

EATON INTERMEDIATE SCHOOL DISTRICT

Career Preparation Center

PARENT/STUDENT HANDBOOK

2011-2012 SCHOOL YEAR



Career Preparation Center

<http://www.eatonisd.org>

Eaton ISD Career Preparation Center

Lansing Community College West Campus

LCC M-Tec Room M104, Mail Code 4101W

P.O. Box 40010

Lansing Community College

Lansing, Michigan 48901-7210

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WELCOME

Dear Students and Parents,

On behalf of the Career Preparation Staff, welcome to Eaton Intermediate School District's Career Preparation Center.

The Career Preparation Center (CPC) is situated on the campus of Lansing Community College with the office located on the West Campus in Delta Township. The Eaton ISD Career Preparation Center office is located in the LCC M-Tech Center, room M104.

In addition to the programs located at Lansing Community College Downtown and West Campuses, three other programs are located "off campus." The AIS Heavy Equipment Repair and Operation program is located at AIS Construction Equipment Company in Lansing, Zoo and Aquarium Management is located at Potter Park Zoo and Insurance and Risk Management is located at Farm Bureau.

Eaton ISD and the Career Preparation Center have partnered with Lansing Community College for over 35 years to offer Career Preparation programs to area high school students. By enrolling and successfully completing these programs, students will learn technical and employability skills, earn high school credit, and have an opportunity to earn college credit.

Successful graduates of our programs have found employment in their program areas, entered into apprenticeship programs, continued at LCC to earn an associate degree, or transferred to universities to continue their education. Whichever of these goals you may have for yourself this year, Eaton ISD Career Preparation Center's instructors and staff are prepared to help you reach them.

Welcome to the school year!

Mrs. Laura Percival, Principal
Career Preparation Center

(517) 483-1341

Limited English Proficiency

Students and parents requiring this handbook in a different format, i.e. audio or another language, may contact the Principal's office at (517) 483-9966.

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**CAREER PREPARATION CENTER
STUDENT CALENDAR
2011-2012 SCHOOL YEAR**

First Day for Students	September 6
End of 1 st Marking Period.....	October 14
Parent Teacher Conferences	November 3
End of 2 nd Marking Period/1 st Trimester	November 23
Thanksgiving Break (no school)	November 24-25
Winter Break (no school).....	Dec 19 –Jan 2
Return from Winter Break.....	January 3
Martin Luther King Day (no school).....	January 16
End of 3 rd Marking Period/1 st Semester.....	January 20
Begin 2 nd Semester	January 23
Mid Winter Break (no school).....	February 17-20
End of 4 th Marking Period/2 nd Trimester	March 2
Spring Break (no school).....	April 2-6
End of 5 th Marking Period.....	April 13
Memorial Day (no school)	May 28
Last day for Seniors	June 1
Last day for Juniors.....	June 8

LCC Main Campus Class Times

"A" morning Session	7:30-9:25 a.m.
"B" afternoon Session	12:15-2:05 p.m.

LCC West Campus Class Times

"A" morning Session	7:35-9:35 a.m.
"B" afternoon Session	12:20-2:15 p.m.

AIS Heavy Equipment, Aviation Technology, Animal Science/Zoology Class Times

"A" morning Session	7:30-9:25 a.m.	"B" afternoon Session	12:15-2:05 p.m.
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Typically, buses arrive at their destination 5 to 10 minutes before the beginning of class and leave 5 minutes after class ends.

Career Preparation Center Instructional Goals and Responsibilities

Eaton Intermediate School District's Career Preparation Center helps prepare students for success in careers and lifelong learning. It is our intent to provide educational experiences and guidance for students to plan and prepare for a future in the world of work and in education beyond high school.

In The World of Work

Students leave with marketable job skills that can improve employment opportunities and lead to earnings that help offset higher education expenses.

In Education Beyond High School

Programs located at Lansing Community College allow students to have an introductory college experience, including the opportunity to earn college credit.

As a student, you have the responsibility:

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive in class on time.
3. To care for school property and the property of others.
4. To work cooperatively with the principals, teachers, bus drivers, and all other members of the Eaton ISD Career Preparation Center to assure an environment conducive to learning.
5. To follow school rules.

As a parent/guardian, you have the responsibility to:

1. To teach your student that school is a place to learn and promote a positive attitude toward school and teacher.
2. To discuss the school rules with your student.
3. To see that your student is in school, and on time, every day unless he/she is ill.
4. To annually inform the school of any medical or health related problems that might affect the attendance or performance of the student.
5. To work cooperatively with school personnel in resolving discipline problems.

Purpose of Handbook

The purpose of this handbook is to provide students and their parents or guardians information regarding the operation and expectations of the Eaton Intermediate School District Career Preparation Programs. It is not intended to be all-inclusive, and we reserve the right to make changes to this handbook as needed.

PARENT INFORMATION

PARENT INVOLVEMENT

The EISD Career Preparation Center supports parental involvement as both a valuable resource and partnership that supports student learning and achievement. Students whose parents are involved in their education benefit from improved test scores, better attendance, higher rates of program completion, fewer disciplinary issues, higher graduation rates, and increased post secondary enrollment.

The EISD Career Preparation Center Plan for parent involvement includes information, resources and activities:

- To support student learning and achievement parents are informed through attendance notification, and report cards about their students.
- The Career Preparation Center provides this Parent/Student Handbook as a resource to inform and answer questions regarding student issues.
- Parents are encouraged to support their students by attending Parent Teacher Conferences, Competitions and Leadership activities, Honors Night, and Field Trips.

The building principal will act as the key liaison for parent involvement. Please call the building principal with questions or concerns about your student.

Parents/Guardians, students, and school personnel are welcome to visit the Career Preparation programs. We ask that arrangements for visitations be made with the Principal's office two (2) days prior to your visit.

CELL PHONES, RADIOS, RECORDERS AND OTHER ELECTRONIC EQUIPMENT

The operation of electronic equipment cannot interrupt classroom work. Therefore:

- Cell phones and text messaging cannot be used in the classroom.
- Parents who wish to contact students must do so through the principal's office.
- Personal radios, music players, and similar electronic devices are only allowed in a class or lab area with permission from the instructor.
- The Career Center is not responsible for the loss or theft of electronic devices.

CHANGE OF ADDRESS AND/OR PHONE

It is the responsibility of the student or parent/guardian to provide the EISD Career Preparation Center with any changes of a student's address and/or telephone number.

CORRESPONDENCE

All correspondence relative to the student's involvement in one of the EISD Career Preparation Center programs will be sent to the address of the parent/s given on the student's enrollment form unless otherwise arranged. It is the responsibility of the student and/or parent/guardian to inform the Principal's office of any change in address.

CURRICULUM CONTENT INCLUDING HEALTH AND SAFETY

Students who are to be placed in a co-op, work experience or internship position with a public school or health facility will receive instruction on blood borne pathogens.

Parents have the right to review any instructional materials used in the classroom. Any parent who wishes to review materials or observe instruction must contact the Principal two days in advance.

As the parent or legal guardian, you have the right to review materials or curriculum content; and/or excuse your child from the instruction without penalty. To exercise these options, or for more information, please contact the office (517) 483-9966.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents/guardians MUST sign an authorization release and return it to the Career Preparation Center office.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton Intermediate School District.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. **Signed, written request submitted to the Principal of the Career Preparation Center identifying the record(s) to be inspected.**
 - b. Upon receipt of the signed, written request, the Principal of the Career Preparation Center will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Eaton Intermediate School District is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information, or,
 - c. under certain circumstances, as permitted by FERPA
 - The Board of Education shall be the final authority in any appeal.
 - Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.
4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton Intermediate School District office.
5. The right to protest to:

The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605

PARENT TEACHER CONFERENCE

The EISD Career Preparation Center Parent/Teacher Conference will be held after the first twelve (12) weeks of enrollment on the LCC campus. Parents/guardians will receive a notification regarding the Conference in which they will be asked to register for a time slot.

ATTENDANCE

The Board of Education believes that it has a responsibility to encourage students to attend programs on a regular basis. It is our view that this is important because it develops attendance habits, which will aid students when they seek employment, and it gives them the full benefit of their Career Preparation Center training program.

The Board of Education also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for Eaton ISD to maintain good communication with all parties - student, parent, and home school.

ATTENDANCE PHILOSOPHY AND ADMINISTRATION

Instructors of Eaton Intermediate Career Preparation Center will maintain daily attendance records on all students enrolled and forward attendance information to the designated administrative office.

Administrative offices responsible for overseeing the programs will maintain, by student, a list of days missed and any reasons provided. This record will be open to review by the student and/or parent/guardian.

These attendance records can, but do not have to, include reasons for absences. Information provided will be on a voluntary basis.

The appropriate administrative offices will prepare and furnish each participating local school with a record of attendance for their students.

The local school will handle attendance in an EISD Career Preparation program in the same manner as attendance in any other local school district class.

Phone calls and/or emails will be sent daily to parents when a student is absent or tardy to class. Students are encouraged to discuss their attendance with an EISD support staff person.

ATTENDANCE POLICY SPECIFICS

If, during the first ten instructional days of the year, a student has three (3) or more absences, the student will be dropped from their EISD Career Preparation Center class and returned to their home school to reschedule classes.

Students who have earned a "D-" or below for the trimester or semester grade, will be dropped from their EISD Career Preparation Center class and returned to their home school to reschedule classes.

Students who do not complete the current semester will receive an "E" for their class unless they enroll in another class/program through their local school or have received administrative approval to withdraw.

Students who miss five (5) consecutive days without notification will be dropped.

The following are attendance examples and not intended to be all-inclusive. We reserve the right to make adjustments based on individual situations, as needed.

<u>Non-chargeable absences</u>	<u>Chargeable absences</u>
Extended illness with medical verification (ex. surgery)	Dental and doctor appointments
Chronic health issues with medical documentation	Minor illnesses (parent notification appreciated)
Acute illnesses with medical documentation stating student should not attend school	Court appointments due to individual's own mistakes
Home school activities excused by the home school	Vehicle/Transportation problems
Disciplinary suspensions, either in-school or out-of-school	Vacation Days outside our calendar
Funeral of immediate family	
Court appointments due to custody issues or subpoenaed as witness	
Weather closures of home school	
Severe weather excused by home school/ parent for students that do not have bus transportation provided	
Work Based Learning/Job Shadow experiences	

Documentation of absences **MUST BE SUBMITTED TO THE CAREER PREPARATION CENTER OFFICE WITHIN TWO (2) SCHOOL DAYS OF THE ABSENCE** in order for the absences to be considered non-chargeable.

For the purpose of the Attendance Policy, students missing more than 30 minutes of a class will be considered absent.

Students with chargeable absences and tardies will lose Career & Employability points for that day.

Students may not leave the campus unless written permission or a phone call by parent is submitted to the Career Preparation Center office. West campus students must come to the office BEFORE class to get a pass to leave class early. **BEFORE LEAVING CAMPUS**, ALL STUDENTS & IN ALL CIRCUMSTANCES, **MUST SIGN OUT** IN THE EISD CAREER PREPARATION OFFICE.

All missed course work due to chargeable absences will follow teacher policy as stated in course syllabus. All non-chargeable absences will allow students 1 day to make up work for every day absent.

All student absences may be appealed by following the Appeal Policy on page 23 of this handbook.

GENERAL INFORMATION

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PEST

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DRESS AND GROOMING

The Career Preparation programs operated by Eaton Intermediate School District are designed to provide a safe environment which is conducive to learning. Any distractions, including apparel and appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may lose career and employability points *and/or be sent to the office at the teacher's discretion* until such time as they are appropriately dressed.

- Students will be expected to wear special protective clothing, uniforms, helmets, safety glasses, etc. to participate in their Career Preparation class.
- Clothing/appearance must NOT be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug related, or are otherwise offensive in nature.
- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the lower garment. No exposed midriff.
- Garments normally classified as "underwear" will not be worn as "outerwear".
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Shorts and skirts must be at least as long as the wearer's fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist
- Sunglasses, unless prescribed by qualified medical personnel for inside use, are not allowed.
- Prescription glasses, which change to meet differing light conditions, are acceptable.
- No hats will be worn in the EISD offices or classrooms without teacher permission.

DRIVING AND PARKING

All students must follow their local high school driving policy. The Career Preparation Center and Lansing Community College reserves the right to deny or suspend driving privileges. Students must pay all their own costs related to driving and parking their own vehicle.

EMERGENCY EVACUATION PROCEDURES (FIRE, TORNADO, OTHER)

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated as quickly and safely as possible. Each instructor will inform students of the proper procedure for evacuation and practice the evacuation procedure once per semester. If you are not in your classroom/lab when the fire alarm is sounded, you are expected to leave the building immediately at the closest available exit. No one is to return to the building until notified by an administrator of the building or your instructor.

HALL TRAVEL / RESTROOM BREAKS

Students are expected to remain within their assigned classroom/lab during the scheduled class time except with special permission from the instructor.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Laura Percival at (517) 483-1341 to inquire about evaluation procedures and programs.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

LEAVING CAMPUS

Students may not leave the campus or building unless given permission from the Career Preparation Center office and their instructor. **BEFORE LEAVING THE CAMPUS**, ALL STUDENTS, UNDER ALL CIRCUMSTANCES, **MUST SIGN OUT** IN THE EISD CAREER PREPARATION OFFICE.

LOCK DOWN PROCEDURES

Lock down procedures will follow the Lansing Community College Emergency Procedure Manual.

TEXTBOOKS AND OTHER SUPPLIES

The EISD Career Preparation Center will provide all basic supplies needed by the student to complete the required course curriculum. Teachers shall keep a written account of all textbooks issued to students. When textbooks are returned at the end of the school year, or at the time of student exit, they shall be checked against the record. Parents and adult students shall be liable for any damages to or loss of school property caused by the student. **Course grades will not be issued until these damages are paid.**

VISITORS

All visitors, individual or group, **MUST REGISTER IN THE EISD CAREER PREPARATION CENTER OFFICE.** Students are encouraged to visit during the EISD Career Preparation Center Visitation Day held in December. Arrangements for student visits at other times may be made through the home school guidance counselor who, in turn, will notify the Career Preparation office **AT LEAST TWO (2) DAYS IN ADVANCE.** It is the responsibility of each visitor to get to and from his or her desired destination.

WEATHER

In the event of snow or other inclement weather, EISD Administration will determine if the Career Preparation programs will be open for class. If classes are cancelled, it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47) or their websites (www.wlns.com, www.wilx.com, or www.fox47news.com).and radio (WJIM 97.5, WFMK 99.1, WJIM 1240 AM, WITL-FM 100.7 FM).

Students will not be expected to attend their EISD class if their home school bus, shared bus, or other transportation provided by either the home school or by Eaton Intermediate School District is not running because of inclement weather. The absence will not be charged against the student's attendance record.

WITHDRAWAL FROM SCHOOL

Any student who wishes to withdraw from the EISD Career Preparation Center should contact the principal or counselor.

GRADING, CREDIT AND STUDENT RECORDS

HIGH SCHOOL GRADING

- **All high school credit is issued by the local high school** based on the grades recommended by Eaton Intermediate School District and its instructors.
- Students who have not satisfactorily completed the semester due to behavior and/or a failing grade will need administrative approval to return.
- Eaton ISD Career Preparation Center students will be graded every six (6) weeks by the EISD program. Each local school will be given the letter grades for inclusion on the student's home school report cards.

Students will be evaluated on career and employability skills weekly. Each weekly evaluation will be part of the 6 week grade and count 25% of the total grade. The criteria for earning career and employability skills points is explained in the class syllabus.

Traditional Letter Grade Based On the Following Scale

Percentage	Grade	Grade Point
94-100	A	4.00
90-93	A-	3.75
87-89	B+	3.50
84-86	B	3.00
80-83	B-	2.75
77-79	C+	2.50
74-76	C	2.00
70-73	C-	1.75
67-69	D+	1.50
64-66	D	1.00
60-63	D-	0.75
0-59	E	0
CR	Credit	
I	Incomplete	See below*
W	Withdraw	

*In special situations, the instructor and/or principal may grant an incomplete and will allow two (2) weeks immediately following the issuing of that grade to make up all incomplete work.

LCC GRADES AND CREDIT

All students enrolled in an EISD Career Preparation Center program at Lansing Community College have the opportunity to earn either direct or articulated college credits while completing their high school program.

LCC credit is awarded to a student who: a) completes the high school career and technical education course with a minimum of a "C" average; b) meets the performance objectives for a specific Lansing Community College course; and, c) passes the college course final examinations, if one is required. These credits are shown as numerical grades on the student's LCC transcript. Transcripts may be requested through Lansing Community College Enrollment Services Department by August following course completion.

STUDENT RECORDS

In accordance with Federal regulations the District has established the following guidelines concerning student records:

The Principal, or a designee, is the Custodian of Records for students attending the Career Preparation Center and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or District regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.

The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Custodian of Records in writing within 20 days from the date of this notification that s/he will not permit distribution of any or all of such information: (name, address, and telephone number; date and place of birth; photograph; major field of study; awards and attendance; and any other information the District considers would not be harmful or an invasion of privacy, if so disclosed).

A copy of the policy and the accompanying guidelines are available at the Board office. There will also be a person available to answer any questions concerning the policy or guidelines.

STUDENT SERVICES

In addition to classroom instruction, Eaton ISD Career Preparation Center offers students the following opportunities and services:

CAREER & TECHNICAL STUDENT ORGANIZATION

Students attending the career preparation center have the opportunity to enhance their technical and leadership skills through participation in Career & Technical Student Organizations. EISD is currently competing in Skills USA, HOSA - Health Occupation Student Association and FCCLA - Family, Careers, and Community Leaders of America. These are extra curricular activities.

HONOR SOCIETY - NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Each year qualifying students have the opportunity to complete an application to become a member of the National Technical Honor Society. Initial selection is based on:

- Academic Achievement (A- or higher for each six week grading term);
- 4 or less chargeable absences (including tardies) during weeks 1-18 and weeks 19-36. For the purpose of NTHS, 3 tardies will equal an absence.

*To retain membership in NTHS, members must continue to meet the academic and attendance standards in addition to fulfilling a community service requirement.

*Students wishing to appeal please see page 23 for district policy.

STUDENT AWARDS PROGRAM

Each year Eaton Intermediate School District and Lansing Community College recognize those students who have worked hard during the school year. Awards and recognition are given for:

- **Perfect Attendance** - no scheduled days missed; no days tardy; and no days leaving class early *during the entire school year.*
- **High Academic Achievement and Assessment** - an earned grade average within the Career Preparation program of at least a 3.5 for the entire school year; strong individual leadership within the Career Preparation program; demonstration of high self-motivation within the program; all required work and/or assignments completed on time.
- **Career & Technical Student Organization Awards**
- **Scholarship Recipients**

TUTORIAL AND EDUCATIONAL SUPPORT SERVICES

Eaton Intermediate School District provides tutorial and educational support services to all students enrolled in its Career Preparation programs, if they qualify, and are in need of such services. Each qualified student will receive assistance from a support teacher, paraprofessional, and/or local school in an effort to promote and encourage success. This service will be provided as often and for as long as the student is enrolled.

COMPUTER USE

Students may NOT use EISD/LCC computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, etc.

All users of EISD or LCC computing resources are required to follow EISD and LCC Acceptable Use Policies.

EATON INTERMEDIATE SCHOOL DISTRICT Acceptable Use Policy (AUP) of Information Technologies

Eaton Intermediate School District (the "District") encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The District provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The District's information technologies are the District's property and are intended to be used for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by EISD information technologies.

Users have no reasonable expectation that any information contained on any EISD information technologies is confidential or private.

The District makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All EISD information technologies are provided on an "as is available" basis.

Users are responsible for:

- Utilizing technologies in the District for facilitating learning and to enhance educational information.
- Attending appropriate training sessions in the use and care of available hardware and software.
- Maintaining the privacy of passwords.
- Maintaining the integrity of the electronic mail (e-mail) system. The e-mail system is intended to be used for the educational purposes of EISD. Personal use of the e-mail system is inappropriate.
- Adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- Using caution (Buyer Beware!) when considering the purchase of goods or services over the Internet. Eaton Intermediate School District is not liable for any personal purchases made while using EISD resources.
- Making full financial restitution for any damages to EISD equipment caused by inappropriate use of EISD information technologies.
- Making full financial restitution for any unauthorized expenses incurred while using EISD information technologies.
- Deleting files if they have exceeded their established disk quota limit on the EISD Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
- Any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing EISD information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long distance service provider.
- Any damages to, or incurred on, a user's home equipment. Users accessing EISD information technology from home should do so at their own risk. Eaton Intermediate School District assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

Use of the EISD information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited:

- Unauthorized transfer, deletion or duplication of electronic files.
- Unauthorized use of another individual's login name or password.
- Using EISD information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications, which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using EISD information technologies for the advertisement of goods or services for personal financial gain.
- Using EISD information technologies for private or personal business purposes.
- Vandalism of the District's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Violations of the Acceptable Use Policy will be dealt with as specific offences in the EISD Career Preparation Center's Code of Conduct see pages 19-22.

*In addition students will also be expected to abide by LCC's Acceptable Use Policy.
Violations may result in suspension of LCC's computer use privileges.*

CAREER PREPARATION CENTER CODE OF CONDUCT

EXPLANATION:

Below is a policy that will govern any disciplinary action taken in the Career Preparation programs operated by Eaton Intermediate School District. The purpose of this policy will be to establish guidelines and procedures to insure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The Principal and/or a designated representative may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the Building Principal or designee.

Any disciplinary action resulting in the removal of a student from class for more than 10 days cannot be accomplished without a hearing involving the student(s), parent(s)/guardian(s), local school representative (at the option of the local school), and EISD representative. Until such time that a hearing is held, a student can be placed on an administrative suspension which will prohibit him/her from attending class until the formal hearing has been held.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

TEACHER: Any instructor reporting a student for disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the person responsible for the class (normally, the Building Principal). Teachers may send a student from their class, subject, or activity for up to a one day in-school suspension with documentation. The suspension must be attributable to student conduct outlined in the "Student Code of Conduct"

PRINCIPAL: For any incident where the Principal will be deciding what action should be taken, the Principal will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent

Students are provided lockers and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the director.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the EISD or LCC property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

COMMUNICATIONS:

To insure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action in excess of a one-day in-school suspension.

Students that receive expulsion or a suspension of three days or more will not be allowed to return the following semester or trimester.

DEFINITIONS OF OFFENSES

Cheating: Cheating is the taking of written materials (whether an entire composition, just paragraphs or particular sentences or ideas) of another and passing it off as one's own product. This includes taking any written material from the internet as well as other sources. Cheating is not permitted.

1 st offense	Zero/Fails the assignment; notification of parents/guardians
2 nd offense	Grade lowered one letter grade for the marking period; notification of parents/guardians
3 rd offense	Failure for the marking period; notification of parents/guardians

Communication Devices: The operation of electronic communication devices including cell phones and personal music players, in the class/lab area is not permitted.

1 st offense	Confiscation of device may be picked up by student at end of day.
2 nd offense	Confiscation, may be picked up at end of day with contact to parent/guardian
3 rd offense	Confiscation, must be picked up by parent or guardian, 1 day in school suspension.
4 th offense	Confiscation and 3 day suspension

Inappropriate Computer use: Students using EISD or LCC computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, etc or surfing inappropriate web sites. For a full description, see pages 17-18.

1 st Offense	Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense
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Disrupting Class: Creating an obvious disturbance in a manner that limits or prohibits the normal educational process for other students.

1 st offense	1-day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Dress Code Violation: Wearing clothing that is in violation of the prescribed dress code located in this handbook. Parent may be called to pick up student. See page 12.

1 st offense	In-school suspension until appropriate clothing is worn
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Driving and Parking Lot Violations: Violating school driving policy (see page 12), loitering in vehicle before and/or after school, and/or during class time, reckless driving on school property and/or to and from the Career Preparation Center. *Depending on severity:*

1 st offense	1-day in-school suspension, possible loss of driving privileges
2 nd offense	1-day out-of-school suspension, possible loss of driving privileges, does not return following semester
3 rd offense	10-day suspension, possible loss of driving privileges, and up to Expulsion with no credit

Failure to Follow Directions/Insubordination: Willfully disregarding the directions/instruction of the classroom instructor/teacher, Career Preparation Center staff or administration, and/or CPC defined rules/policies.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Filthy and/or Obscene Language Usage: To include any written or verbal language considered by any members of the school staff or administration to be insensitive and/or objectionable to others.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Harassment Including Bullying: Inappropriate conduct that negatively impacts a student's educational, physical or emotional well being, (see pages 24--25).

1 st offense	Up to Expulsion with no credit.
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Leaving class/building without permission: Not remaining in class or on school grounds after arriving for class.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Physical or Verbal Assault/Fighting -- Student to Adult: *Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that perceived as dangerous or harmful.*

1 st offense	Up to Expulsion with no credit, additional penalties as determined by administration
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Physical or Verbal Assault/Fighting -- Student to Student: Physical assault defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

1 st offense	Up to Expulsion with no credit, additional penalties as determined by administration
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Presenting False Documents: The attempt to forge someone else's name and signature for the purpose of personal gain.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Selling, Buying, Possessing, Using Illegal Drugs and/or Alcohol - Consumption or Intoxication:

1 st offense	Up to Expulsion with no credit, additional penalties as determined by administration
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Theft: Willfully stealing any property without the proper consent of its owner.

1 st offense	Up to Expulsion with no credit and costs, additional penalties as determined by administration
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Unsafe Work Practice: Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Smoking and/or Chewing of Tobacco on Any School Property: Smoking and/or chewing is prohibited for all students regardless of age.

1 st offense	1 day in-school suspension
2 nd offense	1-day out-of-school suspension
3 rd offense	3-day suspension, does not return following semester
4 th offense	10-day suspension, does not return following semester
5 th offense	Up to expulsion with no credit, does not return following semester

Unacceptable Use, Misuse, or Destruction of School Property: The obvious improper use of, intentional abuse, or destruction of school property, in a manner that may limit or prohibit future instructional/educational use of the property.

1 st Offense	Up to and including expulsion and costs, no credit, does not return following semester determined by the severity of the offense
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Weapons: A student found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will include the carrying of, use of or demonstration of any identified weapon on school property.

1 st offense	Up to Expulsion with no credit, additional penalties as determined by administration
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DEFINITIONS OF RELATED DISCIPLINARY TERMINOLOGY

Formal written warning:

A written statement describing the incident in question, prepared by the Building Principal, Classroom Instructor, or other EISD staff personnel.

Suspension:

An administrative act that prohibits students from attending classes for a set period of time. These are generally of two types -

- A suspension of not more than ten days that is given as a disciplinary action for a violation of a rule or regulation.
- Administrative suspension that prohibits students from attending classes until such time as a recommended action to the School Board has been approved. In the event the recommended disciplinary action is not approved by the Board, the absences will not be held against the student.

Expulsion:

A formal act by the Board of Education which prohibits a student from attending class for the balance of the school year or longer. An expelled student does not receive a credit for the class.

Due process:

Due Process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

EATON INTERMEDIATE SCHOOL DISTRICT APPEAL POLICY

It is the philosophy and the policy of the Board of Education of Eaton Intermediate School District that any decision involving or affecting a student in the Career Preparation programs operated by this District is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To insure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the District before the Board will act on them.
- A request for appeal can be made in writing to the principal of the Career Education within 5 school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter must be discussed with each level in the order presented before it can be referred to the Board for action.

Level 1	Eaton ISD Career Preparation Center Principal
Level 2	Eaton ISD Assistance Superintendent for CTE
Level 3	Eaton Intermediate School District Superintendent
Level 4	Eaton Intermediate School District Board of Education

STATE AND/OR FEDERAL REGULATIONS FOR PARENT/STUDENT NOTIFICATIONS

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Intermediate School District at 543-5500.

ALL STUDENTS, DRUG-FREE SCHOOLS:

In accordance with Federal Law, The Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, "look-a-like" controlled substances, chemicals which release toxic vapors, any prescription or patent drug except for those for which permission to use in school has been granted.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school principal whenever such help is needed.

ALL STUDENTS, TOBACCO USE:

Michigan law and District policy now prohibit the use of any tobacco product on property owned or leased by the District. Non-compliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

ALL STUDENTS, DISTRICT OWNED PROPERTY:

Instructional Materials: The District will provide, at no cost, all instructional and safety materials needed for students to participate in our various programs. These items remain the property of the District and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the District for their cost.

Lockers and Other Storage Areas: Several programs provide LCC lockers/storage for student use; however, the Career Preparation Center reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

HARASSMENT OF STUDENTS

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Intermediate School District Board of Education.

Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, counselor, or may report it directly to the Superintendent at the Administrative Building. Every student should and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

DEFINITION - Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Bullying

Intimidation of others by acts, such as but not limited to:

- a) threatened or actual physical harm
- b) unwelcome physical contact
- c) threatening or taunting verbal, written or electronic communications
- d) taking or extorting money or property
- e) damaging or destroying property
- f) blocking or impeding student movement

Sexual Harassment

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

DEFINITION - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or

- b) Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- c) Such conduct has the purpose or effect of unreasonable interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

Offenses will be dealt with according to the policy for disciplinary action that defines Harassment within the student Code of Conduct (see pages 20-22.)

**GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

NON-DISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through curriculum provided by the District.

Section I

Any person believing that the Eaton Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Eaton Intermediate School District
1790 E. Packard Highway
Charlotte, Michigan 48813
(517) 543-5500

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

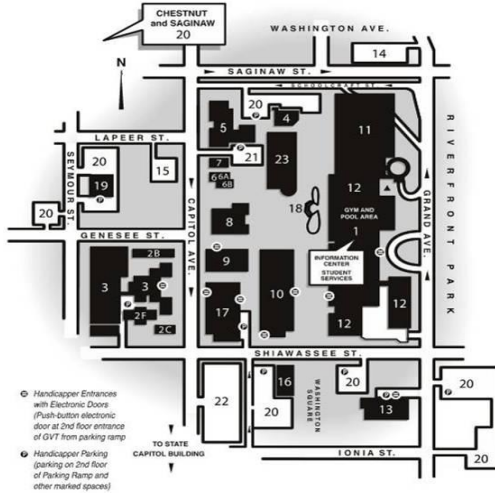
If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

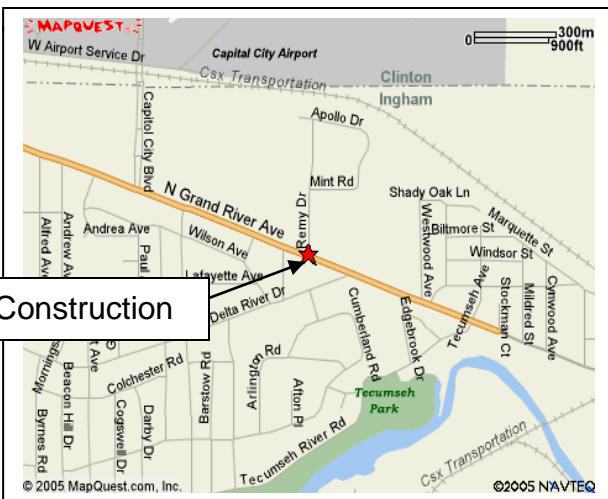
Lansing Community College Downtown Campus



1. Information Center/Student Services
3. Old Central (OC)
4. Photography Center (PC)
5. Administration Building (ADM)
6. North House
7. Herrmann Conference Center
8. Rogers-Carrier House (RCH)
9. Dart Auditorium (DRT)
10. Turner House
11. Student Personnel Services (SPS)
12. Arts & Sciences (A&S)
13. LCC Parking Ramp
14. Gannon Vocational-Technical Center (GVT)
15. Academic & Office Facility
16. Student Employee Parking
17. Parking Lot (Star Card only)
18. Continental Building (CB)
19. City Parking Ramp (Star Card & Cash)
20. Technology Learning Center
21. Outside Amphitheater
22. Seymour Plaza

Lansing Community College West Campus

From I-496:
 Turn South on Creyts Road to Mt. Hope
 Turn Left on W. Mt. Hope for about 1 mile
 Turn Left on Entrance, next to Chapman Insurance Agency



AIS Construction

AIS Corporation
 3600 N Grand River Ave
 Lansing, MI

Michigan Farm Bureau
 7373 West Saginaw Highway,
 Lansing, MI 48917-1124



Potter Park Zoological Garden
 1301 S Pennsylvania Ave
 Lansing, MI

Eaton ISD Board of Education
 1790 E. Packard Hwy.
 Charlotte, MI 48813
 (517) 543-5500

President
 Vice President
 Board Secretary
 Board Treasurer
 Trustee
 Recording Secretary
 Superintendent

Lawrence Fields
 James Lehman
 Rosemary Briggs
 Wayne Curtis
 Donald Wotruba
 Brenda Young
 Christine Beardsley

Charlotte
 Potterville
 Eaton Rapids
 Maple Valley
 Grand Ledge
 EISD
 EISD


2011/2012 School Year

Sep-11					Oct-11					Nov-11				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	3	4	5	6	7		1	2	3	7
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

Dec-11					Jan-12					Feb-12				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	31				27	28	29		

Mar-12					Apr-12					May-12				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

June-12				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

 Students do not report to CPC

Office – 517-483-9966
Attendance – 517-483-1328

School Districts Served by Eaton ISD Career Preparation Center

Bath High School	Lansing Eastern High School
Charlotte Alternative Education	Lansing Everett High School
Charlotte High School	Lansing Sexton High School
Dansville High School	Maple Valley High School
DeWitt High School	Mason High School
Eaton Rapids Greyhound	Okemos High School
Eaton Rapids High School	Ovid-Elsie High School
Grand Ledge High School	Pottersville High School
Haslett High School	St. Johns High School
Holt High School	Stockbridge High School
Laingsburg High School	Waverly High School
Lakewood High School	Webberville High School
Lansing Christian High School	

NOTES

