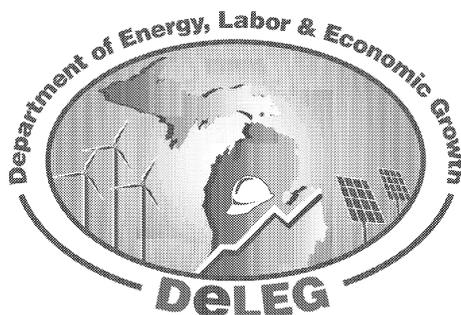




*Michigan Career and
Technical Institute's
Family Guide*

2010 – 2011 School Year



Family Guide

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Parents and Families,

It is a pleasure for me to welcome you to Michigan Career and Technical Institute. The transition to MCTI life has its many challenges. This Family Guide contains information that will help answer questions that you may have during your student's transition to MCTI.

MCTI is 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). Staff is committed to providing an excellent learning environment that engages students in their education and strives to empower them to make decisions and choices leading to rehabilitation success.

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

Sincerely,

Jaye Shamsiddeen, Director
Michigan Rehabilitation Services

Parents and Families,

I am happy to welcome you to MCTI. I believe your student is enrolling at one of the finest schools for training and rehabilitation in the country. It is my hope that when they have finished training they will find employment in their community and that they will have benefited from the vocational training and supportive services received at MCTI.

At MCTI, I think our classrooms are more than a place to learn; they are a place to develop skills that will enable your student to become a productive employee on the job and a contributing citizen within their community. Our dormitory is an integral part of the overall program, much more than merely a place to eat and sleep. Programs and activities are planned and carried out for the purpose of assisting them 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.

My hope is that this Family Guide will help in answering questions that you may have regarding the next phase of their lives. MCTI looks forward to our shared interest in the education of your sons and daughters, our students, as they develop into citizens of the future. Please feel free to call upon staff members or me for assistance.

Sincerely,

Dennis Hart, Director
Michigan Career and Technical Institute

GENERAL INFORMATION

A separate entity from the traditional community college or technical school, Michigan Career & Technical Institute (MCTI) has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art training for business and industry today. MCTI operates under the auspices of the Michigan Department of Energy, Labor & Economic Growth, Michigan Rehabilitation Services.

The campus—located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological, and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather. At a reasonable cost, a two- and three-bedroom housing complex and daycare center are available adjacent to campus for students with families.

Depending on aptitude and interest, students may choose to enroll in one of several technical training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association-Commission on Accreditation and School Improvement (NCA-CASI) and by the Commission on Accreditation of Rehabilitation Facilities (CARF). The school's training programs are approved by the U.S. Department of Veterans Affairs.

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 technical training 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.

GENERAL INFORMATION

Notice of Non-Discrimination

The Michigan Department of Energy, Labor and Economic Growth is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities, as required by law.

Directions to MCTI

I-94 West

Take I-94 west to Galesburg at 35th St. (exit #85). At the end of the exit, turn right; go one mile to Michigan Ave. Turn left and go .8 of a mile to 33rd street; turn right (railroad crossing just after you turn right). Stay on 33rd St (which becomes 32nd St at the corner of 33rd/32nd St and "G" Ave.) and go 6.3 miles to Richland traffic light. At the traffic light, 32nd St. becomes M-89. At the other end of the village, turn left to continue on M-89 West. Follow M-89 to Doster Rd., turn right and go 6.6 miles to MCTI.

I-94 East

Take I-94 east to Sprinkle Rd. (exit #80). At the end of the exit, turn left. Go to Gull Rd. (M-43); go right. Stay on M-43 (at the traffic light in Richland you will be on both M-43 and M-89); turn left at the light. At the other end of the village, turn left to continue on M-89 west. Follow M-89 to Doster Rd., turn right and go 6.6 miles to MCTI.

U.S. 131 South

Take 131 South to the Martin exit (exit #55) and go east at the end of the exit. You will be on 116th St. Go through the village of Martin 4.9 miles to 2nd St. (you will be out in the country) and turn left. Go one mile to 118th St. and turn right. At the Barry County line, 118th St. becomes West 9 Mile Rd. Stay on this road for 2.4 miles to go to Lindsey Rd. Turn right on Lindsey Rd., and go 2.9 miles to Pine Lake Rd. Turn right. MCTI is .4 miles up on the left.

U.S. 131 North

Take 131 north to the Plainwell exit. Turn right at the end of the exit (this is the only way you can go). You will be on M-89 east. Go through Plainwell out into the country and stay on M-89 east until you come to Doster Rd. Go left, and from this corner MCTI is 6.6 miles on the right.

I-69 West/South

Take I-69 to the Charlotte exit. Turn right at the end of the exit and follow the flow of the road through Charlotte. At the other end of town this road becomes M-79 west. Take M-79 west to M 66 south (turn left). Take M-66 to Lacy Road and go right. This road changes names several times; stay on this road until you come to M-43 in Delton. Go right and at the next street (Delton Rd.,) go left. Stay on Delton Rd. until you come to Norris Rd. and go right. The next road is Pine Lake Rd.; go left and stay on it until you come to MCTI on your left.

Bay City/Saginaw Area

Take I-75 south to I-69 west and then follow the I-69 directions.

STAFF INFORMATION

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

MCTI Faculty and Staff Credentials

All faculty and staff at the Michigan Career and Technical Institute 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 is 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).

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.

STAFF INFORMATION

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.

Important Phone Numbers:

- Main Switchboard..... 269-664-4461
- Main Switchboard - Toll Free 877-901-7360
- Main Switchboard - TTY 269-664-9294
- Admissions Office 269-664-9223
- Financial Aid Office 269-664-9235
- Director of Career Readiness Center 269-664-9215
- Director of Career and Technical Education 269-664-9220
- Director of Student Services..... 269-664-9260
- Fire and Safety..... 269-664-9560
- Health Services 269-664-9207

PARENT AND FAMILY INFORMATION

Common Adjustments

As you already know, MCTI dormitory life and academic classes will present many new challenges to your son/daughter. They will make some big adjustments in growing to meet these challenges. Although each individual's concerns vary, the most common adjustments and concerns faced by MCTI students during their first term include those on the following list:

- ❖ Making it Academically
- ❖ Peer Group Acceptance
- ❖ Concern About Roommate
- ❖ Learning About the MCTI Campus
- ❖ Parental Pressure
- ❖ Homesickness
- ❖ Culture Shock
- ❖ The Dating Game
- ❖ Status/Popularity
- ❖ Alcohol/Drugs
- ❖ Sharing a Room
- ❖ Clear Focus/Direction
- ❖ Separation from Friends
- ❖ Getting a Job
- ❖ Fear of Failure

Celebrations and Challenges

One thing to remember about your son/daughter is that you have helped them make decisions for the past 18 or so years; you have served as the role model; and you have done a good job. Now, it is your time to trust that you did a good job and turn your role into that of a coach. While at MCTI, your son/daughter will experiment with their values, develop and redevelop dreams, change their career goals and maybe even his/her hair color! Students face many challenges that they are up to tackling! As a parent, there are several recommendations that we can make to help you support your son/daughter.

- ❖ **Understand your student's changes and uncertainties.** As they explore, they may have some questions. Try to be patient and listen to their concerns.
- ❖ **Trust that you taught your student to make decisions well.** You have given them a strong set of values and decision-making skills; trust him/her to use them correctly.
- ❖ **Try not to do anything for your student that they can do alone.** As hard as it will be, help your student to help themselves. When problems arise, empower them to figure out and implement the solution.
- ❖ **Sharpen your listening and clarification skills, and know when to use them.** Sometimes your student may just want to vent. Learn to figure out when they are looking for advice and when they just need a kind ear.

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- ❖ **Understand your student's strengths and weaknesses.** As much as you hate to admit it, your student is not perfect. Help them to learn what their strengths and weaknesses are and when to capitalize on their best assets.
- ❖ **Enable your student to be whatever they want to (and can) be.** You may have certain goals for your student, but try hard to let them discover their own dreams. Your student will probably pursue goals with a lot more vigor if they are responsible for creating them.
- ❖ **Let go.** By letting go, it does not mean that you should not be involved in their life. We simply mean that it is your student's turn to make decisions and that they are capable of making positive ones.

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 student 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.

Communication with Parents

All students at MCTI must have a signed release to speak with anyone **except** their MRS Home Counselor about their program and/or academic progress. This means that if students haven't given us permission to give information to you, we won't. MCTI has the right to release information to the MRS Home Counselor without a signed release. Students will be asked to sign a release of information during their orientation for anyone they would like to give us permission to speak with or they may choose not to sign a release at all. A release can be signed at any time during their enrollment at MCTI. Students may also choose to revoke a signed release at any time.

Enrollment Verification for Insurance

The Admission's Office provides an enrollment verification letter, which indicates that your student is enrolled full-time (12 credits) at MCTI. You or your student can request an enrollment letter by contacting the Admission's Office (269-664-9587). The Admissions Office will return the letter to you, your student, or will mail/fax it directly to your insurance company.

Family Education Rights and Privacy Act

Any current student enrolled at MCTI after January 1, 1975 shall have the right to view the content of their education file as it is kept at MCTI, but not the parent. The procedure to review the file is as follows:

PARENT AND FAMILY INFORMATION

The student will contact their MCTI rehabilitation counselor making a request to review the file.

The MCTI rehabilitation counselor will have up to forty-five days to grant the request to review the file.

The student will be informed that s/he can see only material that has been generated within this setting. Any material received from outside the school, such as the home district office, etc., will necessitate the student contacting the source of that information for review of the record. As far as in-house material is concerned, the student must contact the person who wrote the file. For example, if the student wishes to read a report by the psychologist, the student will have to have the Psychologist present to go over that part of the report. The MCTI rehabilitation counselor will go over only material that the MCTI rehabilitation counselor has written.

After this request has been made, the MCTI rehabilitation counselor will enter an anecdotal entry citing the nature of the request and the subsequent outcome of the request, such as having reviewed material with the student.

All new students will be informed of this act during the orientation session that is conducted by the MCTI rehabilitation counselor their first week on campus. Subsequently, every September the MCTI rehabilitation counselor will inform all students in his/her training departments of their rights as contained under the above-named law. A notation will be made in the record that such notification was given.

MCTI Mailing Address for Letters and Packages

We encourage you to send letters and packages to students while they are at MCTI. They very much enjoy hearing from home. You can send mail to the following address:

Student Name
Michigan Career and Technical Institute
11611 W. Pine Lake Road
Plainwell, MI 49080

MCTI School Calendar and Dorm Closure Dates

You can locate the MCTI School Calendar and the Dorm Closure Date on our website at www.michigan.gov/mcti

MCTI SERVICES AND DEPARTMENTS

MCTI Services

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 students overcome barriers to successful participation in training. Prospective students may consult with MCTI's in-house accommodations staff prior to admission. The MCTI accommodations office participates in each orientation session to assure that all students have all reasonable arrangements in place during their training program.

Day Care

Students with children who live in Family Housing or commute, may take advantage of our day care services. Day care services are available only when classes are in session for children 12 months to 12 years. For more information or to arrange for day care you can contact the Pine Lake Fund office at 269-664-9271.

Eagle Shack

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

Family Housing

If the student has a family, the student and family may stay in Family Housing. 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 or 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. A financial aid packet is sent to the student by the Financial Aid officer. This includes a Free Application for Federal Student Aid (FAFSA) and a MCTI Financial Aid Form. The student may also complete the FAFSA on-line at 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.

Food Service

Meals are served in the cafeteria 7 days a week when school is in session.

- The cost of meals is included with the students room and board
- Students 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
- Students may request special diets and/or "Heart Smart" meals
- Visitors may purchase meal tickets at the dormitory office for a nominal charge

MCTI SERVICES AND DEPARTMENTS

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.

MCTI Departments

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. Students at MCTI will need to visit the Business Office in order to complete financial aid paperwork as well as 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 program 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.

Dormitory

Students who reside on the MCTI campus 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 students with concerns related to the total MCTI living environment. You will find the dormitory, cafeteria, classrooms, library, and health and leisure services all housed in the same building--an especially convenient feature during Michigan winters.

MCTI SERVICES AND DEPARTMENTS

The dormitory has the following features:

- Each room is double occupancy, four students to a suite.
- 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.

Education Center

The Education Center is a MCTI/Delton Kellogg Schools partnership that offers students the opportunity to strengthen and improve their academic performance while enrolled in trade training. Academic needs are identified through testing, and a program is designed to meet their individual goals. The Education Center also offers a high school completion program. The Education Center is also the Alternative Education site for the community.

Fire & Safety

Safety and security is a very important priority of the MCTI community. Fire and Safety Department coverage is 24-hour 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.

Health Services

The MCTI Health Services Department offers a variety of services to enhance student's ability to successfully complete their training program. The following professional staff is available 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. The student's MCTI rehabilitation counselor can assist in accessing these services.

Instructional Services

MCTI offers a variety training programs. There are approximately 52 exit points, which equate to entry-level positions in the labor market. The 52 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,

MCTI SERVICES AND DEPARTMENTS

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. Our lake frontage is also accessible to those in the community for special events.

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. Students are also given the opportunity to participate in beach trips, bike trips, skiing activities, mall trips, and to 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.

Placement

Everyone is involved in the job placement process at MCTI. Students, instructors, program managers, 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 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, transportation, 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 the MRS home counselor to ensure that all student needs are addressed. The MRS home counselor will still maintain primary responsibility for the rehabilitation program and will be responsible for necessary off-campus supports.

CAMPUS LIFE

ATM Machine

An ATM machine is available for student use in the canteen area. There is a fee charged for using this machine, however, a portion of the fee is returned to the student groups for their use.

Dormitory Curfew

There is no curfew in the dormitory. There are quiet hours and visitation hours posted in the dormitory.

Dormitory Room Assignments

Students will be assigned a room with another student and share a bathroom with two other suitemates. Dormitory policy does not allow students to permanently be assigned to a room by themselves; however, there may be times when they may not have a roommate. It is recommended for safety and security reasons that students lock their door when they leave their room and when they're in their room for extended periods. Students should get to know their roommate and suitemates and make every attempt to get along and be comfortable with their assigned roommate. Students will be allowed one room change per term, unless it is an emergency situation. The Dorm Office recommends that students share their disability information with their roommate so they are aware in case of an emergency.

Drug and Alcohol Free Zone

No alcohol or illegal drugs are allowed on campus. This includes empty alcohol bottles and any type of drug paraphernalia.

Evening Supervision

It is the goal of MCTI to provide a safe and secure environment for all students. However, you should be aware that we do have limited evening supervision, which requires students to be able to live independently.

Internet Service

Internet service is available through the Barry County Telephone Company. Information is available in the dorm office. Students can also obtain a password to use the computer lab in the library. There are restrictions on this usage and students must sign an acceptable use policy before logging in.

Laundry Facilities

There are laundry facilities on campus for student 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 75 cents for the washer and 75 cents for the dryer. When students arrive at MCTI, they should purchase a laundry card from the machine in the canteen area for \$1.50. This card acts like a debit card in the washers and dryers. The machine accepts \$5, \$10, or \$20 bills. Students can load more money on their card from the card machine in the canteen area. Students are encouraged to turn their laundry card in when they leave.

CAMPUS LIFE

Leisure Services

MCTI's facility includes a beautiful leisure complex; we encourage students to bring a swimming suit, tennis shoes, gym clothes, towels, etc. in order to take full advantage of the facility. There are a number of off campus activities that are available to students; hiking, skiing, golfing, movies, etc.

Meals

Weekday meals are as follows (also check hours posted by the entrance):

- Breakfast 7:00 - 7:45 am
- Lunch 11:30AM - 12:30 pm
- Dinner 5:00 - 5:40 pm

Weekends and Holiday Meal Schedule:

- Brunch 10:15-11:00 am
- Dinner 4:00-4:45 pm

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 commuters and the Pine Lake Family Housing residents want dinner they must buy a meal ticket. This also includes dependents.

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 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

CAMPUS LIFE

Student Employment

If students are interested in working on campus while attending MCTI, they should see their MCTI rehabilitation counselor, who will provide them with a student job application. The following areas at MCTI use student employees:

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

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

Student Government

Student Government is composed 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. 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.

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 proved 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. 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. Hall Senate also believes in giving back to the community, supporting local charities and causes. The judge on each floor conducts a Floor Court, which handles minor disputes between students that cannot be resolved.

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 Courts hears all cases presented by students concerning disputes and violations of policy that are not handled by the Floor Courts. Student court can issue subpoenas to students so that they have access to information necessary to make an

CAMPUS LIFE

informed decision. Student court can issue fines and community service to students who have broken policies/rules. In extreme cases, recommendations are made to the MCTI administration additional consequences

Vehicles on Campus

Any student may have a vehicle on campus, but it must be registered with Fire and Safety during registration. Unregistered vehicles will be ticketed. Vehicles must have Public Liability and Property Damage insurance and the title must be in the name of student or member of his/her immediate family. Vehicle registration is required when registering at MCTI. Be advised most students don't have vehicles so your student may have other students asking for rides.

If your student does not have a vehicle on campus, we advise them not to get into other students' vehicles until they know the student well. If they do ride somewhere with another student and do not feel comfortable being in the vehicle with them, we ask that they get out of the vehicle and contact the dorm office.

Visitors on Campus

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.

There are no overnight accommodations for spouses, family, or guests on campus. MCTI does not allow any motor homes, camping trailers, buses or other recreational vehicles to be parked on campus. If visitors would like to stay overnight in the area, there is a Comfort Inn located in Plainwell.

SUPPORT SERVICES FOR STUDENTS

Accommodations

If you think your student needs academic support services or educational accommodations, they may ask their MCTI rehabilitation counselor or instructor for help. A staff member may refer your student to the Occupational Therapist who will complete an individual assessment to determine their specific needs and provide them with adaptive equipment as needed. Students may also refer themselves by contacting the Health Services Department. If your student is hearing impaired, they may ask their MCTI 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.

Counseling Services

MCTI provides counseling services by our Social Workers and Rehabilitation Counselors. Our Social Workers are experienced in providing social casework and treatment services and our Rehabilitation Counselors provide support and guidance to students. Each assists in problem resolution and identifies and arranges necessary on-campus supports.

Health Services

The Health Services Department includes a variety of professional staff available to assist students with disability management concerns. The department will also assist students 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. The nurse is available for team meetings as a resource in the areas of health, disability management and as a liaison to your student's own health care providers at home, if needed. Adequate and appropriate disability management is necessary for a positive educational experience.

FINANCIAL INFORMATION

Financial Information

The student, State of Michigan and the Federal Vocational Rehabilitation Program share educational costs for attendance at MCTI. Students who are eligible for services through Michigan Rehabilitation Services will have tuition plus room and board expenses covered. All non-MRS students applying for services may be eligible for financial aid.

The charges for tuition and room and board for non-MRS students are as follows (effective September 2008):

On-campus (per term): \$2,325 in state; \$2,925 out-of-state. Off-campus (per term): \$1,725 in state; \$2,325 out-of-state.

Career Assessment: On-campus (per term) \$1,400 in state; \$1,500 out-of-state. (In-state refers to any citizen who resides in the State of Michigan.)

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 includes a Free Application for Federal Student Aid (FAFSA) and a MCTI Financial Aid Form. The student may also complete the FAFSA on-line at 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 269-664-9235 or 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 reapply for financial aid each academic year. At MCTI, the Financial Aid Office will provide the student 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) grants received at any institution previously attended. MCTI does not participate with any federal or state loan programs.

FINANCIAL INFORMATION

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 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.

Books and Supplies

Michigan Career and Technical Institute provides most books and supplies. Some training programs require uniforms. Depending upon the situation, uniform fees 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

To continue at MCTI and to continue to receive federal financial aid, the student must show academic progress. The student and the instructor will evaluate academic progress every five weeks.

CAREER AND TECHNICAL EDUCATION

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.

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.

Career and Technical Education Information

MCTI offers training programs in the following areas:

- Automotive Technology
- Cabinetmaking/Millwork
- Certified Nursing Assistant
- Culinary Arts
- Custodial
- Customer Service
- Electronic
- Graphic Communications
- Grounds Maintenance and Landscaping
- Machine Technology
- Office Automation
- Pharmacy Aide
- Retail Marketing

Academic Dishonesty

MCTI has set a high expectation for academic integrity. MCTI will not tolerate academic dishonesty in any form. Academic dishonesty is 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

CAREER AND TECHNICAL EDUCATION

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 students will be doing one of the following:

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

Academic Probation

When student's cumulative Grade Point Average is less than a 2.0 at the end of a term, they will be placed on Academic Probation for the following term. Students will be taken off Academic Probation if their next term's grade point average is a 2.0 or better and their cumulative grade point average improves.

If students fail to meet the academic and/or attendance standard during the probationary term, they may be subject to suspension or termination.

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

Academic Progress

To continue at MCTI and to continue to receive federal financial aid, students must show that they are progressing academically. Students and their instructor will evaluate their academic progress every five weeks.

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

Academic Warning

Students will receive an academic warning letter if their 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.

CAREER AND TECHNICAL EDUCATION

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. Students may earn one or more certificates based on skills, ability, and interest.

After a student has earned one certificate, the instructor invites those students who demonstrate academic and laboratory progress by maintaining an accumulated grade point average of 2.0 or better and good employability skills to advance to next certificate level.

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, they must have developed at least one new skill while at MCTI. Students must demonstrate competency in this skill to the career and technical education instructor.

Certificate of Completion Requirements

The Certification Completion is reserved for the development of an occupational/employment skill set. Each department may have one or more Certificate of Completion programs. As a candidate for a Certificate of Completion, students 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, students 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 remain employed for 90 days.
2. Exited MCTI in good standing (Students may not be “in good standing” if they leave MCTI for disciplinary reasons. In this case, the director of Career and Technical Education will review their case and determine their 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

CAREER AND TECHNICAL EDUCATION

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 their instructor.

Five-Week Trials

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

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

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

MCTI staff 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 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 students have not completed the assigned coursework they will receive an Incomplete (I) for a grade. The instructor will make a formal contract with the student outlining what they need to do to complete the course and state the deadline for completion. Typically, students have five extra weeks to complete the course.

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If students have not completed the work within the time allotted, the “I” grade automatically converts to an “F”.

Grade – Failed Class Repeat

If students fail a course, they must have permission from the instructor and the Director of Career and Technical Education to repeat the course.

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

Transcripts will show that student 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 their grade point average.

Grade Point Average

Grade point averages are calculated at the end of each term. Letter grades of A, A-, B+, B, B-, C+, C, C-, and F are factored into the grade point average. Remedial or developmental courses are not calculated into the 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, their cumulative grade point average may not drop below 2.0 (grade “C”) for more than two terms.

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

Grade Point Average Calculation

For students to calculate their GPA, they will 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 they have the information they need, they will do the following:

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

CAREER AND TECHNICAL EDUCATION

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
EL-144	Digital Circuits & Microprocessors Lab	C	2	5	10
Totals:				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
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7

Percentage	Letter Grade	Grade Points
77-79	C+	2.3
75-76	C	2.0
70-74	C-	1.7
59 & below	F	0

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.

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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 to the student at the end of each term. The Grade Report displays the courses students took that term and the grades they received in those courses. It also displays their grade point average for the term and their cumulative grade point average.

If students are returning to MCTI, their instructor will give them their Grade Report when they return to MCTI for the next term. **Exception:** At the end of the summer term, grade reports are mailed to the student. If they do not return to MCTI, their Grade Report is mailed to them.

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 instructors, 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	4	Demonstrated all course competencies and/or completed all course assignments at an excellent level of proficiency and in a timely, knowledgeable, and skillful manner.
A-	3.7	
B+	3.3	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.
B	3	
B-	2.7	
C+	2.3	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.
C	2	
C-	1.7	
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.

CAREER AND TECHNICAL EDUCATION

The following grades do not calculate into the student's 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.

Transcripts

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

Students are considered in good standing and eligible to receive official transcripts if they have:

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

Students may request up to five (5) official transcripts from MCTI at no charge. All subsequent requests must be made in writing along with \$5.00. Unofficial transcripts may be obtained at no charge.

For all requests students must provide their name (and their name at the time of attendance if different), social security number, and dates of attendance, and program attended.

Submit all requests to:

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

KEY POLICIES AND PROCEDURES

The following are important policies and procedures all MCTI students are made aware of during their orientation process.

Policies

Anti-Retaliation Policy

MCTI encourages its staff and students to make good faith disclosures regarding misconduct of staff and/or students or 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, students 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
- Any article of clothing containing suggestive or offensive language
- Midriff tops, halter tops, and short shorts

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.

KEY POLICIES AND PROCEDURES

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 comprising the school buildings, grounds, boats, vehicles, family housing, and driveway leading to the school. Possession of any illegal substance, alcohol; alcohol bottles (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 has 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. Violators will be referred to Student Court for repeat offenses.

Student public display of offensive behavior, kissing, fondling, and inappropriate intimate behavior is prohibited. Student behavior should reflect what is acceptable in the workplace. The student's dorm room is considered a public area when the door is open.

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.

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.

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. Also, trained staff should be contacted to clean up any blood spills that might occur.

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

KEY POLICIES AND PROCEDURES

nature, both parties involved will be either 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 a student's 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:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of employment or education.
- Submission to or rejection of such conduct by an individual as used as basis for an academic or employment decision affecting that individual.
- Such conduct 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 the Residential staff, the MCTI rehabilitation counselor or your instructor. Complaints will be investigated as quickly as possible and decisions will be reached in a timely manner.

KEY POLICIES AND PROCEDURES

Smoking and Tobacco Use Policy

Effective January 1, 2002, 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.

As of November 1, 2003 tobacco chewing is prohibited throughout this facility 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.

Smoking/tobacco chewing is prohibited except in designated areas pursuant to the Michigan Clean Indoor Air Act.

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:

- After exhausting all usual control methods, the supervisor will direct the individual to leave campus. (Student will 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.)
- If the individual remains uncooperative and refuses to leave campus, the police will be called. Refusal by the individual to leave at the request of the police may result in the arrest of the offending individual.
- If a student appeals to re-enter MCTI, the MCTI rehabilitation counselor and the MCTI director along with the residential supervisor, will meet with the student to determine the feasibility of re-enrollment.

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 MCTI rehabilitation counselor.

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*.

KEY POLICIES AND PROCEDURES

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.

Procedures

Emergency Departures/Storage of Possessions

When a student leaves MCTI due to an emergency situation, it is the student’s responsibility to notify the residential staff in writing that his/her personal belongings are still in the resident’s room. Dorm staff will then arrange to box personal items and place in storage.

NOTE: MCTI will not send personal belongings to the home address of a student. Students can make arrangements for pre-paid delivery through a commercial delivery service. Personal items will be discarded after three (3) weeks.

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.

Personal Belongings

It is the responsibility of the student to remove his/her personal belongings when they leave 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.

KEY POLICIES AND PROCEDURES

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.

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 at the end of their halls.

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 signature of both the president of the floor that they are moving from and the floor they are moving 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 after 4:15 p.m. All room changes must be completed by 9:00 p.m.

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

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. 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

KEY POLICIES AND PROCEDURES

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

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:

- Transfer into another room where there is only one student.
- 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 students 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:

- Cleanliness of room
- 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 the Hall President. Days for room inspections vary by floor.

Failure to maintain a clean room may jeopardize the student's opportunity to live in the dormitory. The Director of Student Services decides whether to remove students from the dormitory room if they cannot maintain a clean room.

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

Room Keys

All resident students are issued a room key on the day they are assigned a dorm room.

Each student is held fully responsible for the room key issued directly to him or her. Under no circumstances should 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.

KEY POLICIES AND PROCEDURES

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.

Room visitation hours apply to all MCTI students and their guests. Students are allowed to visit on dorm floors other than their own only during the below-listed hours.

Visitation Hours:

Monday - Thursday	8:30 a.m. to 11:00 p.m.
Friday	8:30 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.

Holiday: Same as Saturday and Sunday.

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. Students and their guests must honor their 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.

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.

KEY POLICIES AND PROCEDURES

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 has the right to determine if something is considered offensive. Failure to remove offensive items may result in a suspension from MCTI.

Energy Conservation

Student rooms are connected to the central heating and air conditioning system in the dormitory. We ask that students be mindful of conserving energy when they adjust their thermostat. When the heat or air is on, we ask that they keep their windows closed to maintain the temperature. If students are having trouble with their thermostat, they should contact the dorm office. We remind students to turn off lights, TVs, radios, alarm clocks, etc., when they leave their 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 students lose their ID, they 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 students 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 pm and students do not have to be out of the dorm until noon the next day.

Term Breaks - Transportation to the bus and train station will be after 3:30 pm on the last full day of class and then on the next morning. We do not provide transportation to the bus and train station before 3:30 pm on the last full day of class. If students choose to leave before 3:30 pm they will have to find their 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. Due to this fact, MCTI cannot assume responsibility for personal belongings left in the resident rooms. Students are urged to take personal items, especially valuables, with them during these times. However, staff will not discard items left in rooms during these short breaks.

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

STUDENT RIGHTS AND RESPONSIBILITIES

Access to Records

All personal information about student files is kept confidential. Students may access their file if they 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 the student, but released to a third party chosen by the student. 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 students have someone who can assist them in understanding this information.

Appeal Rights

Students have the right to appeal a decision made to suspend, terminate, or place them on probation for their actions in the dormitory, on the MCTI campus, or on a school sponsored outing.

In certain situations students 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.

Appeal Process

If students disagree with the Michigan Career and Technical Institute about a decision related to their rehabilitation program, they can appeal that decision.

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

Talking it Over Informally

First, the student should talk it over with their MCTI rehabilitation counselor. An open discussion of their disagreement may help to clarify the situation and make the need for an Administrative review unnecessary.

Administrative Review

If the student still disagrees with the decision after talking it over with their rehabilitation counselor, they have a right to request an administrative review.

In certain situations they 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, the student must write to the school director, Dennis Hart, within 24 hours of being informed of the decision. In their letter, they must state the specific issue they are appealing and ask for an administrative review. The request should be turned in to the Director's secretary.

STUDENT RIGHTS AND RESPONSIBILITIES

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.

The student will be able to present written information and have other individuals testify at the review to support their position.

Students may also question the written information and witnesses that MCTI presents to support the decision made by the school.

The review officer will send the student 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 the student still disagrees with the decision of the school, they may request a formal hearing. To request a hearing, you must write to the agency director, Jaye Shamsiddeen, within 30 days of the date the decision was made. In the letter, the student must state what decision they disagree with, state that they are an MCTI student, and ask for a formal hearing. The mailing address is:

Jaye N. Shamsiddeen, Bureau Director
Michigan Rehabilitation Services
PO Box 30010
Lansing, MI 48909

Some Important Rights

- Students have a right to be represented at any time during their review or formal hearing by a parent, guardian, family member, Client Assistance Program representative, other advocate, or an attorney.
- If the student needs an interpreter, reader, and transportation assistance because of their disability, or have other special needs during the course of their review or formal hearing, MCTI will provide this service at their request.
- Students may have access to pertinent information in their case record related to their 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 the student's qualified representative. The student will be told if either of these exceptions applies to them.
- Students have a right to review and receive copies of relevant Michigan Rehabilitation Services and MCTI policies and guideline statements.
- Students 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 students must leave campus pending the decision of the appeal. Family Housing residents may remain on campus pending the outcome of the appeal.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Client Assistance Program (CAP)

The purpose of CAP is to help individuals who are receiving services from MRS/MCTI. CAP will investigate complaints students may have about vocational rehabilitation services or independent living services. CAP can help students understand their rights and provide them with this information in writing.

Statewide Agency: Michigan Protection and Advocacy Services, (517) 487-1755

Program Name: Client Assistance Program (CAP)
4095 Legacy Parkway, Suite 500
Lansing, MI 48911
Telephone Number: 1-800-292-5896

Both numbers are accessible by voice or TDD.

Client Assistance wants to help YOU!

- Will explain rehabilitation services and benefits available to students.
- Will assist students if they are having problems with counseling, training programs, rehabilitation facilities or independent living programs.
- Will act on the student's behalf by investigating all complaints.
- Will assist students in appealing a decision if they 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 – MCTI Deputy Director or Ombudsman
- Sexual harassment – Director of Student Services
- Disability issues – Director of Vocational Rehabilitation
- Unusual Incidence – Fire and Safety Officer

STUDENT RIGHTS AND RESPONSIBILITIES

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 they are appealing a decision regarding their rehabilitation program. In that case follow the Appeals Process.

If there is another person involved in the student's 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 Director of Student Services to obtain a 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: The student 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 the student is not satisfied with the results of the formal resolution, the student file an appeal through the Appeals Process.

STUDENT RIGHTS AND RESPONSIBILITIES

The Director of Student Services keeps a record of all formal complaints. The Director of Student Services informs 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.

Informed Choice

Students are expected to be active participants in decisions regarding their services and programming while at MCTI. Students will have the opportunity to obtain information about options and make informed choices. The MCTI rehabilitation counselors may not always be able to support student choices. If this occurs, their rehabilitation counselor will explain the reason(s) and help them consider alternatives. It's important to keep in mind that the students are responsible for the choices they make and the results they produce.

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 at:

- Call Diane Storey at (269) 664-9573 or Ext. 573
- Call James Walker at (269) 664-9253 or Ext. 253

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Responsibility – Student Code of Conduct

As a student at the Michigan Career and Technical Institute, they will:

- Treat other students and staff with respect at all times
- Participate in the planning of their program and inform the staff of any changes
- Be well groomed and appropriately dressed for all occasions
- Be responsible for their behavior, both in class and after hours
- Be truthful and honest in the 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.

Student Rights

The Michigan Career and Technical Institute will:

- Treat students with respect.
- Provide students with the services to assist them in going to work.
- Listen and be open to student concerns and feedback.
- Support students in achieving their goals.
- Help students resolve conflicts.
- Respect students' right to make choices.
- Respect students' choice to complete their program or discontinue it any time they feel it is not right for them.