



# **Michigan Career and Technical Institute**

## **INFORMATION GUIDE**

**Michigan Department of Health and Human Services**



# Information Guide

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## Section 1

## WELCOME



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
MICHIGAN REHABILITATION SERVICES

ROBERT GORDON  
DIRECTOR

Dear MCTI Student:

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

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

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

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

Sincerely,

Tina Fullerton  
Bureau Director

Michigan Rehabilitation Services  
PO Box 30010 • Lansing, Michigan 48909  
[www.michigan.gov/mrs](http://www.michigan.gov/mrs)

## Section 1

## WELCOME



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
MICHIGAN REHABILITATION SERVICES

ROBERT GORDON  
DIRECTOR

Dear New MCTI Student:

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

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

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

Sincerely,

Paul Mulka, Director  
Michigan Career and Technical Institute

MICHIGAN CAREER AND TECHNICAL INSTITUTE  
11611 W. PINE LAKE ROAD • PLAINWELL, MICHIGAN 49080-925  
[www.michigan.gov/mcti](http://www.michigan.gov/mcti) • (269) 664-4461

## **MCTI MISSION STATEMENT**

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

## **MCTI PHILOSOPHY**

At the Michigan Career and Technical Institute, we believe:

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

## Section 2

## ABOUT MCTI

At Michigan Career and Technical (MCTI), we believe it is our mission not only to prepare you to be successful in your chosen vocational field, but also to assist you with making good decisions which will allow you to become a contributing member of society. MCTI students are adults and make decisions regarding their on- and off-campus activities as adults. MCTI's number one priority is to provide a safe and healthy living and learning environment.

MCTI does not regulate non-school supported off-campus activities; however, if your off-campus activities affect the health and safety of other students, we investigate and take action as needed to ensure the well-being of all students. MCTI provides Dorm staff 24/7 to help you, as a student, make choices that will lead to a successful MCTI experience.

A separate entity from the traditional community college or technical school, Michigan Career & Technical Institute 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 Health and Human Services, 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, dorm rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather. For students who do not wish to live in a dorm or those with children, an apartment complex is located on campus for a reasonable cost.

**NOTICE OF NON-DISCRIMINATION**

The Michigan Department of Health and Human Services (DHHS) 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.

**MCTI WEBSITE:** [www.michigan.gov/mcti](http://www.michigan.gov/mcti)

**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 is 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).

**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

**IMPORTANT PHONE NUMBERS:**

- ❖ Main Switchboard .....269-664-4461
- ❖ Main Switchboard - Toll Free ..... 877-901-7360
- ❖ Admissions Office.....269-664-9223
- ❖ Financial Aid Office.....269-664-9217
- ❖ Manager of Career Readiness Center .....269-664-9215
- ❖ Manager of Career and Technical Education ...269-664-9220
- ❖ Manager of Student Services .....269-664-9260
- ❖ Fire and Safety .....269-664-9560
- ❖ Health Services .....269-664-9207
- ❖ Dormitory (Dorm) Office ..... 269-664-9202

\*TTY users may contact MCTI by dialing 711 and providing the relay operator with 269-664-4461

**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

**DIRECTIONS TO MCTI**

Directions to MCTI can be found on the MCTI website: [www.michigan.gov/mcti](http://www.michigan.gov/mcti)

## Section 3 ENROLLMENT INFORMATION

### OTHER REGISTRATION INFORMATION AND THINGS YOU SHOULD BRING

**PLEASE READ THIS CAREFULLY, IT CONTAINS INFORMATION YOU SHOULD HAVE WHILE PREPARING FOR YOUR ARRIVAL AT MCTI.**

#### **REGISTRATION DAY**

MCTI's Dormitory (Dorm) provides a 24-hour, seven days a week residence for approximately 352 students. In order to make your registration and stay in the Dorm as comfortable as possible, we request you adhere to the following policies:

1. Please try to arrive on the date and at the time stated in your letter. **Do not come the day before you are scheduled.** If you do so, there will be no one to assist you, and you will have to seek lodging elsewhere.
2. When you arrive at school, report to the Main Entrance (A). If you are traveling by bus to Kalamazoo, you must call the school at 269-664-4461 and someone will pick you up. If you are unable to reach anyone at this number, you may call 269-664-9264. We are unable to accept collect calls, so make sure to have some change with you.
3. **Make sure you bring a picture ID and medications, but leave all other belongings in the vehicle until registration is complete and you have your room key.**

## Section 3 ENROLLMENT INFORMATION

### WHAT TO BRING

1. Make sure to bring sheets for a regular twin bed, pillowcase, pillow and blankets. Also, a mattress cover is recommended. You will need your own towels, washcloths, bath soap, laundry detergent, shower curtain, shower shoes and other personal toiletries. Also, please bring a footlocker or something similar so that you can secure your personal belongings (ex: small lock-box).
2. Bring an alarm clock, MCTI does not provide a wake-up service. Small refrigerators, microwaves, radios and TV sets are permissible, but cable TV is not available in dorm rooms. It is suggested that you leave any other equipment at home until you see what is needed.
3. MCTI's Health Services is able to provide a variety of services; but, in order to handle your special needs, we request you bring the following:
  - a) **At least a month's supply of any prescription drugs you are presently taking.** You must bring your own over-the-counter medication such as aspirin, Tylenol, antacid, etc., for minor illnesses because they are not available on campus. Have a plan for replacing your medications. Please contact Health Services at (269-664-9207) prior to enrolling at MCTI, if you have questions about this.
  - b) All special or adaptive equipment needed, (i.e., leg bags, drainage bags, splints, insulin supplies, etc.)
  - c) Emergency Medical/Dental Expenses: Should you need off campus medical treatment, it will be your full responsibility to see that arrangements are made for payment of related expenses. Be sure to discuss this with your Home Counselor before you leave home.

## Section 3 ENROLLMENT INFORMATION

PLEASE NOTE: MCTI highly recommends the following vaccines for students:

- Measles, Mumps and Rubella (MMR)--If born after 1957, health departments are recommending a second vaccination with the MMR.
  - Varicella (Chickenpox)--If no documented case of chickenpox recommending a two vaccinations series.
  - Tetanus, Diphtheria, and Pertussis (Tdap-Tetanus/Reduced diphtheria toxoids and acellular pertussis)—**Tdap vaccination is highly recommended due to the increase in the number of Pertussis cases in Michigan.**
  - Hepatitis B--Give a series of three vaccinations. This vaccine is required for the custodial and health career class.
  - Meningococcal Vaccine--Give one vaccination to students living in a dormitory setting.
  - Influenza--Give yearly vaccination to adults to include seasonal.
  - Human Papillomavirus--Give a series of three vaccinations prior to becoming sexually active.
4. We have phone jacks available in the dorm rooms. If you want a phone, please bring one as well as a phone card for long distance calls, local phone service is included. It should be noted that many cell phones do not work on campus.

### WHAT NOT TO BRING

Weapons or replicas of weapons are not allowed on campus.

The MCTI Weapons Policy is as follows: The following items are not permitted in dorm rooms or anywhere on campus, including in vehicles.

## Section 3 ENROLLMENT INFORMATION

### **Possession of any of these items may result in a suspension:**

- Guns
- Chains
- Walking sticks
- Pocket knives with blades over 1 inch long
- Boards that can be used as clubs
- Ice picks
- Laser pens
- Steel tip darts
- Martial arts weapons
- Archery equipment\*
- Ball bats\*
- Paint ball equipment\*

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

### **COMMON ADJUSTMENTS**

As you already know, MCTI dorm life and academic classes will present many new challenges to your son/daughter. Students 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.
- ❖ Parental Pressure.
- ❖ Homesickness.
- ❖ Culture Shock.
- ❖ The Dating Game.
- ❖ Learning About the MCTI Campus.
- ❖ Status/Popularity.
- ❖ Alcohol/Drugs.
- ❖ Sharing a Room.
- ❖ Clear Focus/Direction.
- ❖ Separation from Friends.
- ❖ Getting a Job.
- ❖ Fear of Failure.

## Section 3 PARENT AND FAMILY INFORMATION

### CELEBRATIONS AND CHALLENGES

One thing to remember about your son/daughter is that you have helped him or her 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 children will experiment with their values, develop and redevelop dreams, change their career goals and maybe even their 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 students 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 your student 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 he/she can do alone.** As hard as it will be, help your student to help himself/herself. When problems arise, empower your student 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 he/she is looking for advice and when he/she just needs a kind ear.
- ❖ **Understand your student's strengths and weaknesses.** As much as you hate to admit it, your student is not perfect. Help him/her to learn what his/her strengths and weaknesses are and when to capitalize on his/her best assets.

## Section 3 PARENT AND FAMILY INFORMATION

- ❖ **Enable your student to be whatever he/she wants to (and can) be.** You may have certain goals for your student, but try hard to let him/her discover his/her own dreams. Your student will probably pursue goals with a lot more vigor if he/she is responsible for creating them.
- ❖ **Let go.** By letting go, it does not mean that you should not be involved in your student's life. We simply mean that it is your student's turn to make decisions and that he/she is capable of making positive ones.

### COMMUNICATION WITH PARENTS

All students must sign a release for MCTI staff to speak with anyone **except** their MRS home counselor about their program and/or academic progress. This means that if your student hasn't given us permission to give information to you, we can'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 but they also have the right not to sign at that time. 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 Office of the Registrar provides current, previous, and intended (if you have received an Invitation Letter from MCTI) enrollment verification letters, which indicates your student is, has been, or will be enrolled full-time (12 credits) at MCTI. Your student can request a Student Status Request Form by calling (269-664-9212). The Office of the Registrar will fulfill your request within 48 hours of the date the form was received. The enrollment verification letter can be picked up, mailed, or faxed directly to you or the location indicated on the form.

## Section 3 PARENT AND FAMILY INFORMATION

### SCHOOL TERMS

There are four terms in the school year: Fall Term, Winter Term, Spring Term and Summer Term. For specific beginning and ending dates, please see the MCTI School calendar on MCTI's website at [www.michigan.gov/mcti](http://www.michigan.gov/mcti).

### MCTI SCHOOL CALENDAR AND DORM CLOSURE DATES

You can locate the MCTI school calendar and the dorm closure dates on our website at [www.michigan.gov/mcti](http://www.michigan.gov/mcti).

### TERM BREAKS – CLOSINGS

The dorm will be closed between terms, at Thanksgiving, Christmas 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. Generally, before a break period classes end at 2:30 p.m. and students do not have to be out of the dorm until 12:00 noon the next day.

### TERM BREAKS – TRANSPORTATION

Transportation to the bus and train station will be after 2:30 p.m. on the last full day of class and then the morning of the next day with the last trip at noon. **We do not provide transportation to the bus and train stations before 2:30 p.m. on the last full day of class.** If students choose to leave before 2:30 p.m., they will have to find their own ride to the bus and train station.

## **DRUG AND ALCOHOL FREE ZONE**

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

## **DORMITORY (DORM)**

### **Room Assignments and Room Changes**

Enrolling students are assigned to rooms by the Dorm staff. Dorm staff will take into consideration disability, sex, and age when assigning rooms. For safety reasons, all students with hearing impairments will be assigned a dorm 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.

### **Personal Belongings**

It is the responsibility of the students to remove their 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 Dorm staff for storage. Boxed items must have the student's name and date of departure. The Dorm staff will then place items in the designated storage area.

Personal belongings will be stored **for no more than three weeks**. Items left in storage longer than three weeks will be discarded. Due to lack of storage, MCTI can't keep items indefinitely. A student's failure to turn personal items into the Dorm staff for storage will place all responsibility for personal items upon the student. Dorm 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 his/her items to the Dorm staff.

### Room Inspections

Floor officers and Dorm staff will be inspecting all dorm rooms on a weekly basis. During this inspection, the team will be looking for:

- Cleanliness of room.
- Damage of room fixtures and walls.

### Room Keys

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

**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 Dorm Office if they would like to eat a meal in the cafeteria. There is no curfew for MCTI students in the dorm; however, we do have room visitation hours which apply to all MCTI students and their guests.

There is no overnight visitation for guests of MCTI students. Students are allowed to visit on dorm floors other than their own only during the below-listed hours.

#### Visitation Hours:

Monday - Thursday	3:30 p.m. to 11:00 p.m. for MCTI students 3:30 p.m. to 11:00 p.m. for non-students
Friday	3:30 p.m. to 1:00 a.m. (Saturday) for MCTI students 2:30 p.m. to 1:00 a.m. for non-students
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 (the night before classes - 11:00 p.m.)

**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.

**Eagle Shack**

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

**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.

**FIRE & SAFETY**

Safety and security is a very important priority of the MCTI community. Fire and Safety Department coverage is 24-hours seven 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. The department interacts with local law enforcement agencies regarding any criminal activity identified on campus.

**FOOD SERVICE**

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

- The cost of meals is included with the student's 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 Eagle Shack; 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 Apartment residents may eat lunch in the cafeteria during the week for free. If commuters and the Pine Lake Apartment residents want dinner, they must buy a meal ticket. This also includes dependents.

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

- Breakfast - 7:00 - 7:45 a.m.
- Lunch - 11:30 a.m. - 12:30 p.m.
- Dinner - 5:00 - 5:40 p.m.

Weekends and Holiday Meal Schedule:

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

**HEALTH SERVICES**

The MCTI Health Services Department offers a variety of services to enhance students' ability to successfully complete their training program. The following professional staff is available by appointment: registered nurse, nurse practitioner, counselor, and occupational therapist. MCTI also has a service agreement with a local physician for student appointments. The student's MCTI vocational rehabilitation counselor can assist in accessing these services.

**INTERNET SERVICE**

Wi-Fi is available to students free of charge in the dorms. Students will be given their log-in information when they arrive on campus.

**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 \$1.25 for the washer and \$1.25 for the dryer. When students arrive at MCTI, they should purchase a laundry card from the machine in the canteen area for \$3.00. 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.

**LEISURE SERVICES**

The MCTI facility includes a beautiful leisure complex. Students are encouraged to bring a swimming suit, tennis shoes, gym clothes, towels, etc., in order to take full advantage of the facility. 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, disc golf, hiking, softball, skiing, fitness training, leather crafts, photography, swimming, and volleyball. Intramural leagues are formed for basketball, volleyball, softball, golf, archery, and bowling. Teams are usually formed from trade training areas or dorm floors. 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, and trips to the malls and movies. MCTI currently has multi-passenger vans as well as a wheelchair accessible van to provide transportation.

**Non-School Off-Campus Activities:**

MCTI does not regulate non-school supported off-campus activities; however, if your off-campus activities affect the health and safety of other students, we investigate and take action as needed to ensure the well-being of all students. MCTI provides Dorm staff 24/7 to help you, as a student, make choices that will lead to a successful MCTI experience.

### **MCTI OMBUDSPERSONS**

MCTI ombudspersons are available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson services are confidential. **See page 30 for more detailed and contact information.**

### **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:

Dormitory	Leisure Services
Housekeeping	Library
Kitchen	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 IDENTIFICATION**

All students are required to wear ID badges while on the MCTI campus. This **ID must be worn above the waist and 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 \$10.00 charge for a new ID.

## 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 the 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 him or her not to get into other students' vehicles until he or she knows the student well. If students do ride somewhere with other students 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: Dorm Office or the Receptionist Desk. **All guests must wear an ID Guest Tag visible at all times** 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.

**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.

## **FINANCIAL INFORMATION**

The student, State of Michigan and the Federal Vocational Rehabilitation Program all 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.

## **FINANCIAL AID**

Michigan Career and Technical Institute participates in the federal Pell Grant and federal Supplemental Educational Opportunity Grant programs. Parents and/or students are responsible for completing the FAFSA. The FAFSA may be filled out online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). **Instructions for accessing this information will be sent in the invitation packet.**

MCTI's Federal School code number is 026184. Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid Office secured files. For details, contact the Financial Aid Office at 269-664-9217.

## **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 dependent, the student's parent's documentation is also required. Failure to comply may result in the student not being able to re-enroll.

**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 graduation certificates and may prevent the student from re-enrolling at the beginning of the next term.

## Section 6 KEY POLICIES AND PROCEDURES

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

### 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.

## Section 6      KEY POLICIES AND PROCEDURES

NOTE: Students who report to class dressed inappropriately will be asked to return to their room to change clothes. The time used will be deducted from their available time. Students are also expected to practice good hygiene. Students should bathe/shower regularly and make sure that their hair is clean and groomed.

### **DRUGS, ALCOHOL ON CAMPUS, SUBSTANCE ABUSE, AND DRUG TESTING**

It is MCTI's policy to have a campus free of illegal drugs and alcohol. The MCTI campus is defined as the entire 75 acres 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 dorm 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.

## Section 6      KEY POLICIES AND PROCEDURES

### **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.

### **PHYSICAL CONFLICTS (FIGHTING/HORSEPLAY)**

It is MCTI's policy that violence, intimidation, harassment, or threats of violence will not be tolerated. It is administration's belief that students should work out their problems, enlisting staff members' help when needed. Generally speaking, when there is a fight or intimidation of some nature, both parties involved will 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.

### **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 members will conduct searches. The student will be present whenever possible for all searches, except for possession of a weapon.

## Section 6      KEY POLICIES AND PROCEDURES

### **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. (During this time, the student may contact his or her home counselor and MCTI vocational 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 vocational rehabilitation counselor and the Director of MCTI, along with the Manager of Student Services, will meet with the student to determine the feasibility of re-enrollment.

## Section 6      KEY POLICIES AND PROCEDURES

### **WEAPONS, EXPLOSIVES, FLAMMABLES**

The following are not permitted in the dorm rooms or anywhere on campus:

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

\*May be stored in the Leisure Services building.

Students may reclaim any “legal” item that was removed from their dorm room to transport home. (A staff member will remove unauthorized items if the resident does not remove items from the dorm room immediately.)

## Section 7 STUDENT RIGHTS AND RESPONSIBILITIES

### MCTI OMBUDSPERSONS

MCTI ombudspersons are 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 Ombudspersons 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 an MCTI Ombudsperson:

You may call an ombudsperson directly: Call James Walker at (269) 664-9495 or Ext. 495  
Or, you can leave a written message in the ombudspersons' mailbox/drop-box located in the canteen area.

MRS is funded 78.7% with USDOE-RSA Title I federal funds and 21.3% with state and local funds

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