

# Michigan Career and Technical Institute

## 2013-2014 Student Handbook

Michigan Department of Human Services

**MRS** *PROMOTING  
ABILITIES*  
Michigan Rehabilitation Services



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## GENERAL INFORMATION (Cont'd)



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
MICHIGAN REHABILITATION SERVICES

MAURA D. CORRIGAN  
DIRECTOR

Dear MCTI Student:

Welcome to one of eight public vocational rehabilitation residential training facilities in the U.S. MCTI has a long history of being one of the most progressive of these centers, with extraordinary training and job placement success. We are proud that MCTI is part of the larger public vocational rehabilitation program in Michigan, Michigan Rehabilitation Services (MRS).

As a student of MCTI and customer of MRS, our staff strives to empower you to make decisions and choices leading to your rehabilitation success. We are pleased you have chosen MCTI to complete your vocational training and look forward to providing you with the training and support you need to successfully transition to the world of work.

This handbook contains policies and procedures that will help answer questions that you may have during your stay at MCTI. MCTI will strive to provide you with technical training that meets your needs, interests, and abilities, as well as developing skills that will enhance your employment opportunities.

I'm sure this is a very exciting time for you. I wish you great success at MCTI.

Sincerely,

Lou Adams, Acting Director  
Michigan Rehabilitation Services

MICHIGAN REHABILITATION SERVICES  
201 North Washington Square, 4th Floor • LANSING, MICHIGAN 48909  
[www.michigan.gov](http://www.michigan.gov)

## GENERAL INFORMATION (Cont'd)



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
MICHIGAN REHABILITATION SERVICES

MAURA D. CORRIGAN  
DIRECTOR

Dear New MCTI Student:

I am happy to welcome you to Michigan Career and Technical Institute (MCTI). I believe you are enrolling at one of the finest schools for training and rehabilitation in the country. It is my hope that when you have finished your training program you will find employment in your community and that you will have benefited from the vocational training and supportive services received at MCTI.

At Michigan Career and Technical Institute, I think of our resident housing as an integral part of the overall program, much more than merely a place to eat and sleep. Our classrooms are more than a place to learn, they are a place to develop skills that will enable you to become a productive employee on your job and a contributing citizen within your community. Programs and activities are planned and carried out for the purpose of assisting you to live independently and to co-exist comfortably with others. Throughout the various components at MCTI, we strive to provide an environment that will foster individual student achievement at the highest level possible.

Please feel free to call upon staff members or me for assistance. I hope your stay here is rewarding and enriching.

Sincerely,

Paul Mulka, Director  
Michigan Career and Technical Institute

MICHIGAN CAREER AND TECHNICAL INSTITUTE  
11611 W. PINE LAKE ROAD • PLAINWELL, MICHIGAN 49080-9254  
www.michigan.gov/mcti • (269) 664-4461 • TTY (269) 664-9294

## GENERAL INFORMATION (Cont'd)



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
MICHIGAN REHABILITATION SERVICES

MAURA D. CORRIGAN  
DIRECTOR

Welcome to MCTI

Welcome! You are about to begin an experience that will long be remembered. The training you receive at the Michigan Career and Technical Institute will influence you greatly and may determine much of your success when you leave school. With this influence in mind, we welcome each of you to the campus and urge you to use to a maximum the opportunities available at this fine school.

Here you learn to live and work with people from all walks of life. You'll have fun by participating in sports, social events, and many other activities. You can develop leadership and learn many skills that are necessary in everyday life. We hope the outcome from your stay at MCTI helps you be a more mature individual, an individual with skills to meet the life ahead, and an individual with many lasting memories and friendships.

Sincerely,

Members of MCTI Student Government

MICHIGAN CAREER AND TECHNICAL INSTITUTE  
11611 W. PINE LAKE ROAD • PLAINWELL, MICHIGAN 49080-9254  
[www.michigan.gov/mcti](http://www.michigan.gov/mcti) • (269) 664-4461 • TTY (269) 664-9294

## GENERAL INFORMATION (Cont'd)

### **MCTI MISSION STATEMENT**

The Michigan Career and Technical Institute conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

### **MCTI PHILOSOPHY**

At the Michigan Career and Technical Institute, we believe:

- A student is the most important person in our school.
- Our purpose is to provide career and technical education that meets the needs, interests, and abilities of our students.
- Each student is an individual who has dignity and worth, and who should be treated with respect.
- It is our responsibility to provide the opportunities to develop skills that will enhance employment.
- It is our responsibility to involve business and industry in order to provide greater employment opportunities for our students.
- It is our job to promote employment through a wide range of physical, social, cultural, and support services designed to overcome barriers that may interfere with training and employment.
- It is our job to provide the knowledge, skills, and attitudes that prepare individuals for employment in a specific trade or vocation and to assist them to live independently.

At MCTI, we believe it is our mission not only to prepare you to be successful in your chosen vocational field, but also to assist you with making good decisions which will allow you to become a contributing member of society. MCTI students are adults and make decisions regarding their on and off campus activities as adults. MCTI's number one priority is to provide a safe and healthy living and learning environment. MCTI does not regulate non-school supported off-campus activities; however, if your off-campus activities affect the health and safety of other students, we investigate and take action as needed to ensure the well-being of all students. MCTI provides Residential Staff 24/7 to help you, as a student, make choices that will lead to a successful MCTI experience.

### **NOTICE OF NON-DISCRIMINATION:**

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identify or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the American's with Disabilities Act, you are invited to make your needs known to a DHS office in your area. Any person suspecting a discriminatory practice should contact: Michigan Career and Technical Institute (MCTI) Director, 11611 West Pine Lake Road, Plainwell, MI 49080. 1(877)901-7360(Toll Free) 1(269)664-9294(TTY).

### **ADMISSIONS PROCESS:**

The majority of students attending the Michigan Career and Technical Institute are referred by Michigan Rehabilitation Services. Students may be referred by other agencies, including Michigan Works! Service Centers, Veterans Affairs, Department of Human Services, Workers' Compensation Board, Commission for the Blind, and private rehabilitation or insurance agencies. Referrals made outside of Michigan Rehabilitation Services will be considered on a space available basis.

Prospective students can obtain an application for admissions directly by calling the Admissions Office at 269-664-9587; 269-664-9223; 877-901-7360 (toll-free) 269-664-9294 (TTY); or, by writing to: Admissions, MCTI, 11611 West Pine Lake Road, Plainwell, MI 49080-9254.

MCTI highly recommends that prospective students make a reservation to visit the school on designated Wednesdays by calling 877-901-7360. During these visits, prospective students receive an overview of all training areas and tour the facilities. Please contact MCTI before your visit to arrange for any necessary accommodations.

## GENERAL INFORMATION (Cont'd)

Some career and technical education programs may require entrance criteria based on certain reading and math levels, specific cognitive abilities, and/or physical abilities. If a prospective student meets the entrance criteria of the chosen training program, his or her name is placed on the waiting list for that program. Each program has a variety of lengths of study associated with several designated exit points.

### TERMS:

There are four terms in the school year running from September through July. These are as follows:

- **Fall Term:** September to mid-November
- **Winter Term:** End of November to mid-February. (During this term there is Christmas vacation as well as some three-day weekends for state holidays.)
- **Spring Term:** Mid-February through the end of April. (There is one week of spring break during this term.)
- **Summer Term:** First of May through approximately mid-July.

### CONFLICT OF INTEREST:

All MCTI employees are expected to maintain a relationship free from conflict of interest. Examples of relationships that could lead to a conflict of interest include, but are not limited to:

- Socializing during non-work hours with a person served by the agency.
- Serving as a guardian, conservator or other type of legal representative of a person served in an MCTI program.
- Being related to a person (i.e., brother, niece, cousin) served in an MCTI program

## STAFF

### MCTI FACULTY AND STAFF CREDENTIALS:

All faculty and staff at MCTI possess the credentials as required by the State of Michigan, Michigan Department of Civil Service. Staff are trained in blood borne pathogens, fire suppression and right to know. The majority of staff are certified in first aid, CPR, and in the use of Automated External Defibrillators (AED).

**Managers:** All managers have a bachelor's and/or master's degree and have a number of years of professional management experience.

**Supervisors:** Supervisors meet Civil Service requirements with a number of years of experience.

**Rehabilitation Counselors:** All rehabilitation counselors have a master's degree in rehabilitation counseling, guidance and counseling, or a related counseling degree as indicated by the Commission on Rehabilitation Counseling Certification educational standards.

**Instructors:** All instructional staff have an associate's degree in applied technology, bachelor's degree, master's degree, a vocational teacher certification or substantial experience providing professional trades' instructor services in their field.

**Fire and Safety Officers:** All fire and safety officers have at least one year of experience as a fire and safety officer. Most officers are certified as first responders. All officers have been trained in first aid, CPR, and Automated External Defibrillators (AED).

## STAFF (Cont'd)

**Registered Nurses:** All registered nurses have a master's, bachelor's or associate's degree in nursing and have a number of years experience in their field. One of our nurses holds a certificate as a nurse practitioner by the Michigan Board of Nursing.

**Social Workers:** All social workers have a master's degree in social work and have a number of years experience providing social casework and treatment services.

**Youth Specialists:** All youth specialists have completed two years of college with a minimum of 15 semester or 23 credit hours in social welfare, social work, sociology, psychology, family ecology, family and child development counseling and guidance, or criminal justice. They also have two years of experience as a youth specialist.

**Recreational Therapists:** All recreational therapists, at a minimum, have a bachelor's degree in recreational therapy and have more than two years of experience.

**Occupational Therapists:** All occupational therapists, at a minimum, have a bachelor's degree in occupational therapy and are licensed by the State of Michigan.

**Placement:** All placement-related staff have appropriate education and professional experience to provide placement-related services and training.

## SERVICES AND DEPARTMENTS

### CAREER AND TECHNICAL TRAINING DEPARTMENTS PHONE DIRECTORY

Automotive Technology	262
Business Services Technology (Weatherization)	544
Cabinetmaking/Millwork	261
Career Assessment Services	581
Certified Nursing Assistant	255
Culinary Arts	273
Custodial	236
Customer Service	203
Electronics	254
Graphic Communications	256/266
Grounds Maintenance and Landscaping	572
Integrated Technology Lab	534
Machine Technology	263
Office Automation	204
Pharmacy Services	250/225
Reading Clinic	547
Retail Marketing	537
Step-up	578

### MCTI PHONE DIRECTORY BY DEPARTMENT

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Accounting - Business	244
Administration	210/201

## SERVICES AND DEPARTMENTS (Cont'd)

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Client Assistance Program	1-800-292-5896
Dormitory	202
Education Center	253
Financial Aid	543
Health Services	207
I D Replacement	207
Kitchen	221
Leisure Services	259
Library	252
Maintenance	246
Pine Cove Restaurant	211
Pine Lake Family Center	549
Pine Lake Fund	271
Placement	229
Receptionist	200
Security	560
Student Employment	579
Student Services	260
Warehouse	242

### DORMITORY PHONE LIST

Academy	Ivy	Superior	Kennedy	Jefferson	Providence
A-8 308	I-1 401	S-1 501	K-3 603	J-1 701	P-1 801
A-9 309	I-2 402	S-2 502	K-4 604	J-2 702	P-2 802
A-10 310	I-3 403	S-3 503	K-5 605	J-3 703	P-3 803
A-11 311	I-4 404	S-4 504	K-6 606	J-4 704	P-4 804
A-12 312	I-5 405	S-5 505	K-7 607	J-5 705	P-5 805
A-13 313	I-6 406	S-6 506	K-8 608	J-6 706	P-6 806
A-14 314	I-7 407	S-7 507	K-9 609	J-7 707	P-7 807
A-15 315	I-8 408	S-8 508	K-10 610	J-8 708	P-8 808
A-16 316	I-9 409	S-9 509	K-11 611	J-9 709	P-9 809
A-17 317	I-10 410	S-10 510	K-12 612	J-10 710	P-10 810
A-18 318	I-11 411	S-11 511	K-13 613	J-11 711	P-11 811
A-19 319	I-12 412	S-12 512	K-14 614	J-12 712	P-12 812
A-20 320	I-13 413	S-13 513	K-15 615	J-13 713	P-13 813
A-21 321	I-14 414	S-14 514	K-16 615	J-14 714	P-14 814
A-22 322	I-15 415	S-15 515	K-17 617	J-15 715	P-15 815
A-23 323	I-16 416	S-16 516	K-18 618	J-16 716	P-16 816
A-24 324	I-17 417	S-17 517	K-19 619	J-17 717	P-17 817
A-25 325	I-18 418	S-18 518	K-20 620	J-18 718	P-18 818
A-26 326	I-19 419	S-19 519	K-21 621	J-19 719	P-19 819
A-27 327	I-20 420	S-20 520	K-22 622	J-20 720	P-20 820
A-28 328	I-21 421	S-21 521	K-23 623	J-21 721	P-21 821

## SERVICES AND DEPARTMENTS (Cont'd)

A-29 329	I-22 422	S-22 522	K-24 624	J-22 722	P-22 822
A-30 330	I-23 423	S-23 523	K-25 625	J-23 723	P-23 823
A-31 331	I-24 424	S-24 524	K-26 626	J-24 724	P-24 824
A-32 332	I-25 425	S-25 525		J-25 725	P-25 825
A-33 333	I-26 426	S-26 526		J-26 726	P-26 826
	I-27 427	S-26 527		J-27 727	P-27 827
	I-28 428	S-28 528		J-28 728	P-28 828
	I-29 429	S-29 529		J-29 729	P-29 829
	I-30 430	S-30 530			
	I-31 431	S-31 531			
	I-32 432	S-32 532			
	I-33 433	S-33 533			

### MCTI SERVICES AND DEPARTMENTS

**Accommodations:** MCTI works in conjunction with the student and home counselor to identify disability-related accommodations. Recommendations for accommodations/assistive devices are made to help you overcome barriers to successful participation in training. If you are a prospective student, you may consult with MCTI's in-house accommodations staff prior to admission. The MCTI accommodations office participates in each orientation session to assure that you have all reasonable arrangements in place during your MCTI program.

**Admissions:** All referrals are processed through the Admissions Office. Once the referral is received, this office evaluates all information and determines appropriate training options. The Admissions Office also offers tours to prospective students and their families. During this tour, they will receive an overview of all training areas and the facility.

**Business Office:** The MCTI Business Office consists of three major areas: Purchasing, Payables, and Payroll. The Business Office also monitors procurement card purchases, proper utilization of state contracts, record retention information, and student files. This area also has the responsibility of the main reception area, as well as all incoming and outgoing mail. The students at MCTI will need to visit the Business Office in order to pay any fines.

**Career Readiness Center:** The Career Readiness Center (CRC) is comprised of four programs: Career Assessment Services, the Education Center, the Reading Clinic and Step-Up.

The CRC programs work together to offer a variety of assessments, structured programs, and employability skills classes to potential and current career and technical education students. The CRC prepares students to enter a career and technical education (CTE) program that matches their skills and interests and builds employability skills prior to entering the CTE program and/or the world of work.

**Day Care:** If you are a student with children and live in Family Housing or commute, you may take advantage of our day care services. Day care services are available only when classes are in session. For more information or to arrange for day care, you can contact the Pine Lake Fund office at 269-664-9271.

**Dormitory:** If you live on the MCTI campus, you will stay in a comfortable dormitory sharing room suites with assigned roommates. The dorm can house approximately 350 students. Dormitory advisors are on duty 24 hours a day to assist you with concerns related to the total MCTI living environment. You will find the dormitory,

## SERVICES AND DEPARTMENTS (Cont'd)

cafeteria, classrooms, library, and health and leisure services all housed in the same building--an especially convenient feature during Michigan winters.

The dormitory has the following features:

- A suite is two double occupancy rooms connected by a shared bathroom.
- Security and supervisory staff are on duty 24 hours a day, seven days a week.
- Substance abuse support floors are available.
- Men and women are placed on separate floors, to the extent possible.
- Accessible rooms are available for students who are deaf.
- Accessible dormitory rooms are available for students who are wheelchair users.

**Eagle Shack:** The Eagle Shack is the school store managed by MCTI's Retail Marketing Department where you can purchase snacks, personal items, and school attire. The store is open after class and on weekends for your convenience.

**Education Center:** The Education Center is an MCTI/Delton Kellogg Schools partnership that offers you the opportunity to strengthen and improve your academic performance while enrolled at MCTI. Your academic needs are identified through testing and a program is designed to meet your individual goals. The Education Center also offers a high school completion program and is the Alternative Education site for the community.

**Family Housing:** If you are a student with a family, you and your family may stay in Family Housing at a reasonable cost. The Pine Lake Family Center consists of 10 two-bedroom units, and 10 three-bedroom units. Owned and operated by the Pine Lake Fund, a non-profit 501(c)(3) organization dedicated to serving MCTI, the housing complex accommodates parents enrolled in training with children. Family Housing requests are accepted in the Pine Lake Fund office. You can also reach them by phone at 269-664-9271.

**Financial Aid:** Michigan Career and Technical Institute participates in the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs. Parents and/or students are responsible for completing the FAFSA. The FAFSA may be filled out on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Instructions for accessing this information will be sent in the invitation packet. (MCTI's Federal School code number is 026184) Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid office's secured files. For details, contact the Financial Aid Office at 269-664-9543.

**Fire & Safety:** Safety and security is a very important priority of the MCTI community. Fire and Safety Department coverage is 24 hours 7 days a week, including all holidays. This department oversees and completes all safety inspections and monitors compliance with all MIOSHA standards. The Fire and Safety Department has the responsibility to monitor, investigate, and track all Unusual Incident Reports. They interact with local law enforcement agencies regarding any criminal activity identified on campus.

**Food Service:** Meals are served in the cafeteria 7 days a week when school is in session.

- The cost of meals is included with your room and board.
- You are provided with breakfast, lunch and dinner during the week and brunch and dinner on the weekends.
- A wide variety of food is served, with an unlimited salad, soup, beverage, and dessert bar.
- You may request special diets and/or "Heart Smart" meals.
- Visitors may purchase meal tickets at the dormitory office for a nominal charge

## SERVICES AND DEPARTMENTS (Cont'd)

**Health Services:** The MCTI Health Services Department offers a variety of services to enhance your ability to successfully complete your training program. The following professional staff are available to you by appointment: registered nurse, nurse practitioner, social worker, occupational therapist, and substance abuse therapist. MCTI also has a service agreement with a local physician for student appointments. Your MCTI rehabilitation counselor can assist you in accessing these services.

**Instructional Services:** MCTI provides a wide range of instructional services. These services include: career and technical education training, video conferencing, remedial and adult education, vocational evaluation, and employability skills training.

MCTI offers a variety of career and technical training programs. There are approximately 48 exit points, which equate to entry-level positions in the labor market. The 48 exit points allow MCTI to customize training programs to both the employer-customer's needs and the student-customer's choice and abilities. Each career and technical education training department has developed a Business Advisory Committee (BAC). These BACs are made up of community employers from the specified trade who assist in curriculum development, provide updates on industry standards, and act as resources for program expansions and enhancements.

**Leisure Services:** Student activities and programs are coordinated by the Leisure Services Department. The wide variety of activities helps students plan their after-school hours in a fun, rewarding, and productive manner. Indoor and outdoor activities include: archery, basketball, bowling, canoeing, ceramics, golfing, hiking, softball, skiing, fitness training, leather crafts, photography, swimming, and volleyball. Intramural leagues are formed for basketball, volleyball, softball, golf, archery, and bowling. Teams are usually formed from trade-training areas or dormitory floors.

MCTI offers an Olympic-size indoor pool staffed by certified lifeguards. The pool is accessible to wheelchair users and is also available during the winter months to members of the community. MCTI's 700 feet of available lakefront on Pine Lake provides opportunities for boating, canoeing, fishing, swimming, and leisurely pontoon rides.

Off-campus activities are also available. The Leisure Services staff takes students to a wide variety of community events, including local festivals, parades, hockey games, basketball games, football games, and cultural activities, etc. Students are also given the opportunity to participate in beach trips, bike trips, skiing activities, mall trips, and to go to the movies. MCTI currently has multi-passenger vans, as well as a wheelchair accessible van to provide transportation.

**Maintenance:** The MCTI maintenance staff keeps the building and grounds safe and accessible for students. Students who need repair work in their dorm rooms can fill out work order sheets in the Dormitory Office.

**MCTI Ombudsperson:** The MCTI ombudsperson is available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson's services are confidential.

**Pine Cove Restaurant:** The Pine Cove is a restaurant managed by MCTI's Culinary Department where students, staff and members of the community can dine. The restaurant is open for lunch on selected days during the term.

**Placement:** Everyone is involved in the job placement process at MCTI. Students, instructors, rehabilitation counselors, placement staff, as well as the MRS Home Counselor, work as a team to achieve the ultimate goal of employment. The placement staff works closely with employers throughout the state to promote the quantity and quality of job placements. MCTI is able to monitor changes in the labor market through contacts with Business Advisory Committee members. This knowledge helps MCTI meet the immediate and long-range hiring needs of employers.

## SERVICES AND DEPARTMENTS (Cont'd)

**Services provided include:** practice applications, resume preparation, cover letter preparation, practice interviews, job-seeking skills classes, job search videos, transportation to interviews, thank you letter preparation, Internet access, statewide newspapers, business directories, leads on job openings, telephone and fax machine use, postage for direct mailings, assistance in locating apartments and transportation, transitional financial assistance, and follow-up services.

**MCTI Rehabilitation Counselors – MRS Home Counselors:** The MCTI rehabilitation counselors provide support and guidance to students. They assist in problem resolution and identify and arrange necessary on-campus supports. The MCTI rehabilitation counselors work in conjunction with your MRS home counselor to ensure that all of your needs are addressed. Your MRS home counselor will still maintain primary responsibility for your rehabilitation program and will be responsible for necessary off-campus supports.

**Residential Accessibility:** The campus is designed to accommodate persons with all types of disabilities. Accessible features on campus include:

- Automatic doors at all main entrances.
- Elevators between floors.
- Accessible public telephones.
- TTY communication devices.
- Lever-type door handles on frequently used doors.
- All indoor student facilities located along an accessible route in one building (except for the Family Housing complex).
- Wheelchair-accessible public restrooms.
- Dormitory rooms/bathrooms for students with wheelchairs.
- Dormitory rooms for students who are deaf or hard of hearing.
- Interpreter services available for persons who are deaf or hard of hearing.
- Work station modifications for wheelchair users.
- Assistive devices for specific disability-related needs.
- Disabled parking spaces.

## ACADEMIC SERVICES

MCTI's mission is to prepare you for a job. Therefore, you are expected to conduct yourself as if you are in a work environment. This means that you must respect the rights and feelings of others, as well as, respect school facilities, school property, and the personal property of others. It also means that you must accept responsibility for your own behavior and manage your own time.

Some specific acts of behavior that will not be tolerated while you are attending classes at MCTI and which are deemed grounds for suspension, probation, or termination include:

1. Breaking any school rule.
2. Academic dishonesty.
3. Lack of academic progression.
4. Excessive use of personal leave time.
5. Excessive tardiness.
6. Unruly conduct that disrupts classes/school.
7. Failure to comply with a reasonable request from an instructor, staff member, or administration (willful disobedience).
8. Inappropriate dress.
9. Non-participating in class or non-completion of assignments

## ACADEMIC SERVICES (Cont'd)

Other acts that disrupt the normal educational environment will be addressed according to the seriousness of the behavior.

**ACADEMIC DISHONESTY:** MCTI has set a high expectation for academic integrity and will not tolerate academic dishonesty in any form. Academic dishonesty is considered as any form of cheating or misrepresentation of one's work and includes, but is not limited to, the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without instructor approval
- Using a source specifically not allowed for a school assignment, quiz, test, or examination
- Using technological or electronics resources unethically
- Copying written information without giving credit for the source

Students who violate this standard will be subject to disciplinary action that may include suspension, probation with a contract, or termination and possible course failure.

**ACADEMIC OUTCOME EXPECTATIONS:** MCTI expects that within three months of graduation or completion of a course of study you will be doing one of the following:

- Working at a job
- Pursuing further education
- Serving in the military

**ACADEMIC PROBATION:** When your cumulative Grade Point Average is less than a 2.0 at the end of a term, you will be placed on Academic Probation for the following term. You will be taken off Academic Probation if your next term's grade point average is a 2.0 or better and there is improvement in your cumulative grade point average.

If your cumulative grade point average is below a 2.0 for more than two terms, you may be terminated from your program of study and/or MCTI.

**ACADEMIC PROGRESS:** To continue at MCTI and to continue to receive federal financial aid, you must show that you are progressing academically. You and your instructor will evaluate your academic progress every five weeks by looking at:

- Your current grade point average
- Your cumulative grade point average
- How well you are doing in your current classes
- How many classes and/or credit hours you have completed since you've been in the program

### **Current Grade Point Average**

Your instructor looks at your current grade point average to determine if you are currently passing or having academic problems. You and your instructor can use this information to help identify if academic supports are needed.

### **Cumulative Grade Point Average**

Your instructor looks at your cumulative grade point average for two reasons:

1. You must have a 2.0 cumulative grade point average to receive a Certificate of Completion in your trade program and to receive federal financial aid.

## ACADEMIC SERVICES (Cont'd)

2. Your cumulative grade point average may not drop below 2.0 (grade "C") for more than two terms to continue to receive federal financial aid

### **Classes/Credit Hours Completed**

At the end of each term, the instructor looks at how many classes and credit hours you have successfully completed during the term.

You are considered to be making academic progress and can continue to receive financial aid if you complete your trade program within 150% of the published length of the program. For example, if your Certificate program is published as two terms, you must complete the program in three terms.

## ACADEMIC SUPPORT SERVICES

**Accommodations:** If you think you need academic support services or educational accommodations, you may ask your rehabilitation counselor or instructor for help. The staff member may refer you to the Occupational Therapist who will complete an individual assessment to determine your specific need and provide you with adaptive equipment as needed. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities, as required by law.

You may also refer yourself by contacting the Health Services Department.

If you are hearing impaired, you may ask your rehabilitation counselor for interpreter services.

### **Career Readiness Center**

- **Career Assessment Services:** This program offers incoming students the opportunity to determine their career and job interests. It also provides them with a clear picture of their knowledge, skills, and abilities. This information is used to help students make appropriate career decisions.
- **Reading Clinic:** This program offers an intensive remedial program for students with reading, writing, and/or spelling difficulties. Following a literacy assessment, an individual plan is developed for each student. Students work in small groups for one to five hours per day in an interactive, balanced, multisensory program.
- **Step-Up:** This program focuses on upgrading reading, math, and data skills to the proficiency levels necessary for participation in career and technical education programs at MCTI, employment, or ongoing education. Employability skills are accentuated, and lessons are tailored to each learner's needs.
- **Education Center:** This program provides individualized tutoring to students, in the evenings, upon request.

**ACADEMIC WARNING:** You will receive an academic warning letter if your grade point average is projected to be less than a 2.0 at mid-term or is less than a 2.0 at the end of the term.

**ATTENDANCE POLICY:** As a student, you are expected to be in class each day. A typical school day is 8:00 a.m. until 3:30 p.m., (2:30 p.m. on Friday). On occasion, you may have to attend a class or meet with a staff person between 3:30 p.m. and 6:00 p.m. You are considered absent when you do not go to your training area, Education Center classes, job seeking skills classes, medical appointments, school-wide assemblies, Leisure Service classes, and/or any other activity scheduled during the day. You are considered tardy when you are not in the classroom ready to learn when the instructor begins the class.

## ACADEMIC SERVICES (Cont'd)

**Student's Responsibility:** It is your responsibility to attend classes regularly, to be on time, and to be ready to start the school day when class begins. If you are going to be late for class or miss class entirely, it is your responsibility to:

- Let the instructor know in advance that you will be late or miss class.
- Upon returning to class, complete an attendance sheet stating the reason for the absence.
- Initial the weekly attendance sheet, posted in your classroom, to indicate that you agree with the posted amount of "absent" hours.
- Keep track of your time used. Your instructor will keep the official school record, but you should also keep track of time used. A space is provided for this in your school planner.

**Administrative Leave Time:** On occasion, an MCTI administrator will approve you for administrative leave time. Your instructor will approve any administrative leave time. Some examples of granted administrative leave are:

- Guiding tours on visitation day (career and technical education students only).
- Meeting with an MCTI administrator or staff (dorm, rehabilitation counselor) at the request of staff.
- Participating in mandatory health service activities, such as random drug screening or TB testing.
- Attending an appointment that is part of your rehabilitation plan.

**Personal Leave Time:** You are granted personal leave time to be used in case of illness, appointments (medical, dental, or legal), for personal reasons, and **for those times when you are late (tardy)**.

The amount of personal leave time granted is based on your program of study and/or how long you have attended MCTI.

If you are a **Career Readiness Center** student, hours of personal time are allotted as follows:

- **CAS/Step-Up/Reading Clinic** students are allotted **15** hours of personal time **per five-week session**.

If you are a **Career and Technical Education Program** student, hours of personal time **per term** are allotted as follows:

- **First-term students** (directly placed): **30** hours
- **Second-term students** (attended CRC or trade previously): **20** hours
- **C.N.A. students** are allotted **20** hours of personal time **per term**.

**Lateness for School or Class (Tardy):** There are times where being late for school or class is unavoidable. However, continual and excessive tardiness is not acceptable, even if you have the personal time to cover your lateness. Being late interferes with your own progress and is a sign of disrespect for your instructor and other students.

The number of tardies considered excessive is based on your program of study and/or how long you have attended MCTI.

If you are a **Career Readiness Center** student, excessive is defined as:

- **CAS/Step-Up/Reading Clinic** students: - 3 tardies per **five-week session** is considered to be excessive.

## ACADEMIC SERVICES (Cont'd)

If you are a **Career and Technical Education Program** student, excessive is defined as:

- First-term students (directly placed): 6 tardies **per term** is considered to be excessive
- **Second-term students and beyond** (attended CRC or trade previously): 3 tardies **per term** is considered to be excessive

As a returning MCTI student, you are expected to be here for Registration Day, unless you have registered in advance. Missing a required Registration Day is equal to three hours of personal leave time and one tardy.

**Excessive Use of Personal Time or Excessive Lateness (Tardiness):** If you have a medical or personal problem that may result in excessive use of personal time or make you continually late, talk with your instructor and/or rehabilitation counselor immediately.

If you exceed the number of hours of personal time allotted you during the term due to lateness or absence and/or exceed the number of tardies allotted, the Director of Career and Technical Education will review your situation. At that time, you may be faced with suspension, probation, or termination.

**Personal Leave of Absence:** You or a staff member may request a special personal needs leave from MCTI with the approval from your MCTI rehabilitation counselor.

A student who is unable to complete the requirements of the program will be assigned an incomplete "I" grade and have until the next term 5 weeks to complete the grade. If the student has not completed the work within the time allotted, the "I" grade will automatically convert to an "F".

**CERTIFICATE INFORMATION:** An organized program of study at the Michigan Career and Technical Institute normally leads to a certificate that signifies completion of a prescribed program with certain educational and/or occupational goals.

### Certificate of Achievement Requirements

**The Certificate of Achievement** is designed to meet the needs of individual students who need to or have upgraded their employment skills in a career and technical education program, but who have not or will not complete all the courses necessary to earn a Certificate of Completion. As a candidate for a Certificate of Achievement, you must have developed at least one new skill while at MCTI. You must demonstrate competency in this skill to the career and technical education instructor.

### Certificate of Completion Requirements

**The Certification of Completion** is reserved for the development of an occupational/employment skill set. Each department may have one or more Certificate of Completion programs. Other departments and/or programs may be developed to meet particular employment goals and employer needs. As a candidate for a Certificate of Completion, you must meet the following requirements:

1. Successful completion (or tested out) with a C- or better of all required courses specified in the vocational trade program of study or program plan.
2. A cumulative grade point average of 2.0 in all required courses specified in the specific vocational trade certificate program.

### Graduation Requirements

To receive a **Certificate of Graduation**, you must meet the following requirements:

1. Earned at least one Certificate of Completion **OR** earned a Certificate of Achievement, obtained employment prior to leaving MCTI, and remains employed for 90 days.
2. Exited MCTI in good standing (You may not be “in good standing” if you leave MCTI for disciplinary reasons. In this case, the Director of Career and Technical Education will review your case and determine your graduation status).
3. Fulfillment of all financial and property obligations to MCTI, including:
  - ❖ Payment of all tuition and fees.
  - ❖ Payment of all school-imposed fines.
  - ❖ Return of all school property.

**CORE COMPETENCIES:** MCTI seeks to ensure that graduates have the necessary knowledge, skills, and abilities to function effectively in their personal and employment lives. Along with trade-specific employment skills, MCTI provides opportunities for students to develop core competencies in order to obtain and maintain employment and prepare for a life of continuous learning. These core competencies are reinforced throughout the MCTI curriculum and include:

- Learning to Learn (thinking, problem-solving, study skills)
- Communication (reading, writing, listening, speaking)
- Applied Math (including measurement and data skills)
- Common Workplace Technology and Systems
- Locating and Utilizing Information
- Self-Management
- Interpersonal Relations

**CREDIT HOURS:** Students are expected to complete 12 credit hours per term or 240 class hours. Class hours are comprised of lecture, lab, independent study, or other academic activities as identified by your instructor.

**FIVE-WEEK TRIALS:** Some students enter a career and technical education training program on a five-week trial. The Admissions' staff and/or Career Assessment, Reading Clinic, and Step-Up instructors, and rehabilitation counselors may arrange for the five-week trial.

MCTI staff arranges a five-week trial when the student:

1. Does not meet the Occupational Profile for the program, but other factors indicate that the student has potential to succeed and/or
2. Has behavioral issues that may hinder employment, but staff determines that the student has potential to build employment skills

MCTI staff will also identify an alternate plan (Plan B), which will be implemented if the student is not successful in the trial program.

If the student enters a career and technical education training program on a trial basis, the student's performance will be evaluated at the end of five weeks. At that time, the student will either continue in the program or be terminated from the program. If the student is continuing, the trial ends, but the student's

## ACADEMIC SERVICES (Cont'd)

performance continues to be evaluated every five weeks. If the student is terminated from the program after five weeks, the MCTI rehabilitation counselor arranges for implementation of Plan B. Plan B may include alternative training or referral back to the home counselor.

**GRADE - INCOMPLETE:** If you have not completed the assigned coursework you will receive an Incomplete (I) for a grade. The instructor will make a formal contract with you outlining what you need to do to complete the course and state the deadline for completion. Typically, you have five extra weeks to complete the course.

If you have not completed the work within the time allotted, the "I" grade automatically converts to an "F".

**GRADE – FAILED CLASS REPEAT:** If you fail a course, you must have permission from the instructor and the Director of Career and Technical Education to repeat the course.

If you successfully complete the course the second time, you will receive a new grade.

Your transcript will show that you took the course twice and the grade received in each instance. However, the latest grade received is the only grade that will be used to calculate your grade point average.

**GRADE POINT AVERAGE:** Your grade point average is calculated at the end of each term. Letter grades of A, A-, B+, B, B-, C+, C, C-, and F are factored into your grade point average. Remedial or developmental courses are not calculated into your GPA and are not counted as earned credit hours towards a certificate. Grades are entered into the computer system and grade reports are given within two weeks of the end of a term.

To remain a student at MCTI, your cumulative grade point average may not drop below 2.0 (grade "C") for more than two terms.

You must have a cumulative grade point average of 2.0 to receive a Certificate of Completion in your course of study and/or a Graduation Certificate.

**GRADE POINT AVERAGE CALCULATION:** To calculate your GPA, you need to know the course title, the grade received for the course, the grade points assigned to the grade, and the number of credits the course is worth. Once you have the information you need, do the following:

1. For each course – multiply the grade points for the course times the credits for the course. Grade point x credit = honor points.
2. Add up all credits received.
3. Add all the honor points received.
4. Divide honor points by credits = grade point average.

**EXAMPLE: ELECTRONICS SERVICING TECHNOLOGY**

Course Number	Course Name	Grade	Grade Points	Credits	Honor Points
EL-141	Soldering & Assembly Techniques	B	3	3	9
EL-143	Digital Circuits & Intro to Microprocessors	A	4	4	16

## ACADEMIC SERVICES (Cont'd)

EL-144	Digital Circuits & Microprocessors Lab	C	2	5	10
<b>Totals:</b>				12	35

Honor points (35) divided by credits (12) = grade point average (2.91)

**GRADE PROCEDURES – COURSE GRADES – 100 (AND ABOVE) LEVEL COURSES:** A typical percentage system is used and shown below. The letter grade will appear on the student's grade report at the end of each term and on the transcript.

Percentage	Letter Grade	Grade Points		Percentage	Letter Grade	Grade Points
95-100	A	4.0		77-79	C+	2.3
90-94	A-	3.7		75-76	C	2.0
87-89	B+	3.3		70-74	C-	1.7
84-86	B	3.0		59 & below	F	0
80-83	B-	2.7				

Withdraw	W
Incomplete	I
Tested Out or Transferred	R

\*Incomplete – Students are expected to complete the course and receive a grade. Students not completing the course receive a grade of "F".

All students will receive a letter grade in all career and technical education-related course work taken at MCTI.

Instructors may change an incomplete grade (I) to a letter grade (A-F or P). The Director of Career and Technical Education must approve any other grade changes.

**GRADE PROCEDURES – COURSE GRADES – 000 LEVEL COURSES:** A typical percentage system is used and shown below. **These courses do not appear on the transcript or grade report.**

Percentage	Letter Grade
75 and above	P (Pass)
74 and below	F (Fail)
Withdraw	W
Didn't Complete	NC

**GRADE REPORTS:** MCTI issues Grade Reports at the end of each term. The Grade Report displays the courses you took that term and the grades you received in those courses. It also displays your grade point average for the term and your cumulative grade point average.

If you are a returning student at MCTI, your instructor will give you your Grade Report when you return to MCTI for the next term. **Exception:** At the end of the summer term, your grade report will be mailed to you. If you do not return to MCTI, your Grade Report will be mailed to you.

## ACADEMIC SERVICES (Cont'd)

**GRADING SCALE/SYSTEM:** MCTI uses a 4.0 grading scale or a Pass/Fail grading scale. Grades are issued upon completion of a course. The Course Assignment Schedule, distributed by your instructor, outlines the activities that must be completed to earn a grade. It also contains the specific grading criteria used for the course taken. A commonly used grading scale is shown below:

Grade	Grade Point	Description
A A-	4 3.7	Demonstrated all course competencies and/or completed all course assignments at an excellent level of proficiency and in a timely, knowledgeable, and skillful manner.
B+ B B-	3.3 3 2.7	Demonstrated all course competencies and/or completed all or most course assignments at a high level of proficiency and in a timely, knowledgeable, and skillful manner.
C+ C C-	2.3 2 1.7	Demonstrated all course competencies and/or completed all or most course assignments at a satisfactory level of proficiency and in a timely, knowledgeable, and skillful manner.
F	0	Did not demonstrate course competencies and/or did not complete course assignments at a satisfactory level or in a timely manner. Non-passing grade calculated into GPA.

The following grades do not calculate into your grade point average:

Grade	Grade Point	Description
P		A passing grade counted toward completion for graduation purposes. Demonstrated all course competencies and/or completed all course assignments at a satisfactory level of proficiency and in a timely, knowledgeable, and skillful manner.
I		Did not demonstrate all course competencies and/or complete all course assignments, but is making steady progress. Must complete all work within the time allotted by instructor or "I" grade converts to an "F".
R		Credit granted to the student by passing a proficiency test or accepted credit from another institution/training center.
W		Indicates voluntary withdrawal from a course prior to the sixth week of the term. "W" is a non-passing grade and does not count toward graduation.

**SAFETY IN THE CLASSROOM:** Classroom instructors are CPR/AED and First Aid certified and review safety procedures with all students at the beginning of each term to ensure safety in the classroom. Any area that deals with hazardous materials is also trained on Right to Know.

Safety inspections of the classrooms are completed on a regular basis by MCTI Fire and Safety Officers.

**TEAM MEETINGS:** You, your home counselor, and/or an MCTI staff member may request a team meeting. Meetings generally occur when you transfer from one program to another, receive an academic warning, or at midterm. Often if you are receiving multiple support services it is helpful to have a meeting to coordinate activities. Meetings are also scheduled if you are not complying with school policies and are at risk of a suspension. Generally the staff members who are working with you make up the team. You may, however, wish to include other persons of interest to participate in this meeting.

## ACADEMIC SERVICES (Cont'd)

**TRANSCRIPTS:** MCTI issues one official transcript to you upon leaving MCTI, if you leave the school in good standing. The transcript displays all the courses that you took while attending MCTI and the grades you received in those courses. It also displays your cumulative grade point average and the Certificates of Completion that you earned.

You may request up to five (5) additional official transcripts from MCTI. All subsequent requests must be made in writing along with \$5.00. All requests must contain your Social Security number, dates of attendance, program attended, and your name at the time of attendance.

You are considered in good standing and eligible to receive your official transcript if you have:

- Paid all tuition and fees
- Paid all school-imposed fines
- Returned all school property

Unofficial transcripts may be obtained at no charge. You must provide your name, social security number, and dates of attendance.

Submit all requests to:

Michigan Career and Technical Institute  
Attn: Business Office  
11611 W. Pine Lake Road  
Plainwell, MI 49080

**TRANSFER CREDIT REQUEST PROCEDURE:** If the student has taken one or more courses at other educational institutions, the student may submit a request for Transfer Credit.

The student must complete a Transfer Credit Request form and submit a transcript from the institution to MCTI's Instructional Office.

The Instructional Office staff will ensure that the prior educational institution is accredited and/or a quality institution. If the prior institution is deemed to be a quality institution, Instructional Office staff will obtain course descriptions of classes thought to be equivalent and eligible for credit.

MCTI course instructors will review the course descriptions and determine whether courses are, in fact, equivalent. After the review, the course instructor may:

- Approve the request.
- Deny the request.
- Request more information.

If the request is approved, the student is then exempt from taking the course at MCTI.

The Instructional Office staff will enroll the student in the equivalent MCTI course, and give a Grade of R.

The MCTI course will appear on the student's transcript and credit for the course will be applied. The course does not change or impact the student's grade point average.

## FINANCIAL INFORMATION

**FINANCIAL INFORMATION:** The student, State of Michigan, and the Federal Vocational Rehabilitation Program share educational costs for attendance at MCTI. Students are expected to apply for financial aid to help offset training costs covered by the State of Michigan. Students who are eligible for services through Michigan Rehabilitation Services will have training costs covered. All non-MRS students applying for services may also be eligible for financial aid.

The charges for tuition and room and board students are as follows (effective September 2011):

On-campus (per term): \$2,511 in state; \$3,159 out-of-state. Off-campus (per term): \$1,863 in state; \$2,619 out-of-state. *Subject to change.*

**BOOKS & SUPPLIES:** The Michigan Career and Technical Institute provides most books and supplies. Some training programs require uniforms. Depending upon the situation, a uniform fee may be required by the student. Any other costs are kept to a minimum.

**NON-PAYMENT OF FINANCIAL OBLIGATIONS:** Failure to pay fines on a timely basis will result in withholding grades, transcripts, and/or graduation certificates and may prevent the student from re-enrolling at the beginning of the next term.

**SATISFACTORY ACADEMIC PROGRESS:** See Section 4 – Academics: Academic Progress.

## FINANCIAL AID

**FINANCIAL AID:** Michigan Career and Technical Institute participates in the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs. A financial aid packet will be sent to the student by the Financial Aid officer. This packet includes a Free Application for Federal Student Aid (FAFSA) and an MCTI Financial Aid Form. The student may also complete the FAFSA on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). (MCTI's Federal School code number is 026184) Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid office's secured files. For details, contact the Financial Aid Office at 269-664-9543.

**FINANCIAL AID VERIFICATION:** If the student's financial aid record requires verification, the student will be required to provide all documents including proper tax returns, etc., within 30 days. If the student is considered to be a dependant, the student's parent's documentation is also required. Failure to comply may result in student not being able to re-enroll.

**RETURNING FINANCIAL AID RECIPIENTS:** Students must re-apply for financial aid each academic year. At MCTI, the Financial Aid Office will provide you with the financial aid application for the next academic year. In addition, students must maintain satisfactory academic progress and not be in default status with the federal Perkins, Stafford, or Plus loans, or owe a refund on any Title IV Higher Education Act (HEA) grant received at any institution previously attended. MCTI does not participate with any federal or state loan programs.

**PAYMENT SCHEDULE:** All payments to the school in the form of checks or money orders shall be made payable to the State of Michigan. In no case should cash be sent to the school.

Address: Michigan Career and Technical Institute  
11611 West Pine Lake Road  
Plainwell, MI 49080-9254

## FINANCIAL AID (Cont'd)

**FINANCIAL AID REFUND POLICY (Effective September 1, 2000-current):** MCTI's federal and institutional refund policy is the same for all students based on the academic year of four 10-week terms. This refund calculation is used whenever a financial aid student, or private pay-sponsored student, officially withdraws or takes an unapproved leave of absence. After the sixth week of the term, no refunds will apply. After the calculation reaches 60 percent, no money is refunded.

This policy affects students for each term of attendance. The refund policy is based on days of attendance, minus any school breaks in excess of five days.

## CAMPUS LIFE

**ROOMMATE BILL OF RIGHTS:** Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration you and your roommate demonstrate for each other.

Remember, to be a mature adult is to accept responsibility for the welfare of others.

As a roommate I will:

1. Make sure my roommate's right to read, study, and sleep are free from undue interference from noise, guests, and other distractions.
2. Ask permission before borrowing or using any of my roommate's things (pop, snacks, shampoo, laundry products, etc.).
3. Keep my living environment clean.
4. Allow my roommate the right to personal privacy.
5. Allow my roommate free access to the room and facilities without pressure.
6. Make sure that I inform my roommate I will be having guests and that my guests do not violate or invade my roommate's rights.
7. Talk to my roommate when something is bothering me.
8. Listen to my roommate when there is a problem and try to resolve it.
9. Bring unresolved problems to the attention of the floor officer or the Residential Staff, after I have talked with my roommate.
10. Respect my roommate's right to be free from fear of intimidation, physical, and/or emotional harm.
11. Treat my roommate as an equal: I'm not to give orders, make unreasonable demands, or expect favors.

**CAMPUS SECURITY AND CRIME AWARENESS:** The security of you and your property is a major concern for this school at all times. MCTI has been fortunate in having very few security problems in the past, and your cooperation in familiarizing yourselves with the following policies and procedures is essential in maintaining that record.

1. You are expected to immediately report any real or perceived criminal actions or other emergencies to a staff member.
2. MCTI staff will report any criminal activity to the director or designated supervisor on duty at that time.
3. MCTI staff will report all criminal activity to the local law enforcement agency.
4. Information on Security - At orientation you are informed of security policies.
5. Substance Abuse-The possession, use, and sale of alcoholic beverages, illegal drugs or the supplying of alcoholic beverages to minors is absolutely prohibited on MCTI premises.
6. Infractions of these rules will result in an interruption of your program.

## CAMPUS LIFE (Cont'd)

**CELL PHONE INFORMATION:** Many students like the convenience of having a cell phone versus a traditional land line phone. Please be aware that, because of our location, cell phone service is very unreliable. Service varies from carrier to carrier and also from where you are located in the building. Generally speaking, you can receive a good cell signal in most outdoor areas, but you might not get a strong signal from inside the building. We understand that students like to have their cell phones with them in their classrooms for use in case of emergency. If you have your cell phone in the classroom it must be set to vibrate or no-ring. Please do not talk on your cell phone, or text, during your classroom time. If it is necessary for you to use your phone during classroom hours, please step into the hallway or outside to continue your conversation.

SECTION 6: Campus Life

**DINING ROOM INFORMATION:** Weekday meals are as follows (also check hours posted by the entrance):

Breakfast	7:00	to	7:45 a.m.
First Lunch	11:30	to	11:50 a.m.
Second Lunch	12:00	to	12:30 p.m.
Dinner	5:00	to	5:40 p.m.

You will be informed during orientation and also by your instructor about which lunch period you have.

Weekends and Holiday Meal Schedule

Brunch	10:15	to	11:00 a.m.
Dinner	4:00	to	4:45 p.m.

**Guests for Meals:** All guests are required to purchase a meal ticket at the Dorm Office. The cost for lunch or dinner is \$3.00. Visiting hours do not start until after the completion of breakfast; therefore, guests will not be allowed to purchase meal tickets for breakfast.

Commuters and Pine Lake Family Housing residents may eat lunch in the cafeteria during the week for free. If dinner is wanted, you must buy a meal ticket. This also includes dependents of Pine Lake Family Housing students, as well as students from Pine Lake Family Housing.

**Identification:** If you want to eat in the cafeteria, you must, without exception, have your ID visible to the checker for each meal. If you do not have your ID, you will be asked to step out of the line to do one of two things: (1) Go and find your ID or (2) if you lost your ID, you must report to the Dorm Office to receive a temporary ID. After the expiration of the temporary ID, you must buy a new ID or admittance into the cafeteria will be denied. If you do not have your ID visible when you come through the cafeteria line, you will be asked to go to the end of the line.

**Table Manners and Dress:** Eating should be a pleasant time for everyone to socialize. Dress in the dining room should reflect your concern and respect for others.

Please make sure that you wash your hands before entering the serving line or dining room area. This is especially important for the noon meal as many students are coming directly from a trade area where their hands may have become soiled. Instant hand wash/sanitizer plus paper towels are located right outside the serving line area.

Bathing suits, shower sandals, and sleeping attire are not allowed in the dining room or any public area at any time. If you look like you just got out of bed and reported for breakfast, you will be asked to return to your room and change out of your sleep clothes before going through the cafeteria line. Flip flop sandals not used as shower sandals can be worn in the cafeteria.

## CAMPUS LIFE (Cont'd)

To be served in the cafeteria, you must enter from the dorm lobby, not the dining room. Please examine your food choice carefully; if you touch a plate on the serving line, you must take that plate.

No food is allowed to be taken out of the cafeteria. No dining room dishes or silverware, salt or peppershakers, etc. are allowed to be removed.

*State and local health codes require that shirts and shoes must be worn at all times in the kitchen and dining areas. No exception to this rule will be allowed. Health Code also prohibits bringing personal food into the cafeteria. If you are on a special diet and need to bring your own food in for a meal, you should contact the kitchen supervisor.*

**FINES:** As a student at MCTI, you are expected to keep your room clean and ready for a new roommate at all times. Room inspections are held weekly (by students and staff) and also at student break times (by staff). Fines will be assessed when the room is dirty or not ready for a roommate. Fines are also issued for lost keys, lost ID cards, and when we provide you an unscheduled ride from Kalamazoo or Plainwell. All fines can be paid in the MCTI Business Office.

### Residential Fines

Dirty room or bathroom (minimum)	\$15.00
Lost key	\$10.00
Room not prepared for new student	\$15.00
Bed taken apart	\$15.00
Lost ID card	\$ 5.00
Lost Planner	\$ 5.00

Damage to room or furnishings will be assessed on an individual basis.

If you call the school to be picked up from the bus or train station at a time outside of our usual pick up times, you will be charged for an unscheduled ride. (See Transportation Schedule)

### Unscheduled Rides:

From Kalamazoo	\$20.00
From Plainwell	\$10.00

Failure to pay fines can keep you from graduating, receiving transcripts, grades, or re-enrolling for the following term.

**HEALTH SERVICES:** The Health Services Department includes a variety of professional staff available to assist you with disability management concerns. The department will also assist you with an acute illness or injury on a more limited basis as appointment hours permit. Health Services staff provides programming for the school on a variety of health issues.

A nurse is available for your team meetings as a resource in the areas of health, disability management, and as a liaison to your own health care providers at home if needed. Adequate and appropriate disability management is necessary for a positive educational experience.

**INCIDENTAL ALLOWANCE:** An incidental allowance, in the form of a Direct Pay, may be arranged by your home counselor. MCTI has no control over these funds. If you have any questions you should contact your home counselor.

## CAMPUS LIFE (Cont'd)

**LAUNDRY:** There are laundry facilities on campus for your use. The laundry room is open from 5:00 a.m. to 11:00 p.m. These facilities are located at the east end of the Canteen. The cost is \$1.00 each for the washer and dryer. Loitering is not allowed in the laundry room.

When you arrive at MCTI, you should purchase a laundry card from the machine in the canteen. Three (3) dollars will be subtracted from your first purchase for the cost of the card. This card acts like a debit card in the washers and dryers. The machine accepts \$1, \$5, \$10, or \$20 bills. You can load more money on your card from the card machine in the canteen area. You are encouraged to turn your laundry card in when you leave.

MCTI is not responsible for clothes left in the laundry room.

Vandalizing the washers or dryers is considered destruction of school property and disciplinary action will be taken.

**LEISURE SERVICES:** The Leisure Services Department offers a wide variety of activities to help plan your after-school hours in a fun, rewarding, and productive manner. MCTI's location provides opportunities for boating, canoeing, fishing, swimming, and leisurely pontoon rides. You are also able to participate in tennis, softball, biking, horseshoes, and more. Year-round activities include swimming in the Olympic-size pool, fitness training, bowling, archery, basketball, card tournaments, and volleyball.

You can also find an outlet through expressive arts, leatherwork, ceramics, photography, and guitar. Off-campus activities are planned each week and vary from shopping and movie excursions to bike strips, local festivals, sporting events, concerts, golf, and Lake Michigan beach parties. The Leisure Services area is generally open until 10:00 p.m. on weeknights and eight (8) hours per day on Saturday, Sunday and holidays when school is in session.

Students should not bring their own boats, canoes, kayaks, watercraft, etc. on campus without permission from the Fire and Safety Office. Students with permission for their own watercraft can only launch them from the MCTI shore when the beach is open and they must return before the beach closes each day.

**MCTI OMBUDSPERSON:** The MCTI ombudsperson is available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson's services are confidential.

How MCTI's ombudsperson can help you

- As a **Listener**, the ombudsperson can help you sort out complicated situations, make issues clear, and assist you in developing a plan for handling problems.
- As a **Guide**, the ombudsperson can help you turn problem-solving ideas into action by discussing or role-playing challenging situations.
- As an **Information Resource**, the ombudsperson can connect you to the services, people, or materials you need (such as information about and how to contact the Client Assistance Program-CAP).
- As a **Mediator**, the ombudsperson can, with your permission, act as a go-between to assist you with difficult situations involving other people.
- As a **Staff Representative**, the ombudsperson can inform the school administration about school and student issues that may require changes in school policies, practices or procedures.

How to Contact the Ombudspersons:

- You may call one of our ombudspersons directly:

Call James Walker at (269) 664-5495 or Ext. 495

## CAMPUS LIFE (Cont'd)

- You can leave a written message in the ombudsperson's mailbox/drop-box located in the canteen area.

**PARKING:** During registration at the beginning of each term, you must register your vehicle and receive a parking permit. Accessible parking places are available throughout the campus.

Obtaining a copy of the parking policy and proper registration of your car is mandatory for maintaining a vehicle on campus. This process can be completed during registration. If you enroll other than at the beginning of a term, or obtain a vehicle during the term, you must contact the Fire and Safety Office, located in the office next to the Dorm office in Room K-7, to get a copy of the parking policy and register your vehicle. If you borrow a car for a few days, the Fire and Safety Officer on duty will issue a "temporary permit".

**Please review the Parking Policy for specific parking regulations and the appropriate color-coding for student parking areas.** Campers, trailers, motor homes, boats, etc., are not allowed overnight parking privileges and are generally not allowed on campus at all; permission to have them on campus should be acquired from the Fire and Safety Department. In addition, snowmobiles, four wheelers, and dirt bikes are not allowed on campus. Vehicles must be removed from campus during break periods between terms, vacation time, and at the end of the school year. Vehicles left during these break periods will be considered abandoned and will be towed. MCTI will not be responsible for this towing charge or for damages incurred during the towing or storage process.

Fire and Safety Officers issue parking tickets, during the school year, for cars not registered or illegally parked. Fines for tickets are doubled after a short time. If you receive a parking ticket you should pay this fine as soon as possible to avoid having it doubled in price. Extra charges will be made for expenses that MCTI incurs to obtain the name of the owner of an unregistered vehicle.

It is a privilege to have a vehicle on campus. Those students who abuse the parking system may be asked to remove their vehicles from campus for a period of time or permanently.

**PHONE, VIDEO PHONE AND INTERNET SERVICE:** Local phone service is provided in your dormitory room. MCTI provides the phone jacks, but you must bring your own phone. This is local service only. For long distance, you will need a phone card or reverse the charges.

MCTI currently has two videophones for our deaf students. One is located in Health Services which will be used for professional issues such as contacting your home counselor, job interviews, communication with their doctors, judicial obligations, etc. that are conducted during normal work hours. The second phone is located in Leisure Services and would be used in the evenings for personal calls (20 minutes per phone call). Students wishing to use this phone should report to the Leisure Service Office and ask for access to the phone. This phone is available when the Leisure Service area is open for student use.

Free Internet service is available to students in their classrooms (for academic use only) and in the computer lab in the library. Students must sign an acceptable use policy and abide by the school guidelines for Internet usage when using the student network.

Internet service is available in your dorm room through the local phone company at your expense. If you have service through another provider, you can access this from your dorm room, providing you have a local access number for your provider.

Please be considerate of your roommate when using the computer, both in terms of the time you spend on the computer and also of the availability of the phone line for your roommate's use.

## CAMPUS LIFE (Cont'd)

**RECREATION ROOM AND HOURS:** The recreation room area is provided for your enjoyment and leisure time use. The area is open for equipment checkout until 10:00 p.m. on weeknights. The hours vary on weekends and holidays. The TV in the area will be turned off at midnight unless there is permission from the dorm office. Students may remain in the recreation room until 2:00 a.m. providing they are not disturbing other dormitory students; after that time, students should be in their dorm rooms. Students cannot play pool or air hockey after 10:00 p.m.

**TRANSPORTATION SCHEDULE:** MCTI will provide transportation to and from the bus and train station in Kalamazoo. This run leaves every Friday afternoon (or the last school day of the week) at approximately 2:45 p.m. and 5:00 p.m. Pick up for students is at approximately 7:30 p.m. & 9:30 p.m. on Sunday nights at the bus and train station. Other van runs are posted in the dorm office but generally include:

- Shopping trips on Tuesday evenings - Leaves from the dorm at 6:00 p.m.
- Shopping on Saturday and Sunday
- Movie night on Wednesday - Leaves from the Leisure area at 6:00 p.m.

If you call for a ride at an unscheduled time, you will be charged for the ride (see section on fines).

When a school term ends at 3:30 p.m. on a particular day, you don't have to be out of the dorm until noon on the next day. Transportation to the bus station will be after 3:30 p.m. on the last day of class and the next morning. Transportation to the bus station will not be done at hours other than these simply for the convenience of a student.

**POLICIES:** The policies in this section will be reviewed with students during their orientation process. MCTI rehabilitation counselors and the residential staff will review these policies with students.

**Anti-Retaliation Policy:** MCTI encourages its staff and students to make good faith disclosures regarding misconduct of staff and/or students of violation of school policies, practices, or procedures. No individual filing a complaint, or otherwise participating in a complaint procedure, will be subject to reprimand or retaliatory action. Retaliation means any adverse action, or credible threat of an adverse action, taken by the school or staff member of the school in response to a student's good faith disclosure of school-related or staff-related actions.

The school will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to impose appropriate consequences to those guilty of retaliation.

**Dress Code:** When in a public place, you must be fully clothed in street clothes. The following items are not appropriate any time indoors at MCTI:

- Trench coats
- Winter or heavy coats worn through the halls (when not going outdoors)
- Hooded sweatshirts with the hood up or pulled tight around the face
- Sunglasses (unless medically necessary)
- Hats with the bill turned to the side

During scheduled class hours, students are expected to dress in trade/business appropriate attire. This means the following are not acceptable during scheduled class hours:

- Sagging trousers and sagging shorts
- Any article of clothing advertising illegal substances or alcohol

## CAMPUS LIFE (Cont'd)

- Any article of clothing containing suggestive or offensive language
- Midriff tops, halter tops, and short shorts

Appropriate footwear will be determined by each classroom instructor.

During non-class hours, students are asked to dress in a manner that is not offensive to others. In public places, students must be fully clothed. Bathing suits are not appropriate outside of the pool or beach area and should be appropriately covered. Sleepwear is also not appropriate attire in public areas. Appropriate footwear should be worn while on campus.

Students who report to class dressed inappropriately will be asked to return to their room to change clothes. The time used will be deducted from their available time.

Students are also expected to practice good hygiene. Students should bathe/shower regularly and make sure that their hair is clean and groomed.

**Drugs, Alcohol on Campus, Substance Abuse, and Drug Testing:** It is MCTI's policy to have a campus free of illegal drugs and alcohol. The MCTI campus is defined as the entire 75 acres comprised of the school buildings, grounds, boats, vehicles, family housing, and driveway leading to the school. Possession of any illegal substance, alcohol and/or alcohol containers (whether empty or full), drunkenness on MCTI campus or school-sponsored off-campus activity, or any drug paraphernalia will constitute an infraction of this policy.

Disciplinary action will be started as soon as possible and will result in suspension or termination from MCTI. Referral for legal prosecution will occur in cases where either a minor has been involved or federal, state or local laws have been broken.

MCTI staff have the right to have any student tested for drugs during the MCTI school day if they observe inappropriate behaviors. Two MCTI staff must complete an MCTI Observed Rationale for Drug Screening Form to screen a student during the school day.

Alcohol and illegal drugs removed from a dormitory room will be held in a locked cabinet until a student completes any type of appeal process. Alcohol will then be dumped and bottles thrown away; drugs will be turned over to local law enforcement officials for proper disposal.

**Inappropriate Behavior:** Obscene language will not be tolerated. This type of language makes you less attractive in the job market and will definitely impact your ability to secure and keep a job.

Violators will be referred to Student Court for repeat offenses.

Public display of offensive behavior, kissing, fondling, and inappropriate intimate behavior is prohibited. Remember that the school is a public area and that it is a workplace, your behavior should reflect what is acceptable in the workplace. Your dorm room is considered a public area when your door is open. Please refrain from loud behavior in public areas of the school.

**Infection Control:** It is the policy of MCTI that communicable diseases will be monitored and controlled for the health and safety of staff, students, and visitors. Students or staff with infections and communicable disease such as influenza, upper respiratory infections, tuberculosis, and HIV will be assessed on an individual basis and appropriate precautions will be taken if needed. All students are required to have TB skin testing prior to enrollment and annually thereafter.

## CAMPUS LIFE (Cont'd)

If a student is diagnosed with a contagious illness such as influenza, chicken pox, etc., a medical leave of absence will be recommended to prevent the spread of the infection within the school. Frequent hand washing is very important in limiting the spread of infections.

Since there are very serious diseases that are transmitted through blood and other bodily fluids, students are advised not to share razors, toothbrushes, or other personal care items that could have traces of blood. Trained staff should be contacted to clean up any blood spills that might occur.

Guests on campus should use the public restrooms located throughout the building.

**Physical Conflicts (fighting/horseplay):** It is MCTI's policy that violence, intimidation, harassment, or threats of violence will not be tolerated. It is administration's belief that students should work out their problems, enlisting staff members' help when needed. Generally speaking, when there is a fight or intimidation of some nature, both parties involved will either be suspended or terminated. Students who intimidate or harass may be subject to other disciplinary action as well. Horseplay is not allowed.

**Right to Refuse Admission:** MCTI is a drug-free school environment and workplace. MCTI maintains the right to refuse to admit any student who appears to be under the influence of drugs or alcohol during the admission/registration process. Students may be asked to submit to a drug screen or Breathalyzer test to determine their eligibility for enrollment under this policy.

New or returning students who are not on the random screening program may be asked to delay their enrollment or to participate in a substance abuse assessment if they are found to be under the influence of drugs or alcohol during the registration process. MCTI students who are on the random drug-screening program will be subject to the conditions of the drug-screening contract if they are found to be positive for substances or alcohol.

**Room Search:** MCTI reserves the right for staff, named by the director or his designate, to enter and search your room and/or person when there is a suspicion of items contrary to regulations, such as knives, stolen property, alcohol, or illegal drugs. Two staff will conduct searches. The student will be present whenever possible for all searches, except for possession of a weapon.

**Sexual Harassment:** It is the policy of MCTI to maintain a learning and working environment that is free from sexual harassment. Students on this campus shall not be subjected to conduct or communication of a sexual nature.

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

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications.
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature to any student when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of employment or education.

## CAMPUS LIFE (Cont'd)

2. Submission to or rejection of such conduct by an individual used as a basis for an academic or employment decision affecting that individual.
3. Such conduct as the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive educational environment.

Any complaints of sexual harassment shall be reported in writing to the Residential staff, your MCTI rehabilitation counselor, or your instructor. Complaints will be investigated as quickly as possible and decisions will be reached in a timely manner.

**Smoking and Tobacco Use Policy:** The entire building, including the dormitory of the Michigan Career and Technical Institute, is considered a smoke-free environment. This includes dormitory rooms, bathrooms, public restrooms, and all other areas both public and private, except for designated smoking areas.

Tobacco chewing is prohibited throughout this campus except in designated areas identified by "Designated Smoking Area" signs. It should be noted that within these areas, individuals who choose to use tobacco must provide their own container for the disposal of all fluids. Spitting on the ground is not acceptable.

Electronic cigarettes are not allowed on campus.

Students who violate the policy will be written up and sent through the Student Court system. Individual students, Hall Senate officials, and staff can write up a student for violation of the policy.

Consequences for violating the Smoke/Tobacco Free Policy:

1st Violation	10 hours of Community Service and \$10 fine
2nd Violation	20 hours of Community Service and \$20 fine
3rd Violation	30 hours of Community Service and \$30 fine

Additional violations will result in a team meeting for the student with the following possible consequences: change to commuter status and/or suspension from school and/or the Education Center.

**Suspension of Students and Removal of Non-Students for Disruptive Behaviors:** Should a student, guest, or visitor display disruptive behavior, verbal threats, act in a threatening manner, or act in any manner that warrants concern for the safety and well being of students and/ or staff, the following guidelines will be enacted:

1. Person in authority or Residential Staff on duty determines that the actions of an individual are disruptive and potentially or obviously detrimental to the safety and well being of that individual, other students, or staff and these actions are beyond the controls of the supervisor in charge.
2. After exhausting all usual control methods, the supervisor will direct the individual to leave campus and if a student, to remain off campus for a three-day period. During this time, the student may contact his or her home counselor and MCTI rehabilitation counselor for information on a return date or appeal hearing information.
3. If the individual remains uncooperative and refuses to leave campus, the individual will be removed by the police as requested by the supervisor in charge. Refusal by the individual to leave may result in the arrest of the offending individual.
4. If a student appeals to re-enter MCTI, the MCTI rehabilitation counselor and the MCTI director along with the Student Services Supervisor, will meet with the student to determine the feasibility of re-enrollment.

## CAMPUS LIFE (Cont'd)

Note: This policy has been reviewed with the Barry County Assistant Prosecutor. Should physical arrest become necessary, in most cases serious consideration should be given to lodging the offender, as opposed to release with notice to appear. (Pertinent statutes include C.L. 19.141 through 19.145.) Once campus removal has been identified, student's exit plan will be activated with the assistance of their rehabilitation counselor.

**Unreasonable Noise (Disturbing the Peace):** It is administration's belief that everyone living in the dormitory has the responsibility to monitor the noise levels coming from their dormitory room. If the noise coming from your room is loud enough to be heard from two doors away it is too loud. If the resident, through his or her actions, show that they are unable to control such noise level (stereo, radio, TV, etc), the offender will receive a "written warning" stating that the noise level is too high. If there is a second occurrence, the resident will be referred to Student Court and may be required to remove the offending piece of equipment.

Car stereos should not be able to be heard inside a building. Sub-woofers are not allowed in the dormitory rooms. Any laptop computer or other portable electronic device should have headphones attached when used in a public area.

**Weapons, Explosives, Flammables:** The following are not permitted in the dormitory rooms or anywhere on campus:

- **Weapons:** Guns, walking sticks, chains, pocket knives with blades over 1 inch long, boards or sticks or anything that could be used as a club, ice picks, laser pens, steel tip darts, ball bats\*, archery equipment\* or any martial arts weapons\*.
- **Explosives:** Pressurized tanks, fireworks, smoke bombs, firearms ammunition, or any other type of explosives.
- **Flammables:** Gasoline, bottled gas, candles, incense, oil, or any other flammable liquid.

\*May be stored in the Leisure Services building. (A staff member will remove unauthorized items if the resident does not remove items from the dormitory room immediately.)

Students may reclaim any "legal" item that was removed from the dormitory room to transport home.

**Horseplay:** Horseplay is not allowed anywhere on the MCTI campus. We want students to have fun and enjoy their time at MCTI, but in a safe manner.

### PROCEDURES

**Guest Identification:** Students who have guests on campus must register their guests at one of the following locations: Dormitory Office, Leisure Office, or the Receptionist Desk. All guests must wear an ID and remain with the student who registered them. Guests should also sign out when they leave.

**Non-student visitors must be 18 years old and have a picture ID (driver's license or state ID) or be with a parent who remains on campus.**

**Mail Delivery:** Outgoing mail can be placed in the mailbox in the dorm lobby. Mail coming into the facility is sorted and then distributed to the individual mailboxes. A sign will be posted on the Dorm Office door when the mail is in and distributed.

Students in Career Assessment Services will not be assigned a mailbox and will pick up their mail in the Dorm Office. We have no control over the delivery of the mail to MCTI, so mail will be sorted and distributed at different times each day. Generally speaking, the mail is in student's mailboxes by 3:30 p.m. each weekday.

## CAMPUS LIFE (Cont'd)

Small packages coming through the postal service will be put in your mail box. Large packages coming through the postal service will be distributed from the main reception desk. Packages coming through commercial carriers will be distributed from the dorm office. Every effort will be made to distribute a package the day it is delivered, however, packages delivered after 3:00 pm will likely be distributed the next day.

**Personal Belongings:** It is the responsibility of the student to remove his/her personal belongings when the student leaves MCTI.

If personal items cannot be removed due to emergency departure from MCTI, it is the responsibility of the student to box personal items and turn in these items to the Residential staff for storage. Boxed items must have the student's name and date of departure. The Residential staff will then place items in the designated storage area.

A student's failure to turn personal items into the Residential staff for storage will place all responsibility for personal items upon the student. Residential staff will make a reasonable effort to make sure that the items left will be safe, although there is no guarantee when a student does not turn in their items to the Residential staff.

Personal belongings will be stored for no more than three weeks. Items left in storage longer than three weeks will be discarded, as MCTI can't keep items indefinitely due to lack of storage. A letter will be sent to indicate a disposal date.

**Power Outages:** Power outages can occur at any time of the year at MCTI. If an outage occurs during the day while you are in your classroom, please remain in your classroom until you have further instructions from the staff in charge.

If the outage occurs while you are in your dorm room, please wait there until you are given other instructions.

If you are in any other part of the building, please wait until the emergency lights and generators come on before you move to an area of safety. Please stay in one area so that we do not have people wandering throughout the building during a power failure.

**Quiet Hours:** Quiet hours for all MCTI residence halls are from 10:00 p.m. to 9:00 a.m. Sunday through Thursday. On Friday and Saturday nights quiet hours are from midnight to 8:00 a.m. Quiet hours on some halls may begin before these times. These halls will post notices on the hall bulletin boards.

**Room Assignments and Room Changes:** Enrolling students are assigned to rooms by the Residential staff. Residential staff will take into consideration disability, sex, and age when assigning rooms. For safety reasons, all students with hearing impairments will be assigned a room designated as accessible.

Also, all students with mobility issues will be assigned to a first floor room. Couples (heterosexual, gay, lesbian) are not allowed to be roommates or suitemates.

Room changes are made by student request. Students must decide whom they want to room with and then fill out a Room Change Form obtained from the dormitory office. The form must be completed and returned to the dorm office.

The signatures of both the presidents of the floors that you are moving from and to are required for a room change. The completed form is then brought to the dorm office to start the room change process. Students are issued a key to the new room and are expected to return the key to the previous room as quickly as possible. Room changes are made only on Mondays. All room changes must be completed by 9:00 p.m.

## CAMPUS LIFE (Cont'd)

If the key to your present room is lost, you may not make a room change until the key has been returned or paid for.

Students may make only one room change per term (unless required to change a room by the Residential staff for purposes of consolidation, etc.)

Students making room changes must move into a room with another student of the same sex. Students cannot move into an empty room by themselves. The Residential staff reserves the right to make emergency room changes.

When a student becomes uncooperative on a hall, the Residential staff may reassign the student to another hall or room. If the student remains uncooperative, the student may be asked to change to commuter status. The Residential staff reserves the right to reassign students when space is needed to accommodate disabilities or gender groups.

Students are not allowed to move furniture from one room to another when making a room change.

Any items hung in a dormitory room should not be offensive to the other residents; for example confederate flags, "pin up" posters, etc. Anything that could be considered offensive should be removed before a new roommate moves in. The Residential Staff and Director of Student Services will have the right to determine if something is considered offensive. Pictures, etc are to be hung on the 1' x 6' board mounted to the wall; no tape or poster putty is allowed on the dormitory room walls.

Students who are in a room by themselves (no roommate) must do one of the following no later than seven days from the morning after the date the roommate leaves. Students living alone must:

1. Transfer into another room where there is only one student.
2. Have another student move into his/her room.

Nametags must be in place in the designated area on the door.

Bunk beds are available in a small number of dorm rooms. If you are assigned to a room with a bunk bed and you do not want to be in that room, please contact the dorm office as soon as possible for a room change.

**Room Inspections:** Floor officers and Residential staff will be inspecting all dormitory rooms on a weekly basis. During this inspection, the team will be looking for:

1. Cleanliness of room
2. Damage of room fixtures and walls

At least one of the room's occupants must be present for room inspection. A list of items to be checked is available from your Hall President. Days for room inspection will vary by floor.

Failure to maintain a clean room may jeopardize your opportunity to live in the dormitory. It will be the decision of the Director of Student Services to remove you from the dormitory room if you cannot maintain a clean room.

NOTE: Nothing may be attached to the painted walls. You may put posters, pictures, etc., on the bulletin boards and the 1' x 6' boards that are attached to the room walls.

## CAMPUS LIFE (Cont'd)

**Room Keys:** All resident students will be issued a room key on the day they are assigned a dorm room.

Each student will be held fully responsible for the room key issued directly to him or her. Under no circumstances will a student loan or give his/her room key to anyone other than the Residential staff on duty.

Making copies of the room key is not allowed. Residential staff reserves the right to conduct periodic, unscheduled key checks, and any unauthorized or improper keys found will be taken from the student.

A dorm room key that is lost, stolen, misplaced, or otherwise no longer in the student's possession must be reported immediately to the Residential staff on duty. A lost key will be replaced for \$10.00. In cases of negligence, appropriate disciplinary action will be taken.

After the lock to the room is changed, the Residential staff will not issue a key to the new room lock until the fine has been paid.

When the student leaves MCTI, the dorm room key must be returned.

**Room Visitations:** Students must sign in their off-campus guests at the Dorm Office and receive a guest pass. Guests must purchase meal tickets at the Dormitory Office if they would like to eat a meal in the cafeteria.

Students are allowed to visit on dorm floors other than their own only during the below-listed hours.

### Visitation Hours for MCTI students:

Monday - Thursday	3:30 p.m.	to	11:00 p.m.
Friday	2:30 p.m.	to	1:00 a.m. (Saturday)
Saturday	10:00 a.m.	to	1:00 a.m. (Sunday)
Sunday	10:00 a.m.	to	11:00 p.m.

If your class is cancelled for any reason, you may have on-campus visitors in your dorm room after 9:00 am. Second term custodial students may have on-campus visitors after 9:00 am. Students may have on campus visitors in their room during breaks and lunch hour.

### Visiting Hours for off campus guests:

Monday - Thursday	3:30 p.m.	to	11:00 p.m.	*
Friday	2:30 a.m.	to	1:00 a.m.	(Saturday)
Saturday	10:00 a.m.	to	1:00 a.m.	(Sunday)
Sunday	10:00 a.m.	to	11:00 p.m.	

**\* The exception is this is 2nd shift custodial students**

Holiday: Same as Saturday and Sunday for MCTI students and off campus guests.

No men are allowed on the women's floor or women on the men's floor other than during visiting hours.

There will be no overnight guests. You and your guests must honor your roommate's study habits and privacy.

Students are responsible for their guests and are to escort and remain with their guests at all times and locations throughout the school. Commuter students are considered guests while in a dormitory room.

## CAMPUS LIFE (Cont'd)

**Non-student guests must be at least 18 years old and have picture identification (driver's license or state I.D.) as proof.**

Violators will be brought before Student Court or the Director of Student Services; violators may receive a suspension.

Visitors to the dormitory should use the public restrooms located in the dorm lobby unless all suitemates agree to visitors using the restrooms in the suite. Only the four persons assigned to a suite may use the shower facilities in the suite.

**Offensive Items on Campus:** Any items hung in a dormitory room or brought on to campus should not be offensive to the other residents; for example confederate flags, "pin up" posters, confederate license plates, etc. This also includes articles of clothing, hats, stickers on backpacks, cars, etc. The School Director, Deputy Director and/or the Director of Student Services will have the right to determine if something is considered offensive. Failure to remove offensive items may result in a suspension from MCTI.

**Selling Items on Campus:** Due to health and safety reasons, students are not allowed to sell quantity items from their dorm rooms or anywhere else on campus. Food, snack, and personal items are available from the vending machines, the Eagle Shack, or from local stores. Students can sell individual items (CD's, DVD's, etc.) to other students. The school takes no responsibility for items bought or sold between students.

**Energy Conservation:** Your room is connected to the central heating and air conditioning system in the dormitory. Please be mindful of conserving energy when you adjust your thermostat. When your heat or air is on, please keep your windows closed to maintain the temperature. If you are having trouble with your thermostat, please contact the dorm office. Remember to turn off lights, TVs, radios, alarm clocks, etc., when you leave your room.

**Student Identification:** All students are required to wear ID badges while on the MCTI campus. This ID must be visible at all times. Students must also wear their ID badges in the evening and on the weekend if they are in public areas of the school. If you lose your ID, you need to report it immediately to the Dorm Office. There is a \$5.00 charge for a new ID. Student IDs are the property of MCTI and must be turned in when you leave school.

**Term Breaks – Closings:** The dorm will be closed between terms, at Thanksgiving, Christmas, spring break, and after the summer term. Students need to familiarize themselves with these dates and be prepared to leave campus at these times. Break periods are noted on the school calendar and in the student planner. Generally, before a break period classes end at 3:30 p.m. and students do not have to be out of the dorm until 4:30 p.m. the next day. **Transportation to the bus and train station will be after 3:30 p.m. on the last full day of class and then the next day.** We do not provide transportation to the bus and train station before 3:30 p.m. on the last full day of class. If you choose to leave before 3:30 p.m., you will have to find your own ride to the bus and train station.

Room keys must be turned in at every term break or vacation period. A fine will be assessed to students who do not turn in their room key.

**Term Breaks – Personal Belongings:** Staff may be entering dorm rooms during term breaks for inspection. Contractors hired by the school may also be present for pest extermination or repairs to the room or fixtures, etc. Because of this, MCTI cannot assume responsibility for personal belongings left in the resident rooms. You are urged to take personal items, especially valuables, with you during these times. However, staff will not discard items left in rooms during these short breaks.

## CAMPUS LIFE (Cont'd)

After the summer term (July), all personal items must be removed from your dorm room. Items left during this time will be discarded. There is local off-campus storage available.

### SAFETY ISSUES

**Electrical Equipment and Appliances in Resident Rooms:** Only the following items are approved for use in your dorm room: Personal computers and accessories, televisions, clocks, microwaves, desk and window fans, floor lamps, portable hair dryers, radios, CD players, VCRs, and irons with automatic shutoff. Coffee pots and small refrigerators are also allowed. If you choose to have a coffee pot, it must have an automatic shut off. George Foreman type grills are not allowed. No “sub woofers” or large speakers are allowed in dorm rooms.

**Emergency Drills:** Fire Drills are scheduled as required by the State of Michigan and by accreditation standards. For your own safety, treat each drill as if it were an actual fire until an all clear is announced.

Please remember to stay clear of the driveway and doorways to allow emergency personnel to access the building. Failure to follow directions and vacate the building during a fire drill will result in a disciplinary suspension.

*Procedure for Fire Drill:* You should exit the building at the nearest exit and get as far away from the building as possible. Remain calm and exit in an orderly fashion, no pushing or shoving. Please stay out of the driveway and the parking lot areas, as they need to remain clear for emergency vehicles.

You need to remain out of the building until an all clear is sounded, or until official personnel give you more detailed instructions.

*Procedure for Tornado Drill:* You should go to your designated area in a quiet, orderly fashion. Remember to stay away from outside doors and windows due to the threat of broken and blowing glass. Remain in the designated area until an all clear is announced over the PA system.

If you are in the dormitory during a tornado drill or an actual tornado warning, you have two options:

1. Go to the bathroom area in your room and remain there until the all clear is sounded.
2. Go down to the lowest floor on your dormitory wing (Kennedy or Academy) and remain in the hallway until the all clear is sounded.

Tornado and Fire Drills are scheduled on different days and different shifts to ensure that we are prepared for all possibilities. Other drills that will be conducted during the school year are: bomb threat drills, lock down drill, and power outage drills.

**Insurance and Liability:** All personal property brought onto the campus is at the risk of the resident. Residents are advised to secure their own protection against personal liability and loss or damage to personal property. Students are advised not to keep large amounts of money or very valuable jewelry. Further, it is not advised to keep money in the room but on your person, in your wallet or purse. It is further advised that all students have either a small safe or footlocker that can be locked. Students taking prescription medication should also have a small locked box to hold their medications.

**Serial Number Registration:** The Fire and Safety Office offers a service where you can register the serial numbers of your valuable items. This will help you identify your property in the event that it is lost or stolen. You can provide a list of your items and the serial numbers to the Fire and Safety Office. Please do not bring all of your items to the Fire and Safety Office.

## CAMPUS LIFE (Cont'd)

**Staff Entering Residence Hall Rooms:** It is management's belief that students have the right to privacy in their dormitory rooms. However, management will enter a student's room when it is felt that a student's health and/or safety is in jeopardy, or when it is suspected that a school policy is being violated. Staff will knock and identify themselves before entering a room. When possible, staff will notify students beforehand that they will be entering dorm rooms.

The following statements are additions to and clarification of the Room Entrance Policy:

1. When a staff member enters a room and witnesses the presence of unauthorized items, e.g. weapons, illegal drugs, alcohol, stolen property, animals, etc., the staff member will remove such objects and take them to the Dorm Office. The staff member will then initiate disciplinary procedures.
2. For the purpose of safety, sanitation and general upkeep, the staff reserves the right to maintain and make repairs in residence hall rooms anytime during the year whether or not the room's occupants are present.
3. Maintenance staff will make every effort to notify students that they have been working in the room.
4. Residence hall rooms are exclusively the property of the State of Michigan and not of the student. MCTI reserves the rights to inspect, maintain, and make repair in residence hall rooms. Further, MCTI reserves the right to replace damaged or obsolete furniture. Also to remove, without the owner's permission, any objects or materials that constitute a violation of school regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard or are illegal.

**STUDENT EMPLOYMENT:** If you are interested in working on campus while you are attending MCTI, please visit the Student Employment Office located in the dorm lobby. The following areas at MCTI use student employees:

- Housekeeping
- Dormitory
- Leisure Services
- Health Services
- Library
- Training Area Lab Attendants
- Kitchen

Information on all the student jobs, job descriptions, and student job applications are available from the student employment office. Please bring a resume if you have one and be prepared to participate in a job interview.

Generally speaking, first term students are not allowed to work on campus. Some student jobs may require a check on your driver's license or your criminal background.

**STUDENT GOVERNMENT:** Student Government is comprised of three distinct branches. Each branch has a staff advisor who works closely with each group. Involvement in the Student Government system is an excellent way for a student to gain valuable leadership experience while attending MCTI.

**Student Council:** The Student Council is responsible for issues related to student activities and concerns. The Student Council has a President, Vice-President, Treasurer and Administrative Assistant. The body of the council is made up of two representatives from each trade area. Student Council Representatives are elected through each individual trade and Student Council Officers are elected through school-wide elections. The Student Council receives revenue through vending machine profits and laundry machine profits. Revenues are spent to improve student life at MCTI and also to contribute to local charitable organizations.

## CAMPUS LIFE (Cont'd)

**Hall Senate:** The Hall Senate enables students to govern themselves and solve dormitory-related problems, issues, and policy violations, generally without staff intervention. The Hall Senate system has proven to be a valuable asset to the Residential Staff in maintaining a safe and comfortable environment for all MCTI students. Elected officers on each floor are a President, Vice President, Judge and a Representative. The elected floor officers come together and form the Hall Senate, which has a President, Vice-President, Treasurer and Administrative Assistant. The Hall Senate receives revenue through vending machine profits and the community swim program. Revenues are spent to help provide activities and programs for dormitory residents. The Hall Senate also believes in giving back to the community by supporting local charities and causes.

**Student Court:** The Student Court is comprised of students chosen by the Student Council. Students try to resolve issues first through the floor court system, handled through the Hall Senate and the floor judges. Student Court hears all cases presented by students concerning disputes and violations of policy that are not handled by the Floor Courts. Student Court issues subpoenas to students so that they have access to information necessary to make an informed decision. Student Court can issue fines and community service to students who have broken policies/rules. In extreme cases, recommendations are made to MCTI Administration regarding additional consequences.

## CAMPUS SECURITY AND CRIME AWARENESS

Safety is an important part of the MCTI community. Every member of the campus: students, staff and visitors, are responsible for taking an active role in both preventing and reporting situations that jeopardize safety on campus. Please take a few moments to review this information in order to make you an informed part of a safe campus.

### Emergency Telephone Numbers:

Dormitory 24 Hour Help Line	202 (If no answer call 275)
Fire & Safety Office	560 (if no answer call 270)
Local Fire Department	9-911
Local Police Department	9-911
24 Hour Sexual Assault Crisis Line	9-345-3036

**Reporting Criminal Actions or Other Emergencies:** Any perceived criminal actions or other emergencies should be immediately reported to the Dormitory Office (202). Dormitory staff will contact Fire & Safety officers by radio for quick response to the situation. Upon arriving at the scene, the Fire & Safety Officer will contact local police authorities if deemed necessary.

**Security Information:** At each orientation, all students are informed of policies and procedures in this area and are encouraged to use good judgment and caution in areas relating to security. Campus security personnel present this with the assistance of dormitory personnel.

**Safety & Police Resources:** The Fire & Safety Department is responsible for campus police services, parking, and public health and safety on campus. These officers provide protection and service around the clock. Their office is located next to the dormitory office (Kennedy7); they can be reached by radio by dormitory staff (202) when they are out of the office.

Fire & Safety Officers work closely with outside law enforcement agencies and will contact them for assistance when necessary. Whenever facility personnel work with the criminal justice system in regards to a person receiving services, the issue of informed consent will be looked at before any information is given out; yet, this

## CAMPUS SECURITY AND CRIME AWARENESS (Cont'd)

facility will cooperate fully with law enforcement agencies as to providing information as long as providing this information falls within the legal regulations of Agency, State, and Federal regulations. MCTI personnel will work with Probation Officers if a person receiving services is a criminal offender; on-campus office space will be provided for Probation Officers to do interviews and screenings. Persons receiving services are expected to cooperate fully with area probation officers and will be excused from training to meet with these officers.

Fire & Safety Officers will apprehend persons suspected of theft, vandalism, or trespassing; they will contact police and detain suspects until police arrive.

Although every effort is made to ensure reasonable campus safety and security, students and staff also have a responsibility to use good judgment in their everyday actions and to report all suspicious and emergency situations to Fire & Safety or Dormitory staff.

In the event of a fire, first response firefighting service is provided through the Pine Lake Fire Department. All buildings on campus have fire alarm systems, accessible fire extinguishers, and may have smoke detection and automatic sprinklers. In addition, fire drills are conducted on a regular basis.

**Emergency Alert System:** MCTI has an emergency alert system for students and staff. You will automatically be entered into this system with your e-mail address, cell phone number, and your room phone number. If you have an e-mail address, you will automatically be entered into the system. If you do not have an e-mail address, you can go to [www.getrave.com](http://www.getrave.com) and follow the instructions to find MCTI and then to register. We encourage all students to register for the emergency alert system. You will be alerted to emergency situations on campus and will also be alerted when the emergency is cleared. You can request instructions to opt out of the system.

**Victim Support Services:** MCTI is committed to easing the feelings of vulnerability that may be experienced by a victim or witness of a crime. We encourage these individuals to seek assistance from the MCTI health professionals or to make application for assistance through the State Crime Victims Compensation Board (517-373-7373). The assistance available includes counseling, advocacy, and support services.

**Substance Abuse:** It is MCTI's policy to have a campus free of illegal drugs and all alcohol products. The MCTI campus is defined as the entire 70 acres comprised of the school buildings, family housing, dormitory, grounds, boats, vehicles and driveway leading into the school. Possession of any illegal substance, including alcohol and/or alcohol containers (empty or full) and drunkenness on MCTI campus or school sponsored off campus activities; or any drug paraphernalia will constitute an infraction of this policy. Disciplinary action will be started as soon as possible and will result in suspension or termination from MCTI. Referral for prosecution will occur in cases where either a minor has been involved, or federal, state, or local laws have been broken.

**Weapons Policy:** The following are not permitted in dormitory rooms or anywhere on campus, including in vehicles. **Possession of any of these items may result in a suspension:**

- Guns
- Archery equipment \*
- Walking sticks
- Chains
- Pocket knives with blades over 1.5 inches long
- Boards that can be used as clubs
- Ice picks
- Laser pens
- Steel tip darts

## CAMPUS SECURITY AND CRIME AWARENESS (Cont'd)

- Ball bats \*
- Martial arts weapons
- Paint ball equipment \*

*\*These items may be stored in the Leisure Services building with staff approval*

**Sexual Assault:** Sexual assault is defined as any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion.

Michigan Criminal Sexual Conduct laws are gender-neutral; meaning both women and men legally can be raped.

If you were assaulted you are encouraged to go to an emergency room. Every emergency room is required to offer the Rape Kit Exam, if the assault happened within the previous seventy-two hours. Evidence is best collected within six hours of the assault. You are not required to have the kit completed if you choose not to.

If you were assaulted, you are encouraged to contact the Dormitory Office (202), Fire & Safety Office (560), or the MCTI Health Services Department (207) for assistance. If you were assaulted in the past, it is still important to receive medical attention. You may want to have pregnancy and STD tests taken, therefore, you are encouraged to contact the MCTI Health Services Department (207), or the Kalamazoo 24-Hour Crisis Line at 9-345-9412.

**Sexual Harassment:** It is the policy of MCTI to maintain a learning and working environment that is free from sexual harassment. Students and staff on this campus shall not be subject to conduct or communication of a sexual nature.

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

- Verbal harassment or abuse
- Pressure of sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Sexual harassment shall consist of unwelcomed sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature to any student or staff when: 1) submission to such conduct is made either explicitly or implicitly as a term or condition of employment or education; 2) submission to or rejection of such contact by an individual as used as a basis for academic or employment decision affecting that individual; 3) such contact has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive educational environment.

Any complaints of sexual harassment shall be reported in writing to any dormitory staff, rehabilitation counselors, or the Director. Complaints will be investigated as quickly as possible and decisions will be reached in a timely manner.

You may obtain information about registered sex offenders who may be present on campus by accessing the website [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

**Drug and Alcohol Programs:** Counselors will assist any student or employee with information on available programs in the community. The Substance Abuse Policy is discussed at each orientation. On campus Twelve

## CAMPUS SECURITY AND CRIME AWARENESS (Cont'd)

Step Programs are held in Room 152 on weeknights and Saturday mornings. Transportation is also provided to off campus Twelve Step Programs.

**Student Identification:** All students, staff and visitors are required to wear I.D. tags whenever they are on the MCTI campus. If an I.D. is lost the person without I.D. must report losing it to Dormitory staff immediately. There is a \$5.00 charge to make a new I.D. if the original is lost. Visitors must check in and out of campus at the reception desk, dorm office, or leisure services office. Visitor tags will be issued and must be worn while on campus. Upon leaving campus, the visitor I.D. tag must be returned at the check in point.

**Public Safety Resources:** MCTI Health Services Department offers new students seminars aimed at sexual assault risk avoidance and prevention. The Health Services Department regularly schedules these seminars; groups may request additional seminars at any time by contacting the Health Services Department (207).

The Fire & Safety Office works with students to provide a safe campus environment; students are urged to contact the Fire & Safety Office for information on crime reduction and personal safety practices.

### MCTI CRIME STATISTICS

CATEGORY	2007	2008	2009	2010
Murder/Manslaughter	0	0	0	0
Sex Offenses	0	1	0	4
Robbery	0	0	0	0
Aggravated Assault	0	1	0	0
Burglary	0	0	0	10
Motor Vehicle Theft	0	0	0	0
Hate Crimes	0	0	0	0
Arson	0	0	0	0
Alcohol Violations	4	1	3	4
Narcotic Violations	0	0	1	0
Weapons Violations	0	0	0	1

**ACCESS TO YOUR RECORDS:** All personal information about your file is kept confidential. You may access your file if you make a formal request in writing addressed to the Director or Deputy Director of the Michigan Career and Technical Institute.

Medical, psychological and other information that may be potentially harmful if not properly understood, will not be released to you, but released to a third party chosen by you. The third party may include, among others, a qualified medical or mental health professional, advocate, family member, or legal guardian. This is to ensure that you have someone who can assist you in understanding this information.

**APPEAL RIGHTS:** You have the right to appeal a decision made to suspend, terminate, or place you on probation for your actions in the dormitory, on the MCTI campus, or on a school-sponsored outing.

In certain situations you may be asked to remain off campus pending the administrative review and the decision. These would include health and safety issues and campus security issues.

## STUDENT RIGHTS AND RESPONSIBILITIES

**APPEAL PROCESS:** If you disagree with the Michigan Career and Technical Institute about a decision related to your rehabilitation program, you can appeal that decision.

The following explains what you must do to have the decision reconsidered:

**Talking it Over Informally:** First, talk it over with the MCTI staff person who made the decision. An open discussion of your disagreement may help to clarify the situation and make the need for an Administrative review unnecessary.

**Administrative Review:** If you still disagree with the decision after talking it over with MCTI staff, you have a right to request an administrative review. In certain situations you may be asked to remain off campus pending the administrative review and the decision. These would include health and safety issues and campus security issues.

**Requesting an Administrative Review:** To request an administrative review, you must write to the school director, Paul Mulka, within 24 hours of being informed of the decision. In your letter, you must state the specific issue you are appealing and ask for an administrative review. Your request should be turned in to the Director's secretary.

**The Review Process:** A randomly assigned MCTI supervisor will conduct the review. The review will be held at MCTI, at a time convenient to everyone involved in the review. You will be able to present written information and have other individuals testify at the review to support your position. You also may question the written information and witnesses that MCTI presents to support the decision made by the school. The review officer will send you a written decision within 10 days of the date of the administrative review. The school director will review all decisions. The decision will become effective on the date it is mailed.

If you still disagree with the decision of the school, you may request a formal hearing. To request a hearing, you must write to the agency director, Lou Adams, within 30 days of the date the decision was made. In your letter, you must state what decision you disagree with, state that you are an MCTI student, and ask for a formal hearing.

The mailing address is:

Lou Adams, Acting Bureau Director  
Michigan Rehabilitation Services  
PO Box 30010  
Lansing, MI 48909

**Some Important Rights:** You have a right to be represented at any time during your review or formal hearing by a parent, guardian, family member, Client Assistance Program representative, other advocate, or an attorney. If you need an interpreter, reader, and transportation assistance because of your disability, or have other special needs during the course of your review or formal hearing, MCTI will provide this service at your request.

You may have access to pertinent information in your case record related to your review or formal hearing in a timely manner. However, there are two exceptions: First, some information must be requested directly from the agency that provided it. Second, some information may be shared only with your qualified representative. You will be told if either of these exceptions applies to you.

You have a right to review and receive copies of relevant Michigan Rehabilitation Services and MCTI policies and guideline statements.

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

You have the right to appeal decisions without the fear of retaliation or barriers to services.

NOTE: The appeal for an attendance policy violation is an off-campus appeal, meaning you must leave campus pending the decision of the appeal. Family Housing residents may remain on campus pending the outcome of the appeal.

NOTE: If you have any questions regarding these policies or procedures or need further explanation, please contact your rehabilitation counselor or the Client Assistance Program.

**CLIENT ASSISTANCE PROGRAM (CAP):** The purpose of CAP is to help individuals like you who are receiving services from MRS/MCTI. CAP will investigate complaints you may have about vocational rehabilitation services or independent living services. CAP can help you understand your rights and provide you with this information in writing.

Statewide Agency: Michigan Protection and Advocacy Services  
Telephone Number: Toll free at 1-800-288-5923 or (517) 487-1755

Program Name: Client Assistance Program (CAP)  
4095 Legacy Parkway, Suite 500  
Lansing, MI 48911  
Telephone Number: Toll free at 1-800-292-5896 or (517) 487-1755

Both numbers are accessible by voice or TDD.

### Client Assistance wants to help YOU!

- Will explain rehabilitation services and benefits available to you.
- Will assist you if you are having problems with counseling, training programs, rehabilitation facilities or independent living programs.
- Will act on your behalf by investigating all complaints.
- Will assist you in appealing a decision if you are dissatisfied with or denied services.

Assistance from Michigan Rehabilitation Services (MRS) is provided on a non-discriminatory basis without regard to race, creed, sex, national origin or disability.

**COMPLAINT PROCESS:** Students may file either an informal or formal complaint without fear of retaliation or barriers to services (see Anti-Retaliation Policy).

*A complaint is defined as an issue with a school policy, procedure, rule, practice, event or person (staff or student) and/or a decision related to your rehabilitation program.*

If the complaint involves any of the following, the Complaint Process **should not** be used, but should be referred to the following staff:

Academic issues – Director of Career and Technical Education  
Racial harassment or discrimination issues – Deputy Director or Ombudsperson  
Sexual harassment – Director of Student Services  
Disability issues – Vocational Rehabilitation Manager  
Unusual Incidence – Fire and Safety Officer

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

**Informal Complaints:** In most cases, complaints can be resolved through an informal process. The informal complaint process is verbal and the complaint can usually be resolved with staff intervention.

### How to Resolve an Issue Informally

- Step 1: Discuss the complaint with a staff member with whom you feel comfortable and trust. This person will help you resolve your complaint or will direct you to another staff member who can help you resolve it.
- Step 2: The staff member will help you consider your available options. These options may include talking to the person you are having an issue with, speaking to the person's supervisor, speaking with a staff advisor for a student group, dropping the issue, or filing a formal complaint.
- Step 3: Decide on a course of action and take it.
- Step 4: If you are not satisfied with the results of the informal resolution and want to file a formal complaint, you must see the Student Services Supervisor for the complaint form and procedures.

**Formal Complaints:** The formal complaint process is implemented when complaints have not been resolved using the informal process or when the student chooses to bypass the informal process.

A formal complaint is written and submitted on the MCTI Student Formal Complaint Form unless you are appealing a decision regarding your rehabilitation program. In that case, follow the Appeals Process.

If there is another person involved in your complaint, the other person will be informed of the complaint and will be told who filed the complaint. Otherwise, the process is confidential.

Students must file the formal complaint in a timely manner based on when the situation that prompted the complaint occurred and if the student followed the informal process first,

### How to File a Formal Complaint

- Step 1: See the Student Services Supervisor to obtain an MCTI Student Formal Complaint Form and review the Formal Complaint Procedure
- Step 2: Complete the form and return it to the Director of Student Services within 2 days.
- Step 3: The Director of Student Services will investigate the complaint or will designate another staff member to investigate the complaint.
- Step 4: You will receive an answer to the complaint, from the investigator, within 15 days of the complaint being filed. If another person is involved, the other person will also receive the answer in writing.
- Step 5: If you are not satisfied with the results of the formal resolution, you may file an appeal through the Appeals Process.

The Director of Student Services keeps a record of all formal complaints. The Director of Student Services informs both the Director and Deputy Director of recurring or significant complaints throughout the school year. At the end of the school year, the Director of Student Services analyzes the complaints, looks for trends, and makes recommendations for changes.

# STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

## MCTI Student Formal Complaint Form

### RETURN COMPLETED FORM TO THE DIRECTOR OF STUDENT SERVICES

Students complete this form to begin the formal complaint process. Students may seek help from a trusted staff member in filling out the form and for assistance with the formal complaint process.

The student filing the complaint completes this section:

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Department \_\_\_\_\_

Residential Status: Commuter \_\_\_\_\_ Family Housing \_\_\_\_\_ Dorm Room Number \_\_\_\_\_

Did you try to resolve this complaint using the Informal Complaint Procedure? Yes \_\_\_ No \_\_\_

Which staff member assisted you with the informal complaint process? \_\_\_\_\_

If your complaint is related to an incident with another person, complete the following:

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

List the names of witnesses:

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

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

On a separate piece of paper, write a description of your complaint. Attach your written statement to this form.

### This section is completed by the Director of Student Services

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Interested parties notified: \_\_\_\_\_ Date: \_\_\_\_\_

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

Report sent to student: \_\_\_\_\_ Date: \_\_\_\_\_

Report sent to interested parties: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

**CONFIDENTIALITY OF INFORMATION:** All personal information about students shall be kept confidential. It shall be released only with the informed, written consent of the individual except when it will further the individual's rehabilitation program; as needed to protect the applicant from physical harm to self or others; in response to law enforcement, fraud, or abuse investigations; in response to a judicial order; when required by federal statute or regulation; for audit, research, or evaluation purposes; or in a suspected case of abuse, neglect, exploitation, or endangerment of applicant or eligible individuals.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT:** FERPA is a Federal law that protects the privacy of your educational records. The law applies to all Schools that receive funds under an applicable program of the U.S. Department of Education.

### Reviewing Your Records

You or your legal guardian has the right to inspect and review your MCTI educational records. You may only review that part of the file that was generated at MCTI. Contact your MCTI rehabilitation counselor to make a request to review your MCTI file. Your rehabilitation counselor has up to forty-five days to grant your request.

Various instructors, counselors, and other MCTI staff add to your records. The person who made a note or document is the person who must review it with you. Your rehabilitation counselor will only review documentation that the rehabilitation counselor added to the file. It is your responsibility to contact each person who added to your file and request that they review with you what they submitted. For example, if you wish to review a report written by your instructor, then you must contact the instructor and ask for a review. If you want to view information sent to MCTI by others, you must contact them, such as the home district office, to view information they added to your file.

### Records Corrections

You or your legal guardian has the right to request that a school correct records that you believe to be inaccurate or misleading. If MCTI decides not to amend the record, you then have the right to a formal hearing. After the hearing, if MCTI still decides not to amend the record you have the right to place a statement in the record setting forth your view about the contested information.

Your request should be in writing and submitted or sent to:

Michigan Career and Technical Institute  
ATTN: Director's Office  
11611 W. Pine Lake Road  
Plainwell, MI 49080

### Releasing Your Personal (Directory) Information

Generally, schools must have written permission from you or your legal guardian to release information from your educational record. FERPA allows schools to give out, without consent, "directory" information. When given your name, MCTI only gives out the following "directory" information: Honors, Awards and Certificates you received; and dates you attended MCTI. MCTI usually only receives requests for this type of information from a potential employer who is calling to verify what you have told them about your attendance at MCTI.

You may inform MCTI at any time that you do not want directory information released. Your request should be in writing. It should indicate that you do not want Directory information released to certain people or companies or you may request that MCTI not release directory information to anyone. You need to sign and date your written request.

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

Your request should be given to your Vocational Rehabilitation Counselor or sent to:

Michigan Career and Technical Institute  
ATTN: Director's Office  
11611 W. Pine Lake Road  
Plainwell, MI 49080

### Releasing Your Educational Records

Besides "directory" information FERPA allows MCTI to disclose your educational records, without your consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which you are transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

### FREEDOM FROM ABUSE, FINANCIAL EXPLOITATION, RETALIATION, HUMILIATION, AND NEGLECT:

MCTI staff strive to provide an environment in which students receiving services will always be treated with respect and dignity regardless of disability or other potential deficit areas.

Staff will ensure that students are not exploited for monetary, sexual, or personal gain and are not subjected to embarrassment, abuse, or disparagement.

**INFORMED CHOICE:** Students are expected to be active participants in decisions regarding their services and programming while at MCTI. You shall have the opportunity to obtain information about options and make informed choices. Your MCTI rehabilitation counselor may not always be able to support your choice. If this occurs, your rehabilitation counselor will explain the reason(s) and help you consider alternatives. It is important to keep in mind that you are responsible for the choices you make and the results they produce.

**QUESTIONS REGARDING YOUR RIGHTS:** If you have any questions regarding these policies or procedures or need further explanation, please contact your MCTI rehabilitation counselor or the Client Assistance Program.

**RESEARCH PROJECTS:** Generally, MCTI does not participate in research projects. If MCTI has the opportunity to participate in a research project, MCTI will obtain written approval from each student selected for the project prior to the start date. If you are asked to participate in the research project, you have the right to decline without retaliation.

For further details on this policy, you may ask for a copy of MCTI policy number 63 entitled **Research Projects**.

**STUDENT RESPONSIBILITY - STUDENT CODE OF CONDUCT:** As a student at the Michigan Career and Technical Institute, I will:

- Treat other students and staff with respect at all times
- Participate in the planning of my program and inform the staff of any changes
- Be well groomed and appropriately dressed for all occasions

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

- Be responsible for my behavior, both in class and after hours
- Be truthful and honest in my classroom and dormitory life
- Learn and develop work skills in order to get a job

The Michigan Career and Technical Institute (MCTI) is a community of students and the rules and regulations of MCTI are the laws of the community. MCTI students who enjoy the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

As citizens of the school community, students need to understand and adhere to all school policies and rules and be willing to accept the responsibilities that go along with their rights and privileges. The sections, which follow, provide detail to these responsibilities as well as define infractions that will prompt disciplinary responses.

### STUDENT RIGHTS

The Michigan Career and Technical Institute will:

- Treat me with respect.
- Provide me with the services to assist me in going to work.
- Listen and be open to my concerns and feedback.
- Support me in achieving my goals.
- Help me in resolving conflicts.
- Respect my right to make choices.
- Respect my choice to complete my program or discontinue it any time I feel it is not right for me.

## FACILITY EMERGENCY PROCEDURES

**FIRE DRILLS:** The State Fire Safety Board has a rule on fire drills for schools, both public and private elementary and secondary. It also applies to all instructional areas of all institutions of higher education as provided by subsection (1) of Section 3C of Act No. 207 of the Public Acts of 1941, as amended. That rule is as follows:

Rule 275 (1) A minimum of 10 fire drills is required for each school year. However, if weather conditions will not permit fire drills to be held at least once a month, then at least 6 or 7 drills shall be held in the fall of each year and 4 fire drills shall be held during the remaining part of the school year.

In compliance with the above rule, the policy on fire drills for the Michigan Career and Technical Institute will be as follows:

The Fire and Safety Department, in conjunction with the Safety Committee will, in its October meeting each year, select dates for at least 10 fire drills. If a scheduled drill cannot be held due to weather on date it is scheduled, the Fire and Safety Department will reschedule that drill as soon as possible following the canceled drill.

It will be the responsibility of the Health & Safety chairperson to conduct the drills, or to designate another to conduct the drills. It will also be the chairperson's responsibility to record the date and outcome of each drill and to keep and maintain these records.

## STUDENT RIGHTS AND RESPONSIBILITIES (Cont'd)

*Procedure for Fire Drill:* You should exit the building at the nearest exit and get as far away from the building as possible. Remain calm and exit in an orderly fashion, no pushing or shoving. Please stay out of the driveway and the parking lot areas as these need to remain clear for emergency vehicles.

You need to remain out of the building until an all clear is sounded, or until **official** personnel give you more detailed instructions.

**POWER OUTAGES:** Power outages can occur at any time of the year at MCTI. If an outage occurs during the day while you are in your classroom, please remain in your classroom until you have further instructions from the staff in charge.

If the outage occurs while you are in your dorm room, please wait there until you are given other instructions.

If you are in any other part of the building, please wait until the emergency lights and generators come on before you move to an area of safety. Please stay in one area so that we do not have people wandering throughout the building during a power failure.

**TORNADO DRILLS:** Tornado drills are scheduled each spring as a precaution.

*Procedure for tornado drill:* You should go to your designated area in a quiet, orderly fashion. Remember to stay away from outside doors and windows due to the threat of broken and blowing glass. Remain in the designated area until an all clear is announced over the PA system.

If you are in the dormitory during a tornado drill or an actual tornado warning, you have two options:

1. Go to the bathroom area in your room and remain there until the all clear is sounded
2. Go down to the lowest floor on your dormitory wing (Kennedy or Academy), and remain in the hallway until the all clear is sounded.

Tornado and fire drills are scheduled on different days and different shifts to ensure that we are prepared for all possibilities.

**WEATHER CLOSINGS:** MCTI classes are not cancelled due to bad weather since the majority of students reside on campus. If Plainwell schools are closed or delayed due to the weather conditions, commuting students have the option of attending class or arriving late without penalty.

## FREQUENTLY ASKED QUESTIONS

- Q. If there is a maintenance problem with my room, whom do I contact?  
A. Fill out a "Work Order" at the Dorm Office.
- Q. Do I have to be back on campus at a specific time?  
A. No, there is no "curfew" time, although all outside doors will be locked, except the one by the Dorm Office. Also, you must be quiet and not disturb others if you come in after quiet hour.
- Q. Can I have my boy/girl friend stay overnight in my room?  
A. No. Overnight visitors are not allowed in the dormitory.
- Q. What happens if my dorm room or furniture gets damaged? Am I responsible?  
A. Yes, you are responsible for damage done to your room, including the furniture.
- Q. Am I allowed to have illegal drugs or alcohol on campus?  
A. No, absolutely no alcohol or alcohol containers (empty or full) are allowed. Absolutely no illegal drugs are allowed. Both infractions will be cause for immediate suspension.
- Q. When is quiet time for the dormitory?  
A. 10:00 PM, except for Friday and Saturday nights.
- Q. Can I bring these items with me to school?  
A. A hunting knife or gun- No  
TV, radio, stereo- Yes (small stereo)  
Air conditioner - No  
Firecrackers or explosives - No  
Martial arts equipment- No
- Q. Can I keep these items in my room?  
A. Candles- No  
Archery equipment – No (But can be kept locked in the archery range)  
Gasoline or bottled gas - No  
Knives - No  
Bikes - Yes (with roommate's consent.)
- Q. Can I bring my skateboard or roller blades?  
A. Skate boards and roller blades can be used on campus, outside only. They should not be used on ramps, sidewalks, in traffic areas, or the family housing parking areas. Caution should be used when using skateboards in other parking lot areas.
- Q. Can I bring my remote control car?  
A. Yes, remote control cars can be used in the gym and outdoors. Do not use your remote control car in high traffic areas in the dormitory or in the recreation room. You may also use the remote car in the classroom hallways after hours providing housekeeping is not working there. If it is determined that your car is damaging the floors, or floor finish, you will be asked to take it home.
- Q. Can I bring my musical instrument?  
A. If you bring a musical instrument, you should check with your roommate regarding storage space and playing times. Many instruments take up a large amount of the dormitory. Drums and electric guitars are not allowed in the dormitory.

## FREQUENTLY ASKED QUESTIONS (Cont'd)

- Q. Is there somewhere on campus to purchase personal items?  
A. The Retail Marketing program has an on-campus store called the Eagle Shack. The store is open at breaks, lunchtime, and in the evenings. You can purchase laundry soap, phone cards, etc., at the Eagle Shack.
- Q. Can I sell pop, candy, etc. from my room?  
A. No, due to health and safety concerns, food and snack items cannot be sold from dormitory rooms.
- Q. Are there AA/NA meetings available?  
A. Students can request a room on campus to hold AA/NA meetings. Off-campus meeting can be attended any day of the week by contacting the doom office.

### PHONE CALLS

- Q. What is the school's phone number?  
A. 269-664-4461 or Toll Free 1-877-901-7360
- Q. How can my family and friends get in touch with me?  
A. Encourage your family to call your room directly. Please set up times so they will know when you are in your room.
- Q. Does the school furnish phones?  
A. No, you must bring your own phone. MCTI does furnish phone jacks in each room for your use and at no cost to the student.
- Q. How do I make an off campus phone call?  
A. You must dial "9" to receive an outside line and then you may call any local number without charge.
- Q. Can I make "long distance" calls?  
A. Yes, but you will need to reverse the charge or use a phone card.
- Q. Can I call other dorm rooms?  
A. Yes, use the floor number (example - Academy Hall is "3" then the room number. A list of the entire dormitory is in this book.)
- Q. Can I call a staff member directly?  
A. Yes, phone numbers are listed in the front of this book.
- Q. What if there is an emergency?  
A. In case of a life-threatening emergency call (9) 911. The Residential Office number is 202. Health services number - 207. MCTI switchboard is 200. You may also dial 270, which is monitored by the Fire and Safety Office.

### CANTEEN

- Q. Can I get food other than at meals?  
A. Yes, you can purchase snacks, soft drinks, coffee, etc., in the vending machines in the Canteen or at the Eagle Shack.
- Q. Can I buy cigarettes on campus?  
A. No

## FREQUENTLY ASKED QUESTIONS (Cont'd)

- Q. Can I buy personal items such as soap, toothpaste, paper, etc. on campus?  
A. Yes, a limited amount of items are available on campus in the Eagle Shack. There are also several local stores close to MCTI.
- Q. Is change for dollar bills available?  
A. There is a change machine in the Canteen, but the change is very limited. You should plan to bring your own change and small bills whenever possible.
- Q. Is an ATM machine available?  
A. Yes, there is an ATM machine available in the Canteen.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area. Any person suspecting a discriminatory practice should contact: Michigan Career and Technical Institute (MCTI) Director, 11611 West Pine Lake Rd, Plainwell, MI 49080. 1(877)901-7360 (Toll Free) 1(269)664-9294(TTY).