superintendent of Human Resources/Legal Affairs

Macomb Intermediate School District

44001 Garfield Road

Clinton Township, MI 48038-1100

Phone: 586-228-3309

The School District's complaint procedure may be obtained from Rosetta Mullen, Assistant Superintendent of Human Resources/Legal Affairs.

For further information, please contact:

Office for Civil Rights

U.S. Department of Education

600 Superior Avenue East, Suite 750

Cleveland, OH 44114-2602

Phone: 216-522-4970

FAX: 216-522-2573; TDD: 877-521-2172

Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

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## **Emergency School Closings**

In case of bad weather and other local emergencies, the usual procedure for the ECM will be to follow the direction of Macomb Community College (MCC). Please listen to any local radio or television station to be advised of school closings. For your student's safety, make certain he/she knows ahead of time what

to do in the event of a school closing or other emergency. We urge students to register their contact information with the MCC emergency notification system. Students can do this online at [www.macomb.edu/emergency](http://www.macomb.edu/emergency). (See Appendix A)

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### **Video Monitoring System**

A video monitoring system may be used in public areas of MCC. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

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### **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all ECM-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the ECM dean or ECM advisor. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting. For information on MCC accommodations for students with disabilities, contact [MCC Counseling Special Services](#).

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### **Student Absences from Seminar Class**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the ECM dean. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the ECM dean.

In the event of any absence, the student's parent/guardian is required to call the ECM at 586-228-3309 before noon. to explain the reason for the absence. If a call has not been made to the school by the beginning of Seminar class on the day of a student's absence, a school official will call or email the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. The school may require documentation explaining the reason for the student's absence.

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### **Student Absences from College Courses**

Absences from college courses are governed by the rules and policies of the individual professors and the MCC. Students or parents/guardians are expected to report absences from these classes to the ECM by phone 586-226-4746 on the day of the absence.

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### **Release Time for Religious Instruction/Observance**

A student will be released from the ECM Seminar class, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the ECM dean at least five calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. Release time from college courses will be governed by the rules and policies of the individual professors and the MCC.

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## **Make-Up Work**

If a student's absence from the ECM Seminar class is excused, he/she will be permitted to make up any missed work, including homework and tests within a reasonable amount of time. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from Seminar class will not be allowed to make up missed work. All other make-up work is governed by the rules and policies of the course professors and the MCC. ([Return to Table of Contents](#))

## **Grading**

School report cards are issued to students by their local high school. Transcripts for college courses are issued by the MCC and must be submitted to the local high school for inclusion on the high school transcript as determined by the home district and/or the Michigan Postsecondary Enrollment Options Act, Act 160 of 1996. For questions regarding grades, the student should contact the instructor. The ECM will provide each student's school with grades for courses completed in the ECM program. Each student is required to provide the ECM with an updated high school transcript annually each August.

Students who fail one or more classes, including seminar, have poor attendance or do not complete the annual work experience requirement are subject to probation or removal from the ECM depending on the severity and explanation for the lapse in meeting one's responsibilities. ([Return to Table of Contents](#))

## **Dual Enrollment**

High school credit for ECM students is granted according to the dual enrollment policies of the home district. The following requirements apply to ECM college courses for ECM students:

- Must be enrolled in the ECM and be a student in good standing at MCC.
- Approval to receive high school credit for the successful completion of postsecondary institution coursework will be based upon the following factors:
  - a. Credit earned under this policy section shall be based on the policy of the home district.
  - b. Computation of high school credit for postsecondary institution coursework will be based on home district policy. A recommended assignment of high school credit for college courses may be found in Appendix A of this handbook.
  - c. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall be or not be included for any purpose in the computation of the student's grade point average or class rank as determined by the home district.
- The student is responsible to have the postsecondary institution report the student's grade and credit to the ECM in a timely fashion. The ECM will report the grades for college courses and the Seminar class to the home district.
- Tuition for the course(s) will be paid by the MISD-ECM for eligible students in accordance with the enrollment policies of the ECM. ([Return to Table of Contents](#))

## **Graduation Requirements for the Early College of Macomb**

To graduate from the ECM with a high school diploma, and an associate degree, each student must successfully complete all:

1. home district graduation requirements;
2. State of Michigan credit requirements of the Michigan Merit Curriculum; and
3. MCC associate degree requirements in a major area of study. ([Return to Table of Contents](#))

## **Fees, Charges, and Fines; Waiver of Student Fees**

The ECM may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for ECM-sponsored trips and activities, may be included. Fees will not be charged for any mandatory ECM or MCC activity or required curriculum activity. Extracurricular

activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine may be assessed. It will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fines may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. The ECM dean will receive waiver requests and notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the ECM dean.

Students will be offered the loan of a laptop computer for which there will be a technology fee/required deposit of \$150.00, refundable upon the return of the computer if it has been kept whole. Said deposit will be used to supplement repair costs related to the faulty care by the student. When such funds are accessed, the student will be required to reimburse the deposit to the full amount.

**A student will be required to pay all costs associated with a course under any of the following conditions:**

- **Repeating a college course**
- **Substituting a college course for one already taken which would have met a college requirement if the student had met the college criteria for completion.**
- **Dropping a college course after the refund period at the college**
- **Enrolling in a college course without written approval of an ECM advisor or dean**

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### **Transportation and Parking**

ECM students are responsible for their own transportation to and from ECM classes and college courses and related activities. They are subject to all traffic and parking rules and policies of MCC as well as all applicable laws.

The ECM and MCC are not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must complete and submit a "Student Medical Authorization Form" found in Appendix B of this handbook. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an "Authorization for Student Self-Medication Form."

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## **Guidance**

The ECM provides a guidance program for students. As students of MCC, students also have access to all of the counseling and guidance programs of the College. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of advisors to develop class schedules that meet their career objectives. ECM students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the ECM Seminar class or offered other times in order to provide students and parents/guardians with information.

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## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by MCC. Students are required to comply with the directives of school officials during emergency drills. There may be other drills at the direction of the ECM or MCC administration. Drills may not be preceded by a warning to the students.

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## **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the ECM office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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## **Emergency Medical Authorization**

The student's parent/guardian should complete the ECM's "Emergency Medical Treatment Authorization Form" in Appendix B to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. The form to be signed by the parent/guardian authorizing MCC EMT treatment is also in Appendix B of this handbook.

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## **General Conduct**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Reasonable, respectful behavior is expected at all times.
- Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school.
- Individual teachers and professors may establish conduct rules specific to their classrooms.
- Rules of conduct established by MCC also apply.

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## **School Dress Code/Student Appearance**

Although the dress code for a college campus is quite relaxed, appropriate dress for ECM students is more typical of the high school environment. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at ECM-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the ECM dean will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of themselves, other students, staff, or others, may be subject to discipline.
- Compliance with the home school dress code is generally acceptable.

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## **Student Discipline**

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including, but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited

g. substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a “firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles”) or any item which may be used to cause or threaten harm to others, or a “look alike” weapon.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
- Using or possessing a laser pointer, unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from ECM/MCC staff members or ECM/MCC officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing, or any kind of aggressive behavior, or encouraging other students to engage in such behavior.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

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For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may



- reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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### **Disciplinary Measures**

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
- Removal from the ECM and expulsion from the home school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity.
- Notifying parents/guardians.
- Notifying the home school.
- A recommendation to the home school for the disciplinary measure to be applied there as well.
- Temporary removal from the classroom.
- In-school detention for a period.
- After-school study or Saturday study provided the student's parent/guardian has been notified.

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### **Weapon-Free Schools**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

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### **Gang and Gang Activity**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay for protection or otherwise intimidate, harass or

threaten any person; (4) commit any other illegal act or other violation of home district, ECM or MCC policies; or (5) incite other students to act with physical violence upon any other person.

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### **Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will endeavor to protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying for any reason whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, upon investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

#### **Nondiscrimination Coordinator:**

Susan Meyer, ECM Dean  
Phone: 586-228-3437  
Email: [smeyer@misd.net](mailto:smeyer@misd.net)

#### **Complaint Managers:**

Janine Hendershot, ECM Advisor  
Phone: 586-226-4746  
Email: [jhendershot@misd.net](mailto:jhendershot@misd.net)

Tom Powers, ECM Advisor  
Phone: 586-228-3460  
Email: [tpowers@misd.net](mailto:tpowers@misd.net)

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### **Lunch and Cafeteria Rules**

#### **Lunch Rules**

Students may leave campus or proceed to the cafeteria for lunch. ECM rules continue to apply to students who leave campus during their lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students shall obey all cafeteria rules during lunch.

- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to their next class, if applicable, on time.

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### **Cafeteria Rules**

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machines, and must wait in line to use the machines. Students may not save spaces in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria personnel and show proper respect toward them.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in accordance with ECM's disciplinary procedures.

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### **Field Trips**

Field trips may be a required activity for students. Students must abide by all school policies while in transit to, from, and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who attend a field trip must provide written notice of awareness from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate notice from parent/guardian
- Failure to complete appropriate preparation
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the ECM

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### **Sexual Harassment**

Sexual harassment has no place in a school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the ECM dean. Reports of sexual harassment should be made to the ECM dean or to an ECM advisor who will initiate appropriate action. MCC also has a policy, Unlawful Harassment, found in Appendix A.

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## **Physical Assault**

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Any student who physically assaults a school district employee, volunteer, or contractor shall be removed from the ECM and may be permanently expelled from the home school, subject to reinstatement after 180 school days.

A student who physically assaults another student on school property, at any school-sponsored activity, or any school-related event shall be suspended or removed from the ECM and may be permanently expelled from the home school for up to 180 days. This includes such behaviors while in transit to and from locations of ECM activities or events.

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## **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

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## **Internet Acceptable Use Sign Off**

### **Acknowledgement**

*A copy of this Acknowledgement to be signed by the student and the parent/guardian.*

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user’s conduct constitutes a violation of copyright laws, the user and/or the user’s parent/guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys ECM or MCC hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services. In consideration for using the MISD/MCC network/internet connection and having access to public networks, I release the MISD and MCC and their board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the network/internet connection.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

I have read the school district’s Internet Acceptable Use Policy. I give my permission for my child to use the MISD/MCC’s internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the ECM/MCC’s internet and internet-based educational programs.

In consideration for using the school district's network/internet connection and/or email and having access to public networks, I release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the MISD/MCC's network/internet connection.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
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### **Internet Acceptable Use Policy**

All use of the MISD/MCC electronic network must be consistent with the ECM's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

**The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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### **MISD/MCC Policies**

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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**No Warranties** - The MISD/MCC makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MISD/MCC is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The MISD/MCC specifically denies any responsibility for the accuracy or quality of information obtained through their services.

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**Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

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**Security** - Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator or ECM dean. Keep your account and password

confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the web without express written permission.

- For each republication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the student and the parent/guardian.

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### **Electronic Mail Expectations**

1. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
2. Electronic messages transmitted via the MISD/MCC's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the MISD/MCC. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients through the MISD/MCC's network/internet.
3. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
4. [\(Return to Table of Contents\)](#)

### **Non-school Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the ECM or MCC.

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## **Search and Seizure**

In order to maintain order, safety, and security in the schools, school officials are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School officials" include MCC and MISD employees authorized to conduct such inspections.

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## **School Property and Equipment, Personal Effects of Students**

School officials may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or for their personal effects left there.

The ECM dean may request the assistance of law enforcement authorities to conduct inspections and searches for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

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## **Students**

School officials may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school officials, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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## **Equal Access for Non-School Sponsored Student Clubs**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity. The ECM dean shall grant the group's request first determining that:

1. The activity has been initiated by ECM students;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the MISD/MCC will promote, lead, or participate in the meeting;
4. The meeting does not materially and substantially interfere with the orderly conduct of

5. educational activities on the MCC campus; and
6. ECM persons do not direct, conduct, control, or regularly attend the activity.

An ECM employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

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### **Education of Students with Disabilities**

It is the intent of the MISD/ECM to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated, and provided with appropriate educational services. The MISD/ECM provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the ECM.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a “student with a disability” and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a “student with a disability” is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the ECM or MISD office. For information on MCC accommodations for students with disabilities, contact [MCC Counseling Special Services](#).

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### **Discipline of Students with Disabilities**

The ECM will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be removed from the ECM, nor expelled from the home school, if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or removed from the ECM and expelled from the home school pursuant to ECM and home school disciplinary procedures.

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### **Student Privacy Protections**

#### **Surveys by Third Parties**

Before an ECM official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student; (2) regardless of whether the student answering the questions can be identified; and (3) regardless of the subject matter of the questions. Parents/Guardians who object to disclosure of information concerning their child to a third party may do so in writing to the ECM dean.

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### **Surveys Requesting Personal Information**

ECM officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom student has close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income, other than that required by law, to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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### **Student Education Records**

Student education records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" (FERPA) gives parents/guardians and eligible students (age 18 and older) the following rights with respect to their student education records:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the Early College of Macomb. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Early College of Macomb to limit the disclosure of information contained in the student's education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow

disclosure without prior written consent. The ECM and the MCC, as partners in the operation of the ECM, share information regarding your student to improve your student's academic success and to improve the success of the ECM.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the ECM to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Macomb Intermediate School District Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Rosetta Mullen  
Assistant Superintendent for **Human Resources/Legal Affairs**  
Macomb Intermediate School District  
44001 Garfield Road  
Clinton Township, MI 48038  
586-228-3309

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent/guardian of a student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Early College of Macomb has designated the following personally identifiable information contained in a student's education record as "directory" type information:

**Student's Name  
Photograph**

**Degrees, Honors, and Awards Received  
Major Field of Study**

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as "directory" type information. Upon such objection, this information will not be released without prior consent of the parent/guardian or eligible student.

You have ten (10) days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as "directory" type information. Your objections should be addressed to the ECM dean.

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### **Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Verify their own absences (Note: All attendance standards continue to apply); and
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in their home high school office and provide a copy to the ECM dean. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. [\(Return to Table of Contents\)](#)

### **Requests from Military or Institutions of Higher Learning**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. A parent/guardian who does not want their child's name to be released (or a student over the age of 18 who does not want his/her name released) should contact the ECM dean.

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### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their student's ECM teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

If you would like to receive any of this information, please contact the school office. Information regarding the professors of MCC courses is available per MCC policy and legal requirements for postsecondary instructors.

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### **Sex Education**

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian:

- Is notified in advance of the content of the course;
- Is given a prior opportunity to review the materials to be used in the course; and
- Is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

**Note:** The ECM will make reasonable effort to provide such advance notice for courses offered by MCC in which a student intends to enroll. It is, however, a parent/guardian responsibility to confirm that the courses into which his or her student intends to enroll are appropriate for their child. The ECM will also assist the parent/guardian in obtaining the information needed to make such confirmation.

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### **Pesticide Application Notice**

The ECM maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. ECM will provide this registry to MCC. To be added to the list, please contact the ECM dean.

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

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# Appendix A

## **Macomb Community College EMERGENCY MESSAGING ALERTS**

[www.Macomb.edu/emergency](http://www.Macomb.edu/emergency)

### ***Sign Up Now!***

Macomb Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Participation is completely voluntary.

In the event of a campus emergency, it is vital that Macomb Community College is able to contact you as quickly as possible with critical information regarding campus emergencies or closures. We strongly encourage you to **sign-up** today.

#### **Important!**

- Your name and phone number will not be shared outside of this system.
- Participation is voluntary and you may cancel the service at anytime.
- The service is free from Macomb. Only your cellular phone carrier's normal charges apply.
- Accounts will stay active for approximately 5 months. After that time, an email will be sent asking you to confirm that you want your account to stay active.

To activate your account:

1. <https://asp.schoolmessenger.com/macomb/subscriber/>
2. Under First Time User, select 'Sign Up Now'
3. Follow the onscreen instructions

The entire process will only take a few minutes.

#### **Additional Sign-up Instructions:**

You may choose to receive emergency alerts in any or all of the following methods:

- SMS text message
- Telephone call
- E-mail

To add additional emergency alert contact information:

1. Simply click on the 'Add More' button directly under the Contact information.
2. The next screen will provide the various notification options; select your preference by clicking on the radio button, then click 'next'.
3. Enter the 10 digit phone number you would like to be contacted on, and then click 'next'.
4. The next screen has a set of instructions to follow in order to activate your notification. It is very important to complete these instructions within 24 hours.
5. After completing these instructions click 'Done'.

Please **contact the College** with any questions specifically related to the Emergency Messaging system.

**Subscriber Sign-up Instructions** (Click for detailed presentation)

# Macomb Community College Emergency Procedure Manual

[www.macomb.edu/emergency](http://www.macomb.edu/emergency)

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## Macomb Community College GRADING POLICY

### Grading, Reports, and Symbols

The College grading system is as follows:

Grade	Honor Point Value	Interpretation
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Passing
D-	0.7	
E	0	Fail-No Credit
P/F		Pass/Fail

*(NOTE: Grading scale expanded to include plus/minus Fall 2004)*

#### **Pass/Fail**

A Pass/Fail grade may be given for a specific course based on the recommendation of the faculty in the discipline, a supporting rationale, and with the approval of the Provost.



## **Grading Symbols**

In addition to the grading system, the following symbols may appear on a student Grade Report.

<b>Code</b>	<b>Meaning</b>
AD	Audit - No Credit
NR	Grade Not Reported
I	Incomplete
CIP	Course In Progress
NS	No Show
R	Repeat
W	Withdrawal-No Credit

### **Withdrawal from Class**

The 'W' grade may only be given to students who officially withdraw from class and properly complete a Class Withdrawal Form. Students who officially withdraw during the first three-quarters (3/4) of a class/term shall receive a 'W' symbol for that semester. Students may not officially withdraw during the last quarter (1/4) of a class/term, and will be given an A, B, C, D, E, or I grade.

### **Failure to Attend Class**

Students who do not attend class by the end of the third week of class are considered a no show and will receive an NS symbol. This will impact students receiving the following funds/benefits:

### **Financial Aid**

Students receiving an NS symbol will be required to repay the portion of financial aid applicable to the class(es) not attended. The student will receive an invoice for repayment. If the student fails to repay any Federal financial aid debt in 45 days, the student's debt will be referred to the U. S. Department of Education for collection. Failure to repay any State/Institutional debt will result in referral of the student's debt to the College's collection agency.

### **Federal Veteran's Benefits**

Students receiving an NS symbol will be reported to the Veteran's Administration (VA) Office. The VA Office will contact the student regarding possible repayment of funds for which the student was not entitled.

### **F1 International Status**

Students receiving an NS symbol will be reported to the U. S. Department of Homeland Security for violation of immigration policies. The student may be contacted by this office regarding possible sanctions for non-attendance.

### **Grade Point Average**

The 'AD', 'NR', 'I', 'CIP', 'NS', 'R', and 'W' are not counted in determining a student's grade point average (GPA).

When a course is repeated the Course Repetition procedure shall apply.

An "I" (incomplete) grade is reserved for situations when a student needs to complete, at most, one-fourth of the work for the term. If the student is unable to complete the term, an "I" (incomplete) grade may be recorded. The student and instructor will complete a faculty/student contract form outlining the necessary requirements needed to complete the class. Once the student completes the necessary requirements for the class, a Change of Grade form and a copy of the faculty/student contract must be submitted for the

student to receive a grade greater than an "E." For those "I" (incomplete) grades that are not changed by the end of the following term, the "I" (incomplete) grade will default to an "E."

### **Course Audit**

The purpose of permitting a student to Audit a class is to make available to any student the opportunity to take a class without being required to complete any of the assigned work.

An auditing student must register and pay tuition and fees in the same manner as a student taking the class for credit.

### **Credit by Examination/Portfolio**

Credit may be granted to a student who demonstrates by examination and/or portfolio that they are proficient in a subject. The examinations used shall be appropriate standardized commercial examinations or standardized college-prepared examinations.

Approved by the Board of Trustees

Macomb Community College

July 15, 1986

Revised May 19, 2009

## **MCC MAKE-UP EXAMINATIONS Rule**

Macomb Community College's Learning Centers provide test proctors and testing facilities to currently enrolled students who were unable to take an instructor administered classroom test.

For a make-up examination to be taken students must:

- Make arrangements in advance with their instructor
- Take the test in the time frame determined by the instructor
- Be prepared to present a government issued photo ID - REQUIRED**
- Follow all testing **policies and procedures**
- Be aware of the Learning Centers' **hours of operation**. Please arrive at least 60 minutes prior to closing—tests cannot begin after this time

## **Macomb Community College Rules and Regulations**

Macomb Community College enacts the following regulations for the care, preservation, and protection of the property governed by the College and for the control of the conduct of those on said property in order to assure the successful operation of the College, maintain good order, promote the objectives of the College, and to obviate unnecessary and improper interferences with College activities and with the lawful activities of those coming upon land governed by the College.

The following regulations as well as all applicable Township, City, County, State, and Federal laws, statutes, ordinances, and regulations shall apply on all College property and all College sponsored events. All crimes, accidents, and civil infractions occurring on College property must be promptly reported to the College Police.

### **I. Alcoholic Beverages**

- A. No person shall be under the influence of, or in possession of alcoholic beverages while on Campus grounds, except as noted in Section C.
- B. Possession shall consist of having an open or unopened container of alcoholic beverage on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.
- C. Exception to the consumption of alcoholic beverages on campus is permitted only by special authorization granted through the Office of the Vice President, Student and Community Relations, or when upon licensed premises at the Macomb Center for Performing Arts and Cultural Center.

### **II. Buildings, Physical Facilities, Equipment and Supplies**

- A. The use of College buildings, physical facilities, equipment and supplies is limited to the purposes designated by the College, and must be approved by the appropriate College authority. Specific regulations governing the use of the College's buildings and physical facilities may be obtained from the College Police, or the Director of Conference and Co-Curricular Services.
- B. It is unlawful for any person to misuse, mutilate or destroy any building, physical facility or equipment under the governance of the College.
- C. It is unlawful for any person to dislocate or remove equipment or property owned by the College unless properly authorized.
- D. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove therefrom any identification sign or tag.
- E. No person shall deposit, dump or otherwise dispose of refuse of any kind on College property.
- F. No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of the College without a leash suitably attached to said animal so as to restrain its movements. Such animals, except those owned by the College for the purpose of instruction or those used by the visually impaired, are not permitted in College buildings without the prior authorization of the College Police. Horses, unless authorized, are not permitted on land governed by the College.
- G. No person shall picnic on College property in areas not authorized, designated and/or posted as picnic areas.
- H. No person shall construct or otherwise erect, or abide in any lean-to, trailer, tent or other temporary shelter facility anywhere within the confines of land governed by the College, without prior authorization.
- I. It is unlawful for any unauthorized person to use the College tunnel complex. The use of the tunnels in emergencies such as tornado warnings and civil defense alerts is permitted.
- J. It shall be unlawful for any person to trespass on College property that is posted.

### **III. Disturbance in Public Place**

- A. Any actions which disrupt the purposes of the College are prohibited.
- B. The right of the student body, individually or collectively, (1) to attend and participate in classes or other College sponsored activities (2) to pass from class to class and building to building without undue obstruction (3) to eat and/or study within an atmosphere of appropriate calm within designated areas, shall not be infringed upon by individual students, student organizations, the faculty, the administration or any outside individual, group or agency.
- C. Persons or organizations wishing to demonstrate, protest and petition, must do so within the guidelines established for those purposes by the College so as to preserve the rights enumerated above. Permission for such activities must be obtained from the Dean of Community and Student Enrichment.
- D. Any approved College function held off campus where there is a public or private complaint regarding nuisance, destruction of private or public property, disruption of public safety, or any other type of complaint will be just cause for disciplinary action against the individual or individuals, sponsoring group or groups, who are found responsible for the disruption.

### **IV. Dress and Appearance**

Proper attire is required. Moderation and good taste are expected.

### **V. Student Conduct**

A student's behavior at the College must comport with educational processes and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct that interferes with the educational mission of the College is a serious offense for which the student will be subject to disciplinary action by his/her teacher and/or other College personnel.

- A. No person shall conduct themselves in such a way as to deprive others of an orderly atmosphere for study.
- B. Each student is expected to comply with the classroom regulations of an individual teacher as established by the teacher in writing at the beginning of the term.

### **VI. Drugs**

No person shall use, possess, distribute or sell drugs except as expressly permitted by law.

### **VII. Integrity of Academic Work**

Any violation of academic integrity is a serious offense for which the student will be subject to grading sanctions up to and including failure in the class involved. Grading sanctions will be administered by his/her teacher. In addition, the student may be subject to additional disciplinary action by the College.

- A. No student shall cheat on an examination or other academic assignment.
- B. No person or persons shall procure or furnish in any unauthorized manner any piece or pieces of writing, which can be shown by competent authority to contain the questions and/or answers to an examination scheduled for some subsequent date to any individual or group enrolled in any course of study offered by the College.
- C. The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of Section a.
- D. No person shall allow another to take an examination or complete any other academic work on his/her behalf.
- E. A person is guilty of plagiarism who fails to give credit for any ideas or material taken from another for either written or oral presentation. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.
- F. No person shall gain entry to any records or information stored in the College's computer system(s) other than those records specifically registered to that person's user identification code. This includes, but is not limited to, official College records as well as information stored by

another student. Tampering shall be defined as unauthorized access to records as well as the altering of information.

#### **VIII. Fires and Fire Alarms**

- A. It shall be unlawful for any person or persons to set a fire upon the lands governed by the College except under circumstances approved by appropriate College officials.
- B. No person shall willfully sound or cause to be communicated any false alarm or other emergency signal.

#### **IX. Financial Responsibility**

- A. No persons shall owe money to the College such as tuition, fees, loans, library fines, bookstore accounts, or facility fees or charges for food or refreshments unless satisfactory arrangements have been made for repayment.
- B. Restitution for services rendered, or for property misused, destroyed or damaged, may be required by the College.

#### **X. Fireworks, Firecrackers, Etc.**

No person shall have in his or her possession, offer for sale, explode or cause to explode, any fireworks, firecrackers, or other explosive devices.

#### **XI. Gambling**

Illegal gambling in any form is prohibited at all times.

#### **XII. Identification**

When applicable, and/or upon request by an appropriate member of the College staff, persons requested to do so shall present acceptable identification (e.g., driver's license, Macomb student identification card, Library card).

#### **XIII. Theft or Damage of Property**

No person or persons shall steal or damage property belonging to another person, organization, or institution. This includes tampering with coin operated machines. Violators may be handled by the local police, the College disciplinary process, or both.

#### **XIV. Records**

No person shall give false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the College.

## **XV. Parking and Traffic**

- A. College roadways and service drives are considered public roads. Therefore, local traffic ordinances and state traffic laws shall apply, and shall be enforced by the College Police and local police.
- B. All posted traffic and parking regulations must be followed.
- C. Parking is restricted and/or prohibited in areas posted as such.
- D. Persons other than faculty or staff are prohibited from parking in lots designated Faculty/Staff only.
- E. Illegally parked and/or abandoned vehicles may be ticketed, towed, and/or impounded.
- F. It is unlawful for any person without a validated state handicap permit to park a vehicle in a parking location designated for the handicapped. Special parking for temporarily handicapped persons may be allowed in staff lots. Permits must be obtained by the person requesting this privilege from the College Police, Building C, Room 116, South Campus, or Building I, Room 107, Center Campus.
- G. No unauthorized vehicle shall be parked on College property between 2:00 a.m. and 6:00 a.m. Requests for exceptions to this rule shall be made through the Department of Public Safety.
- H. Bicycles, skateboards, go-carts, motorized vehicles, or any conveyance considered to be dangerous to either the rider or pedestrians, shall not be operated on College walkways, ramps, or stairways. Exceptions to this section may be made by the College Police. In all cases, prevailing state and local motor vehicle codes and fire regulations shall apply.

## **XVI. Selling, Soliciting, and Advertising**

- A. Selling, soliciting, and advertising is prohibited unless properly authorized by the Office of the Director of Conference and Co-Curricular Services and/or the director of the specific facility.
- B. All materials to be posted or distributed or sold on College property must be approved by the Office of the Director of Conference and Co-Curricular Services and/or the director of the specific facility.
- C. Distribution of hand bills on vehicles on College property is prohibited.

## **XVII. Smoking**

Smoking is prohibited inside College buildings except in areas designated as smoking areas. Use proper receptacles for disposal of cigarettes.

## **XVIII. Weapons**

No person, other than law enforcement personnel or a person authorized by the director of the college police department or his or her designee, shall possess a weapon on property owned, leased or otherwise in the possession of the college.

As used in this policy, the term "weapon" shall mean: (1) firearms; (2) explosives or explosive devices including, but not limited to, fireworks, firecrackers or firearm ammunition; (3) knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily possessed for use as a weapon; or (4) an object or substance, not normally considered a weapon, that is used in a threatening or harmful manner likely to cause bodily injury or death.

## **XIX. When Policies of Other Organizations Apply**

When students are involved in cooperative education, internships, clinical or other related academic experience(s), their conduct is governed by the policies, rules and regulations of the host organization and those of the College. Violations of the host organization's policies, rules or regulations may subject a student to immediate course or program dismissal or other appropriate College discipline.

## **XX. Enforcement of Rules and Regulations**

- A. Except with respect to student discipline, College Police shall be charged with the responsibility and authority to enforce these rules and regulations as well as applicable federal, state, and local laws, statutes, and ordinances.
- B. Persons accused of violating these rules may be reported to the law enforcement agency having jurisdiction. Students and College employees may be subject to discipline.
- C. In accordance with Public Act No. 26, effective August 1, 1970, an act to provide penalties for certain conduct at public institutions of higher education, a person is guilty of a misdemeanor, punishable by a fine or by incarceration or both, when such person is in violation of the properly promulgated rules of the institution when an authorized officer of the institution directs the person to vacate the premises, building or other structure of the institution and when the person thereafter willfully remains in or on such premises, building or other structure; or when in so remaining therein the person constitutes a clear and substantial risk of physical harm or injury to other persons or property, or an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or threat of force. (MCL 752.581 and MCL 752.582)

Approved by the Board of Trustees  
Macomb Community College  
February 21, 1989  
Revised January 19, 2010

## **Macomb Community College STUDENT DISCIPLINE Policy**

The following principles and procedures shall govern cases in which a student is alleged to have violated the "**College Rules and Regulations**" as approved by the Board of Trustees.

### **I. Procedural Due Process**

Procedural due process appropriate to the specific case must be followed prior to the imposition of discipline for violation of the "College Rules and Regulations." Some elements of due process, such as timely and specific notice of charges, are almost always appropriate regardless of the gravity of the violation alleged. Other elements, such as a written transcript to the hearing or representation by a lawyer, are only appropriate in cases where the discipline is severe (dismissal from the College and criminal charges, for example). Prior to hearing, the student shall be informed of the elements of due process to be followed in the case. Among the elements of due process that may be provided are:

- A. Timely and specific notice of the charges
- B. Right to a hearing before the Dean of Student Success
- C. Right to appeal the decision of the Dean of Student Success to the College Disciplinary Panel
- D. Right to present evidence on the student's behalf
- E. Right to rebut adverse testimony
- F. Right to a written transcript of the hearing
- G. Right to representation by a lawyer

Other procedural safeguards may be followed as required by the circumstances.

### **II. Burden and Standard of Proof**

The burden shall be on the College to show by a preponderance of the evidence that the student violated the "College Rules and Regulations".

### **III. Status of Student Pending Hearing**

A student's status shall not be changed prior to hearing unless there is reasonable cause to believe that the student's status (for example, his or her continued presence in the classroom or on campus) poses a danger to persons or property or will disrupt the educational process. The decision to alter a student's status pending hearing will be made by the Dean of Student Success or his/her designee.

### **IV. Forms of Discipline**

Disciplinary action must be proportionate to the violation and, depending on the nature of the violation, may take the form of a reprimand; restrictions on activities or privileges; restitution; denial of honors, certificate or degree; probation; temporary or permanent suspension from a class or program; dismissal from the College; or other measures appropriate under the circumstances of the case.

### **V. Procedures for Classroom Misconduct**

The following procedures shall govern cases wherein violation of any rule or regulation regarding classroom conduct is alleged.

#### *Immediate Removal From Class*

If misconduct warrants an immediate removal from the class for the remainder of the class period, the teacher may do so without a prior hearing. College Police Officers shall remove the student from the classroom upon oral request by the teacher. The teacher shall provide written certification that the student has violated "College Rules and Regulations" and has refused to leave the classroom as soon as practicable upon request.



### *Additional or Different Discipline*

If a teacher believes misconduct warrants additional or different discipline, the teacher may consult with the Dean of Student Success or his/her designee who may elect to:

- Take no action;

*OR*

- Change the student's status pending a meeting with the student; AND
- Notify the student in a timely fashion of his/her change of status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:
- Meet with the student and contact the teacher and other appropriate persons to explore and adopt non-disciplinary solutions, including the establishment of guidelines for returning the student into class;

*OR*

- Meet with the student and contact the teacher and other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the College Disciplinary Panel.

### **VI. Procedures for Other Misconduct**

Violations of any rule or regulation, except those regarding classroom conduct, may be reported to the Dean of Student Success, who may elect to:

- Take no action;

*OR*

- Change the student's status, if appropriate, pending a meeting with the student; AND
- Notify the student in a timely fashion of any change of his/her status, the specific charges, and the due process to be afforded under the circumstances; AND do one of the following:
- Meet with the student and contact other appropriate persons to explore and adopt non-disciplinary solutions;

*OR*

- Meet with the student and contact other persons appropriate to the case, make a written determination of the facts, take disciplinary action if such action is warranted, and notify the student of his/her decision and the right to appeal to the College Disciplinary Panel.

### **VII. Appeal**

The student, teacher, or charging party may appeal the decision of the Dean of Student Success to the College Disciplinary Panel. Written Notice of Appeal shall be filed with the Dean of Student Success. The Notice of Appeal shall state with specificity why the Dean's decision should not stand.

Upon receipt of a timely filed Notice of Appeal, the Dean of Student Success shall schedule the appeal for hearing before the College Disciplinary Panel and notify the student of the date, time and place of the hearing and of the due process to be afforded in the appellate process. The hearing may be adjourned at the request of any party for good cause.

The College Disciplinary Panel may affirm, modify or reverse the decision of the Dean of Student Success. The decision of the College Disciplinary Panel shall be final.

### **VIII. College Disciplinary Panel**

The College Disciplinary Panel shall be composed of a Vice President designated by the President or the Vice President's designee, an academic dean or the Dean's designee, and a faculty member appointed by the Macomb Community College Faculty Senate.

**IX. Timelines**

Disciplinary action, if any, should be imposed within 30 days of the date the student receives notice of the charge(s); notice of appeal should be filed with the Dean of Student Success within 20 days of the date disciplinary action is imposed; and the final decision of the Disciplinary Panel should be made within 30 days of the date Notice of Appeal is filed with the Dean of Student Success. These timelines are intended as guidelines and may be extended by the Disciplinary Panel if the circumstances of the case justify an extension.

Approved by the Board of Trustees  
Macomb Community College  
February 21, 1989  
Revised June 18, 2002

## MCC UNLAWFUL HARRASSMENT Policy

### **I. Policy Prohibiting Unlawful Harassment**

#### **A. Harassment Prohibited**

It is the policy of Macomb Community College to maintain an academic and work environment free of harassment based on sex, race, color, national origin, religion, disability, age, marital status, pregnancy, height or weight (hereinafter "unlawful harassment"). Harassment based on these characteristics diminishes individual dignity, impedes equal employment and educational opportunity and is contrary to the standards and goals of the College. Harassment based on sex, race, color, national origin, religion, disability, age, marital status, pregnancy, height or weight will not be tolerated at Macomb Community College.

An employee or student of Macomb Community College shall not harass an employee or student of the College, an applicant for employment or enrollment at the College, a person employed on the premises of the College under an independent contract for services or a participant in a College-sponsored program on the basis of sex, race, color, national origin, religion, disability, age, marital status, pregnancy, height or weight. This Policy and the law prohibit harassment on the basis of these characteristics. This Policy and the law also prohibit retaliation for having brought a complaint of unlawful harassment, having opposed unlawful harassment and/or for having participated in the complaint or investigation procedure.

#### **B. Unlawful Harassment Defined**

##### **1. Sexual Harassment**

For purposes of this Policy, the term "sexual harassment" means:

- (a) unwelcome sexual advances, requests for sexual favors, and other verbal or physical acts of a sexual nature when (i) it is explicitly or implicitly suggested that submission to or rejection of the acts will be a factor in academic or employment decisions, evaluations or status, including participation in College-sponsored activities, or (ii) they are used as a factor for employment or academic decisions; or
- (b) unwelcome verbal or physical acts that are based on sex that are so severe and pervasive that they objectively either (i) have the effect of unreasonably interfering with an individual's work or academic performance, or (ii) create an intimidating, hostile or offensive learning or working environment.

##### **2. Racial and Other Types of Unlawful Harassment**

The College prohibits verbal or physical acts based on race, color, national origin, religion, disability, age, marital status, pregnancy, height or weight that are so severe and pervasive that they objectively either (i) unreasonably interfere with an individual's work or academic performance, or (ii) create an intimidating, hostile or offensive learning or working environment.

##### **3. Examples**

The Appendix to this Policy provides examples to illustrate types of conduct and communication that are prohibited under this Policy Prohibiting Unlawful Harassment. The examples are not designed to be, and should not be construed as being, exhaustive of the types of conduct that may violate this Policy or the law.

##### **4. Totality of the Circumstances**

Not every act that might be offensive to an individual will be considered harassment and/or a violation of this Policy Prohibiting Unlawful Harassment. In determining whether an act or series of acts constitutes harassment, the totality of the circumstances that pertain to a given incident, including the nature, frequency, intensity, location and duration, will be closely reviewed in context, with due consideration given to the protection of individual rights, including speech guaranteed by the First Amendment to the United States Constitution. Although repeated incidents generally create stronger evidence of prohibited harassment, a serious incident, even if isolated, can be sufficient.

##### **5. Germane Classroom Speech**

Macomb Community College recognizes that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. Thus, speech in the classroom that is germane to course content is not subject to this Policy. However, regular use of

profane, vulgar, or obscene language in the classroom that is not germane to course content (and thus educational purpose) as measured by professional standards is prohibited by College policy and may lead to the imposition of discipline. Reasonable care must be exercised in applying this Policy to avoid violation of First Amendment rights.

### **C. Persons and Settings Covered**

Unlawful harassment by an employee or student of Macomb Community College of an employee or student of the College, an applicant for employment at the College, a person employed on the premises of the College under an independent contract for services, or a person participating in or attending a College-sponsored program is unacceptable whether it takes place on or off a campus. This prohibition against acts of unlawful harassment by employees or students shall not be construed to be a condonation of harassment committed by vendors, independent contractors, or visitors to a campus.

### **D. Conformity with Collective Bargaining Agreements**

To the extent of any conflict between this policy and an applicable collective bargaining agreement, the collective bargaining agreement shall govern.

## **II. Complaint Procedure**

Any person who feels she or he has been subjected to unlawful harassment, is aware of conduct prohibited under the College's Policy Prohibiting Unlawful Harassment, or feels that she or he has been retaliated against for complaining about, opposing, or participating in the complaint or investigation procedure should promptly bring the matter to the attention of the EEO and Diversity Officer (F. Jack Witt III - Telephone 586.445.7897) or the Office of the Provost (Telephone 586.445.7596).

## **III. Investigation Procedure**

Reports of unlawful harassment are taken seriously by the College and will be investigated. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include investigation, intervention, mediation and disciplinary process.

If a complaint alleges facts sufficient to suggest a violation of the College's Policy Prohibiting Unlawful Harassment, the administrator in charge of the division or unit in which the alleged harasser is assigned or enrolled shall investigate the complaint. The Office of Human Resources shall be responsible for answering questions and disseminating information about unlawful harassment and the College's Policy Prohibiting Unlawful Harassment and shall advise and assist the administrator in charge of the investigation of a complaint.

Procedural due process appropriate to the case shall be afforded to the alleged harasser. A thorough and impartial investigation will generally include:

1. Interviewing of the complainant, both at the time the complaint is initially presented and at the time the complaint is reduced to writing;
2. Interviewing the alleged harasser and reducing his or her statement to writing;
3. Interviewing all witnesses identified by the complainant or the alleged harasser or other potential witnesses who may have observed the conduct alleged or who may possess knowledge regarding the allegation under investigation and reducing their statements to writing, either by requesting that the witnesses do so or by reducing their statements to writing to be signed or otherwise acknowledged by the witnesses;
4. Reviewing any documentary or other evidence submitted by the complainant or the alleged harasser;
5. Making a written determination of the validity of the complaint.

## **IV. Procedure for Resolving the Complaint**

### **A. If Violation Found**

If the administrator in charge determines that a violation of the College's Policy Prohibiting Unlawful Harassment has occurred, the administrator in charge and/or other appropriate administrators shall take

prompt and appropriate remedial action to stop the harassment, seek to prevent its recurrence and may take disciplinary measures against those responsible. Such remedial action may include:

1. Progressive disciplinary action;
2. Restoration to an individual of any employment or student benefits or status impaired unlawful as a result of the unlawful harassment or the exercise of the right to make a complaint of harassment, to oppose unlawful harassment, or to participate in an investigation under this policy;
3. Removal from the individual's personnel or student record or other records of the College of any documents containing adverse or negative references to the complainant flowing from the policy violation;
4. Referral of any individual, including the harasser or the complainant, or both, to counseling;
5. At the option of the complainant and if practicable, reassignment or transfer to an equivalent position or class section;
6. Other appropriate measures to assure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding, or opposition to unlawful harassment is restored to the position or status held prior to the policy violation;
7. Removal of the effects of the policy violation in the work place or study environment, such as the removal of offensive graffiti, posters or other means of harassment, the elimination of offensive remarks, and/or the elimination of unwanted physical contact;
8. Other appropriate measures to assure that this policy, and the College's commitment to enforcing its Policy Prohibiting Unlawful Harassment, is reiterated in the work place or study environment, such as republication of the policy and in-service training relating to the policy.

#### **B. If No Violation Found**

If the administrator in charge determines that no violation of the College's Policy Prohibiting Unlawful Harassment has occurred, the administrator in charge should:

1. Inform the complainant and the alleged harasser of the results of the investigation and the reasons for the finding of no policy violation;
2. Advise the complainant and the alleged harasser that the College is committed to the enforcement of its Policy Prohibiting Unlawful Harassment and will not tolerate unlawful harassment or retaliation of any sort;
3. Notwithstanding the determination that no policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing unlawful harassment, or participating in an investigation under the College's Policy Prohibiting Unlawful Harassment;
4. Advise the complainant to contact the EEO and Diversity Officer or the Provost in the event of a future violation;
5. Take appropriate measures to assure that this policy, as well as the College's commitment to enforcing its Policy Prohibiting Unlawful Harassment, is reiterated in the work place or study environment such as republication of the policy and in-service training relating to the policy.

#### **C. If No Determination Possible**

If the administrator in charge determines there is insufficient information from which to make a determination whether a policy violation has occurred, the administrator in charge should:

1. Inform the complainant and the alleged harasser of the finding that no determination can be made;
2. Advise the complainant and the alleged harasser that the College is committed to the enforcement of the College's Policy Prohibiting Unlawful Harassment and will not tolerate unlawful harassment or retaliation of any sort;
3. Notwithstanding the determination that there is insufficient information from which to determine that a policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of unlawful harassment, opposing unlawful harassment, or participating in an investigation under the College's Policy Prohibiting Unlawful Harassment;
4. Advise the complainant to contact the EEO and Diversity Officer or the Provost in the event of a future

violation;

5. Take appropriate measures to assure that the College's Policy Prohibiting Unlawful Harassment, as well as the College's commitment to enforcing the College's Policy Prohibiting Unlawful Harassment, is reiterated in the work place or study environment, such as republication of the policy and in-service training relating to the policy.

#### **V. Protection Against Retaliation**

Retaliation against an individual who in good faith reports, objects to or provides information in an investigation about behavior that may violate the College's Policy Prohibiting Unlawful Harassment are against the law, violates the College's Policy Prohibiting Unlawful Harassment and will not be tolerated. Individuals who believe they have been retaliated against for reporting, objecting to or providing information about behavior that may violate the College's Policy Prohibiting Unlawful Harassment should report such retaliation in a manner consistent with the Complaint Procedure outlined above.

#### **VI. Confidentiality**

The College recognizes the importance of confidentiality. The College will respect, and all involved parties are expected to also respect, the confidentiality and privacy of individuals reporting or accused of prohibited harassment to the extent reasonably possible. Complaints of harassment, as well as all notes, statements and written conclusions of any harassment investigation are confidential and must not be publicly disclosed. Examples of situations where confidentiality cannot be maintained include circumstances when the College is required by law or contract to disclose information (such as in response to legal process) and when disclosure is required by the College's interests in protecting the rights of others. Individuals found to have violated the confidentiality of this process may be subject to discipline up to and including discharge or expulsion.

Approved by the Board of Trustees  
Macomb Community College  
August 15, 1994  
Revised April 21, 2009

## Macomb Community College

### ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

#### I. Purpose

This policy is designed to guide students, faculty and staff in the acceptable use of computer systems, networks, and other information technology resources at Macomb Community College.

#### II. Guiding Principles

##### A. *Non-public Forum.*

Information technology at Macomb Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.

##### B. *Creativity Encouraged.*

The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.

##### C. *Copyrighted Materials.*

Macomb Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited.

##### D. *Offensive Material.*

Macomb Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

##### E. *Use IT Wisely.*

Information technology resources are provided to support the College's scholarly, educational, and administrative activities. Information technology resources are limited, and should be used wisely and with consideration for the rights and needs of others.

##### F. *Privilege, Not a Right.*

The use of Macomb Community College computer systems, networks and other information technology resources is a privilege, not a right, and inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline.

#### III. User Responsibilities

##### A. *Protect your Password.*

Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords.

##### B. *Prohibited Practices.*

The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Macomb Community College, or to which Macomb Community College is connected.

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
3. Tampering with software protections or restrictions placed on computer applications or files;

4. Using College information technology resources for personal for-profit purposes;
5. Impersonating another user or otherwise falsifying a user name in email;
6. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users;
7. Sending chain letters, junk mail, "spam," "flaming," "mailbombs," or other similar types of broadcast messages;
8. Sending a message to more than ten (10) internal or external email addresses except as required to conduct College business;
9. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution;
10. Using information technology resources to access, store, or transmit pornographic material unless such use is for legitimate academic purposes;
11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening;
12. Subverting restrictions associated with computer accounts;
13. Using information technology resources to obtain unauthorized access to records, data, or other forms of information owned, used, possessed by, or pertaining to the College or individuals;
14. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use;
15. Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by Macomb Community College or others;
16. Physically damaging information technology resources;
17. To help prevent copyright violations, minimize the risk to college PCs and network from malware such as spyware, viruses, adware or other privacy-invasive software, and to protect against excessive bandwidth use, the use of Peer to Peer (P2P) file sharing software, including, but not limited to, Kazaa, Morpheus, Direct Connect, LimeWire, Gnutella, Bearshare, eDonkey and BitTorrent, is prohibited on any device using the college network. The appropriate vice president or provost may grant an exception to the policy upon a showing of a legitimate academic or college business purpose in compliance with United States copyright law, with appropriate review by general counsel.
18. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
19. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

#### *C. College Image.*

Users should remember that information distributed through the College's information technology resources may be considered a form of publication. Although Macomb Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Macomb Community College as in some manner having been produced under Macomb Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.

### **IV. Policy Administration**

#### *A.. College Access to Your Files.*

The College encourages all members of its community to use electronic resources in a manner that is respectful of others. While respecting users' privacy to the fullest extent possible, the College reserves the



right to examine any computer files. The College reserves this right for bona fide purposes, including, but not limited to:

1. enforcing policies against harassment and threats to the safety of individuals;
2. protecting against or limiting damage to College information technology resources;
3. complying with a court order, subpoena or other legally enforceable discovery request;
4. investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law;
5. safeguarding the integrity of computers, networks, hardware, software and data;
6. preserving information and data;
7. upgrading or maintaining information technology resources;
8. cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

*B. Terminating Your Use of Computers.*

The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

*C. Disciplinary Action.*

All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

*D. Bound by Public Law.*

The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security and other statutes governing use of electronic media. This policy does not preclude enforcement under such laws.

**V. Reporting Violations**

A. Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Dean of Students. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Vice President for Human Resources. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Approved by President's Council  
November 6, 2002  
Revised December 10, 2008

## **Macomb Community College POLICY ON EXPRESSIVE ACTIVITY**

### **I. Purpose and Definitions.**

- A. The purpose of these Guidelines is to ensure an atmosphere conducive to learning, the reasonable conduct of public business, unobstructed access to the College for its students, faculty, employees, occupants and the public, and maintenance of the College grounds.
- B. The grounds of the College are defined as all lands and buildings of all campuses of Macomb Community College and include (by way of illustration and not of limitation) the exterior walls and surfaces of the buildings, entrances, porches, outside staircases, sidewalks, parking lots and all fixtures.
- C. Expressive activity is defined as the carrying or displaying of signs or placards, leafleting, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, circulation of petitions, and/or any public demonstration on the grounds.

### **II. Scheduling.**

Requests to schedule expressive activity on the College grounds shall be made to the Dean of Community and Student Enrichment or his/her designee (hereinafter, Dean).

- A. Requests must be made in writing to the Dean during regular business hours at least 48 hours prior to any expressive activity on a form supplied by the College.
- B. Each request shall be in writing and shall contain the following information:
  1. Name/address/telephone number(s) of contact person(s).
  2. Name/address/telephone number(s) of back up contact person(s).
  3. Date and hours requested for the expressive activity and duration of the expressive activity.
  4. Area requested for use.
  5. Number of anticipated participants
  6. Structures to be used in the expressive activity.
- C. In order to assure the reasonable conduct of public business, the educational process, unobstructed access to the College for its students, faculty, employees, occupants and the public, and to maintain the College grounds, the Dean has been delegated the authority to approve, modify or deny an application for expressive activity.
- D. The Dean will review applications and may approve, modify or deny an application. The Dean will not take the content of the speech into consideration when approving, modifying or denying an application.
- E. All decisions by the Dean required under these procedures shall be made as promptly as possible, but no later than 24 hours after receiving the written request.
- F. If a person or organization is aggrieved by a decision of the Dean, an appeal may be taken to the Vice President for Student and Community Relations within three College business days of that decision. The appeal shall be in writing, stating the basis therefore, and the relief sought. The Vice President shall announce a decision as promptly as possible, but no later than six College business days after the Vice President has received the appeal.

### **III. Governing Conditions.**

Public use of the College grounds for expressive activity is subject to the following:

- A. Use of the College grounds by an individual or organization for expressive activity is permitted only if the expressive activity has been approved by the Dean.
- B. In order to maintain the security, safety and aesthetic appearance of the College and College grounds, and to provide for regular maintenance, improvements or alterations, expressive activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, employees, occupants or the public. Expressive activity shall

- C. not impede or interfere with College business, the educational process, or public access to and use of the College grounds. The College reserves the right to stop any expressive activity when it interferes with or disrupts the normal activities of the College; interferes with the educational process; or violates any of the conditions covering expressive activity under this policy.
- D. To provide for regular maintenance, improvements or alterations of the College grounds and in order to maintain the security, safety and aesthetic appearance of the College and College grounds, equipment, signs, banners or structures of any kind that are placed on the College grounds in connection with any expressive activity shall be free standing and shall not be affixed to any building, tree, monument, fixture or other College structure. The equipment, signs, banners or structures shall be entirely removed at the conclusion of the scheduled expressive activity, or no later than 8:15 p.m. on any day of expressive activity. Structures (whether for shelter or for any other purpose) erected by an organization as part of a scheduled expressive activity must be approved by the Dean.
- E. Due to the presence of underground utility, electrical and drainage lines, signs or banners shall not be driven into the ground; nor shall they be supported in or by any tree, monument or other structure affixed to the College grounds. Signs or banners supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within two feet of a freestanding sign or banner at all times to prevent damage to the property and injury to individuals.
- F. Defacing or damaging the College grounds, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the buildings, including the entrances, porches and staircases, is not allowed.
- G. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the College building not intended for such purposes is not allowed.
- H. No sign located within 50 feet of a roadway, entrance or exit shall be larger than 3' x 3', and no sign shall block the sight lines of drivers entering or exiting the College grounds or traveling on a public roadway around the College.
- I. Vehicles are not allowed on the College grounds, except in areas designated for vehicular use.
- J. Camping or sleeping overnight on the College grounds is not allowed.
- K. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds.
- L. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.
- M. To insure public safety, firearms, or other weapons are not allowed on campus.
- N. Persons engaged in expressive activity must comply with all College policies, Campus Rules and Regulations, and local, state and federal ordinances and statutes.
- O. Expressive activity inside College buildings is prohibited.
- P. This policy does not apply to labor disputes between construction contractors of the College and labor unions or facility licenses issued pursuant to board policy. Where a labor union wishes to engage in expressive activity, the College will set up a reserved gate as authorized by law.

Approved by President's Council  
July 6, 2000  
Revised October 25, 2006

# Appendix B

**Application for Fee Waiver**

*To be submitted to the ECM dean*

\_\_\_\_\_  
**Student's Name** *(please print)*

\_\_\_\_\_  
**Home School**

As the parent/guardian of the above-named student, I request a waiver of school fees.

I am asking for a waiver of school fees because: *(please check at least one box)*

- The above-named student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
- There are other reasons why I am unable to afford the school fee assessed to the above-named student which are: *(describe in detail)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the statements made herein are true and correct.

\_\_\_\_\_  
Parent/Guardian *(please print)*

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student Medication Authorization Form**

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_  
Student's Name                      Birth Date                      School                      Date

School medications and health care services are administered following these guidelines:

- Physician/prescriber signed and dated authorization to administer the medication
- Parent/guardian signed and dated authorization to administer the medication
- The medication must be in the original labeled container as dispensed or the manufacturer's labeled container
- The medication label must contain the student's name, name of the medication and directions for use and date
- Annual renewal of authorization and immediate notification of changes is required.

Physician Authorization:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Medication/ Treatment                      Dosage                      Time(s) to be Administered

\_\_\_\_\_                      \_\_\_\_\_  
Intended Effect of Medication/Treatment                      Side Effects (if any)

\_\_\_\_\_  
Other Medication the Student is Taking

May the student self-administer the medication under the supervision of a school nurse or school designee?                      \_\_\_\_\_ Yes \_\_\_\_\_ No

Administration Instructions:

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---

---

Date to Discontinue, Reevaluate or Follow Up:

---

Physician's Signature

---

Date Signed

---

Physician's Emergency Phone Number

---

Physician's Address

Parent Authorization:

I acknowledge that I am primarily responsible for administering medication to my child. In the event that I am unable to do so or in the event of a medical emergency, I authorize (name of School District) and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully- prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication.

---

Parent's Signature

---

Date Signed

---

Parent's Phone Number

---

Parent's Emergency Phone Number

Additional Information:

---

---

## Authorization for Student Self-Medication Form

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector or other prescribed medication.)

School Year: \_\_\_\_\_ Home School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### Physician, Physician Assistant or Advanced Practice RN Authorization

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). If this is for another prescribed medication, I certify such instruction and that this medication must be taken during his/her school hours. He/she understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/she has been given instructions and is capable of using this medication independently.

Other Medication: \_\_\_\_\_

1. Will this student self carry medication?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Will a second set of medication be kept in the health office at school?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Prescriber's Emergency Phone Number

\_\_\_\_\_  
Prescriber's Address

### Parent Authorization

I authorize my son/daughter, to self administer the above-referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Authorization

I agree to:

- Demonstrate correct use of my medication or the inhaler or Epinephrine auto-injector using a trainer/demonstrator to the designated school personnel if asked.
- Never share my medication or the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector. Immediately notify a teacher or another responsible adult if I notice any side effects after taking my medication.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Emergency Medical Technician Release Form

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

Please sign one of the paragraphs below:

I **DO** authorize the certified first aid providers and licensed Emergency Medical Technicians of the Macomb Community College Department of Public Safety and/or the certified first aid provider and licensed Emergency Medical Technician of either the Early College of Macomb or Macomb Community College, to administer first aid and emergency medical treatment to my child and to perform whatever emergency procedures are deemed appropriate in their professional judgment under the provisions the parent/guardian has specified in the emergency medical treatment section of the enrollment form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**OR**

I **DO NOT** authorize the certified first aid providers and licensed Emergency Medical Technicians of the Macomb Community College Department of Public Safety and/or the

certified first aid provider and licensed Emergency Medical Technician of either the Early College of Macomb or Macomb Community College, to administer first aid and emergency medical treatment to my child and to perform whatever emergency procedures are deemed appropriate in their professional judgment under the provisions the parent/guardian has specified in the emergency medical treatment section of the enrollment form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Internet Acceptable Use Sign Off**

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys ECM or MCC hardware and/or software will also be responsible for all costs associated

Student Release

In consideration for using the MISD/MCC network/Internet connection and having access to public networks, I release the MISD and MCC and their board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the network/Internet connection.

\_\_\_\_\_  
Student Name  
(Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

Parent Release

I have read the ECM and Macomb Community College Internet Use policies. I give my permission for my child to use the MISD/MCC's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the ECM/MCC's internet and internet-based educational programs.

In consideration for using the school district's network/Internet connection and/or e-mail and having access to public networks, I release the MISD and MCC and their board members, employees, and agents from any claims and damages arising from his/her use, or inability to use the network/Internet. I recognize and accept that he/she may be subject to discipline for any inappropriate use of the MISD/MCC's network/Internet connection.

\_\_\_\_\_  
Parent/Guardian Name  
(Please print)

\_\_\_\_\_  
Date

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

## **Picture, Audio Taping and Video Taping Release Form**

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

Throughout the year, photographs, video/digital & audio recordings are taken of students for use in Early College of Macomb classes, the Early College of Macomb web page, community publications and advertising. Students may occasionally be video/digital and/or audio taped to document instructional practices, student performance issues, extra- or co-curricular events at ECM, or to allow the news media to cover such events. Please sign below if you give permission for ECM to photograph, video/digital record or audio tape your child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## Declaration of Emergency Plan Form

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

Due to the unique structure and design of Early College of Macomb (ECM), students have individualized schedules with varying times of attendance in classes. Due to the fact that each ECM student may have a different daily schedule at various locations, it is imperative that parents and students discuss and develop an emergency action plan. The purpose of this plan is to ensure that each student and his or her family has an agreed upon emergency plan in case of an emergency, taking into account the plans of their home high school and Macomb Community College.

MCC provides an Emergency Procedure Manual and an Emergency Alert system for students and staff. Students will have the opportunity to sign up to receive text messages from the MCC Department of Public Safety if a major College emergency occurs. Additional information can be found at: <http://www.macomb.edu/emergency>.

By signing below, parents and students declare that they have discussed and developed an emergency plan for their students. Furthermore, by signing below parents and students are declaring that they are responsible for implementing this plan, if needed.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Family Educational Rights and Privacy Act (FERPA)

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

The FERPA Release of Information Form must be signed by each ECM student, regardless of the student's age and co-signed by a parent if under 18.

### Early College of Macomb and Macomb Community College

I, \_\_\_\_\_, give Early College of Macomb and Macomb

(student name)

Community College staff and faculty permission to share any information contained in my MCC educational or non educational records, including, but not limited to, attendance records, grades, or any other information deemed essential by the Early College of Macomb (ECM) staff, faculty and administration. I understand that I am giving this permission pursuant to my rights under the Family Educational Rights and Privacy Act.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## ***Student Information***

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

<b>Student Phone</b>	
<b>Student Email</b>	
<b>1<sup>st</sup> Career Pathway</b>	
<b>2<sup>nd</sup> Career Pathway</b>	
<b>1<sup>st</sup> Career Choice</b>	
<b>2<sup>nd</sup> Career Choice</b>	
<b>Parent:</b>	
<b>Parent Phone</b>	
<b>Parent Email</b>	
<b>High School</b>	
<b>School District</b>	
<b>H. S. Counselor</b>	
<b>Counselor Phone</b>	
<b>Counselor email</b>	



## **Parent/Guardian Information**

### **Student**

Student's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

### **Mother**

Mother's Name: \_\_\_\_\_

First Name

Last Name

Relationship:    Parent          Guardian          Other (specify) \_\_\_\_\_

Cell phone/pager: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mother's E-mail Address: \_\_\_\_\_

Mother's Mailing Address:          Same as student's          Different from student's

Mother's **different** address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mail school notices to the mother's **different** address

### **Father**

Father's Name: \_\_\_\_\_

First Name

Last Name

Relationship:    Parent          Guardian          Other (specify) \_\_\_\_\_

Cell Phone/Pager: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Father's E-mail Address: \_\_\_\_\_

Father's Mailing Address:          Same as student's          Different from student's

Father's **different** address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mail school notices to the father's **different** address

I am interested in car pooling with another ECM student. Please share my address with other interested ECM families.