



Washtenaw  
Technical Middle College

# **Student Handbook**

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# Welcome to Washtenaw Technical Middle College!

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## Mission Statement

Washtenaw Technical Middle College transforms high school students into successful college students by providing meaningful educational choices, individualized advising, and skill-based instruction. Our graduates complete both a high school diploma and a college certificate or degree.

*“Education is the most powerful weapon which you can use to change the world.”*  
*Nelson Mandela*

Congratulations on becoming a part of the WTMC experience, a unique and exciting educational opportunity that allows students to pursue a technical degree and/or an associate’s degree while earning a high school diploma!

This guide was designed for our WTMC parents and students, to help you transition to the WTMC/WCC campus. In it you will find four sections that provide the following information:

- **Section 1:** Provides contact information for WTMC faculty and staff members, key locations with room numbers and phone listings, and a listing of services and their functions available to WTMC/WCC students.
- **Section 2:** Offers useful navigational tips that will help you to adjust as a new student, answers to questions frequently asked by new WTMC students and their parents, and important information about WTMC classes and policies.
- **Section 3:** Supplies a map which include labeled parking lots, and buildings by name. Also included are building descriptions providing details as to the type of classes held and locations of various campus services.
- **Section 4:** Contains vital and important information specifically related to the WTMC program.

You will want to keep this guide handy throughout the next three years, as it will serve as a useful tool in making your experience at WTMC a positive one.

## SECTION 1: Primary Resources

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*This section provides important information on the most common resources you will need while you are a student, or the parent of a student, at WTMC.*

### **Faculty & Staff Listings**

A complete list of names, email addresses, and office phone numbers for all WTMC teachers and administrators can be found on the WTMC website.

### **Key Locations & Phone Numbers**

Important locations and phone numbers where you can find support such as computer labs, tutoring, and resources, are listed here.

### **Services Available**

A description of valuable services such as learning support, writing and math centers, open computer labs, and the library are listed here. These services are offered to assist you with all your academic needs, and are available to all WTMC / WCC students.

## Key Locations & Phone Numbers

*You will need to know where these locations are your first few weeks on campus.*

<u>Title of Location</u>	<u>Location</u>	<u>Phone</u>
<b>Computer Commons</b>	GM building – Second floor	973-3420
<b>Learning Support Services</b>	LA104	973-3342
<b>Library</b>	GM building – First floor	973-3429
<b>Learning Commons</b>	GM201	973-3420
<b>Campus Safety</b>	Parking Structure	973-3411
<b>Welcome Center</b>	SC203	973-3543
<b>Student Resource &amp; Women’s Center</b>	SC206	973-5105
<b>Testing Center</b>	SC300A	973-3634
<b>WCC Barnes and Noble Bookstore</b>	First Floor Student Center	973-3594
<b>Writing Center</b>	LA355	973-3647
<b>WTMC Office</b>	TI214	973-3410

Hours may vary on different days of the week. They also change during spring and summer semester from what they normally are during fall and winter. It’s best to call ahead and check.

Campus Police can be reached by picking up **any WCC phone** and **dialing 3411**.

## **Services Available**

*Below is a descriptive list of academic services designed to provide academic support to WTMC/WCC students; students, who utilize these services, find them to be an invaluable asset to their educational program. (Contact info on page 8)*

### **Learning Support Services**

Learning Support Services is located on the 1st floor of the LA Building in room 104. Learning Support Services provides disability services for students who have a documented disability, students who are academically and/or economically disadvantaged, and those who have limited language skills. The first step to acquiring Learning Support Services is to fill out a standard intake form. Once your form is received, someone from LLS will discuss your specific needs with you and work out a schedule for tutoring. Hours of operation are posted outside the entrance.

### **The Learning Commons**

The Learning Commons in the GM building offers pathways for students to connect, integrate, and create ideas in order to deepen and develop knowledge. They provide one-on-one tutoring for all WTMC/WCC students. Tutoring for most academic subjects is provided but must be set up in advance. Group sessions and technology assistance can be arranged here as well.

### **The Writing Center**

The Writing Center is located in room 355 on the 3rd floor of the LA Building. Instructors and tutors are available on a walk in basis, and are always happy to assist you with editing and writing a better paper. Workspace is provided to accommodate students who need to spend time on their work. The Writing Center provides you with access to a wide variety of writing reference books. They also have free handouts on writing-related topics such as grammar, punctuation, documentation styles, pointers on effective essays, and resume writing. They also offer a classroom computer lab for you to use when classes are not in session. Taking advantage of the services the Writing Center has to offer can make the difference in how successful you are in your writing-related courses. Hours of operation are posted outside the entrance as well.

### **Open Computer Lab**

The Computer Commons offers a large number of computers. It is located in the GM Building above the Library. The lab has technicians available who can offer you computer-related support. The computer lab offers free printing: every student can access 100 pages of free printing each semester using a student ID.

## Library

The WCC Library is on the 1st floor of the GM Building. The library offers numerous research and learning resources both within the library and online. One of the most popular resources is **Ask a Librarian/Live Chat** where you can get your reference questions answered by a librarian online 24 hours a day. **Virtual Reference** allows students to access and browse 16 different college reference banks. For quiet places to study, many students like to use the group/individual study rooms available. The library also has computers available for you to use for research purposes.

Although primarily academic, the library also offers entertaining materials as well. The following are some the most popular among WTMC/WCC students:

- **The Browsing Collection**- books on the current best-sellers list.
- **DVDs** - can be watched in one of the library's viewing rooms.
- **Magazines** - many popular titles of the most current issues.

Hours of operation are posted outside the entrance doors. Additional information can be accessed by calling 973-3429 or @[www.wccnet.edu/library](http://www.wccnet.edu/library).

## SECTION 2: Useful Navigational Tips

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*This section was designed to introduce you to the WTMC/WCC campus. It will provide you with practical tips, answers to common questions, and familiarize you with details that will be of importance to you as you adjust to your new schedule and surroundings.*

### **Helpful Tips**

The tips section will provide you with helpful hints on such things as getting your schedules early, commuting and parking, how to get your student ID card, and campus lunch selections.

### **FAQ's**

This section answers some frequently asked questions that new students have about WTMC. It will include information about your Base Advisor, soft skills, your EDP, PowerSchool, and the campus environment.

### **Class Information**

Class information will give you details regarding your classes, books and supplies, academics and homework.

## Helpful Tips

### Student Schedules

Schedules are available at student orientation in August. You will also be able to see your schedule in PowerSchool.

### Parking

If you are driving and would like a choice of parking spaces, it's best to arrive early. If you need to commute by bus, there are bus route schedules available in the WTMC office located on the 2nd floor of the Technical Industrial Building in room 214. Also, a parking structure is located on the Clark Road side of campus between the Student Center and the Morris Lawrence building.

### Student ID Cards

A Student ID card is required for all students. One of your WTMC teachers will take you to the second floor of the Student Center Building to have your photo ID card made shortly after school starts. Your first ID card is free of charge. If you lose it, the replacement fee is \$10.00.

### Lunch

In the interest of time and money, many students find it easier to bring lunch to school with them. Food service is offered each semester by a variety of vendors, and there are also vending machines for snacks and drinks.

According to some students, cafeteria items tend to be more expensive than they expected. They also feel that long lunch lines and limited seating make it difficult to eat lunch and make it to their next class on time. If you choose to leave campus for lunch, please be careful to travel safely and arrive at your afternoon classes on time.

## Frequently Asked Questions

### What is a BASE Advisor?

Your BASE Advisor is the teacher that is assigned to you when you enter the WTMC program. BASE stands for Better Accounting of Student Efforts. You will have the same BASE Advisor throughout the length of your WTMC career. You will be meeting with your BASE Advisor regularly during your first semester. For future semesters, you and your BASE Advisor set up a meeting schedule according to your needs. They will work with you to schedule your classes, assist in interacting with WCC instructors, and plan for your success while documenting your progress. These mandatory meetings are vital to your success at WTMC.

### What are Soft Skills?

Soft skills are the life skills that you need to succeed both academically and at work. Effective preparation, accepting responsibility for your actions, being present and on time, communicating properly, and following instructions are a part of every WTMC class. Soft skills are taught in the first semester of WTMC classes. You must receive a Soft skills credential grade of “S” from each of your instructors to qualify for WCC classes.

### What is De-credentialing?

Students can lose their soft skill credential if they make choices incompatible with success in college. This means losing your opportunity to take WCC classes or even being removed from college classes mid-semester. De-credentialing can happen even if WCC classes have already been scheduled or for poor performance while you are enrolled in a WCC class.

### What is an EDP?

You will make an Educational Development Plan to map out your educational goals and track your progress. It will help you to think about and organize your classes in an order that is realistic for your program requirements. You and your BASE Advisor will update your EDP regularly.

### What is PowerSchool?

Power School is the website where you and your parents can check your grades, attendance, and read teacher comments for all WTMC classes. Power School can also be used to send emails to your teachers. Any questions concerning Power School should be directed to the WTMC office.

## What is the campus environment like?

Both WTMC and WCC have a culturally and educationally diverse student body. Most new students when asked have said that they found the students on campus to be courteous and helpful. During the first week of classes at the beginning of each semester, you will see volunteers monitoring tables with helpful information and mini-maps. They will also give you directions and answer questions that you may have.

## What kinds of Student Activity groups are there?

WTMC students can participate in any of the activities offered at WCC. The following are brief descriptions of WTMC/WCC student activity groups:

- **WTMC Clubs and Activities** – WTMC faculty sponsor a number of clubs and activities each year, including student council, national honors society, library club, FIRST robotics, and ultimate frisbee.
- **WCC Student Activity Clubs** – college clubs are offered in specific areas of interest such as chess, e-sports, drama, dance, anime, entrepreneurship, business professionals, Black student union, or international students, just to name a few. Students should set up their [Campus Connect](#) account to learn more about WCC clubs and activities.

## Starting a club at WTMC

- Every club should have a mission statement and set of practices or expectations / guidelines for participants. Students should participate in setting and revising these documents.
- WTMC clubs need to meet at scheduled times outside the school day. A club can meet as frequently or infrequently as its members want—but there needs to be some kind of schedule.
- WTMC clubs should not duplicate existing clubs or activities offered by the college. If the college has a club or team, WTMC students can almost always join it. Many college clubs have WTMC students as leaders or organizers.
- WTMC clubs need a faculty or staff sponsor who attends club meeting sessions and activities. This sponsor is responsible for taking attendance at scheduled club meetings and activities.
- All WTMC clubs must promote a climate of access, success and equity for persons from different racial, ethnic and cultural groups, age levels, religions, sexes, gender identities and expressions, sexual orientations, physical capacities, learning abilities and income levels.

## Information About WTMC Classes

## Classes

Upon entering the WTMC program, you are placed in four transition courses which include Middle College Science, Middle College Math, Middle College English, and Middle College Critical Thinking. These courses are designed to build skills in each discipline area to support successful transition to WCC. Each course will meet for approximately 90 minutes each day and require a “B” grade or higher to transition to WCC classes.

## Books and Supplies

As a WTMC student, your books are supplied by WTMC. Once transitioned to WCC, a sticker will be placed on your student ID card that will allow you to pick up your books at the Barnes and Noble Bookstore on the WCC campus in the Student Center Building. All books must be returned in good condition at the end of each semester before you receive new books for the following semester. If you fail to return any of your books, you will be expected to pay for them before receiving your new books. The course syllabus you receive on the first day of class, presents the course outline and expectations for the semester and a list of any supplies or resources you will need.

## Academics and Homework

WTMC academics are designed to broaden your understanding in a number of areas as well as develop your critical thinking skills. Engaging yourself in classroom discussions and activities is expected and will prepare you for your college experience. Diligently applying yourself to all class material is the only way to succeed. Measures used to “get by” in the past will not be adequate for the academic rigors of the WTMC curriculum. Standard college courses require 2 hours of study time per each credit hour of class time. When you are taking 12 credit hours of college courses, you need to be prepared to study/work an additional 24 hours outside of actual class time. Homework varies between teachers but is considerably more than the average high school. While each instructor and student is different, you can expect to study more and work harder than you ever have before. The end result is a unique opportunity to have a college certificate or associates degree in the field of your choice by the time you acquire your high school diploma.

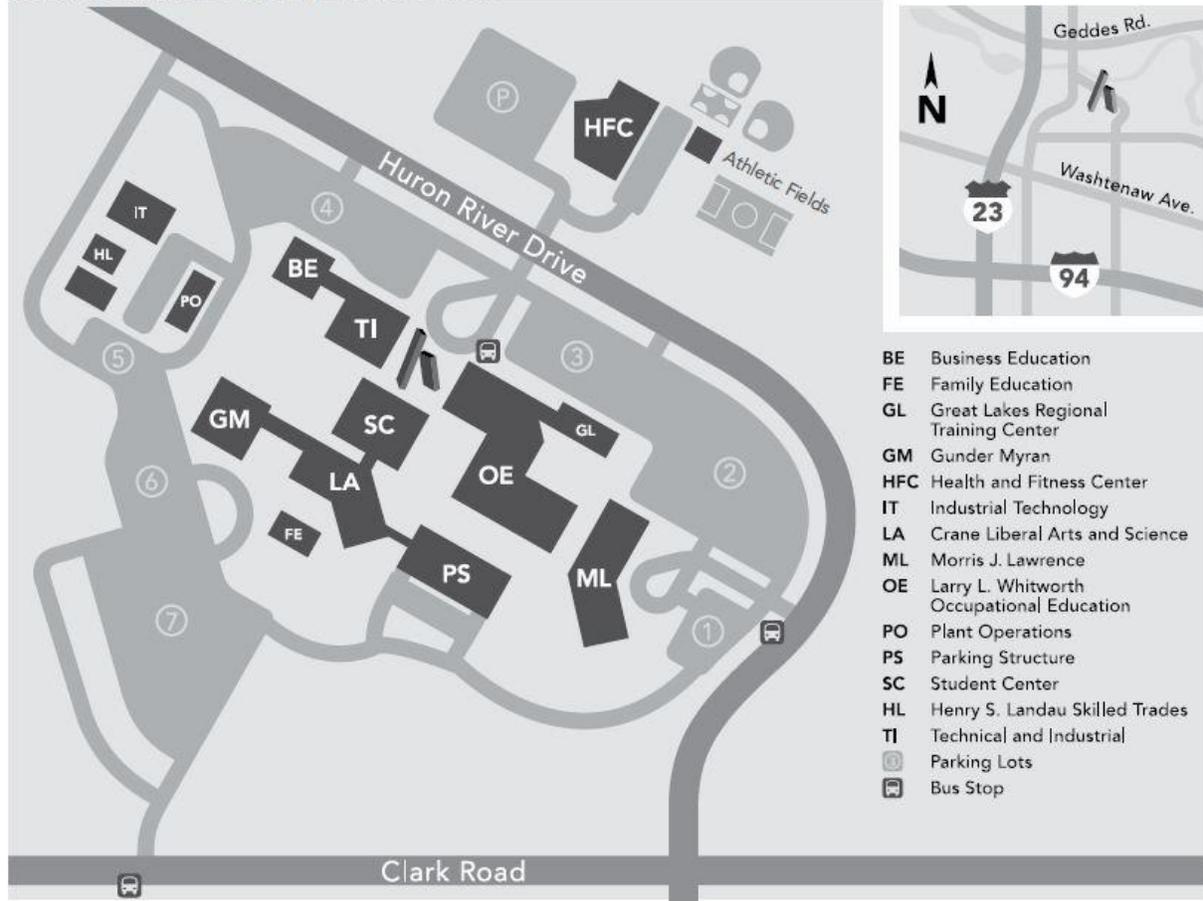
## SECTION 3: Finding Your Way Around Campus

### Campus Map

The map provided here will help you locate parking lots and buildings. Information specific to each building is also provided.

You can get a detailed tour of the campus by going to [wccnet.edu](http://wccnet.edu) and click on About WCC / College Information / Tour WCC.

Washtenaw Community College Map [wccnet.edu/map](http://wccnet.edu/map)



## Campus Map Key

### **BE: Business Education**

The BE Building is where many computer education, communications and business classes are held. It has 2 floors.

### **GL: Great Lakes Regional Training Center**

The GL Building has 2 floors. This building houses the welding lab and classrooms. It also houses the United Association Union of Plumbers, Fitters, Welders and HVAC Service Techs for their yearly training week.

### **GM: Gunder Myran**

The GM Building has 4 floors which include a basement level for visual arts classrooms, the first floor Library, (shown), the Computer Commons and Math Center on the second floor, and third floor classrooms.

### **LA: Crane Liberal Arts**

The LA Building has 3 floors. Besides classrooms, it houses Learning Support Services (floor 1), and The Writing Center (floor 3). The second floor bridges across to the Student Center Building.

### **ML: Morris Lawrence**

The ML Building is the location of the WCC Police Academy. It also holds dance, music, and exercise-related classes. Fine Arts Performances take place in the Towsley Auditorium. (shown)

### **OE: Occupational Education**

The OE Building houses dental assisting, auto, drafting and welding classes.

### **SC: Student Center**

The SC Building has 3 floors. The first floor, (shown) houses the Culinary Department, and offers a variety of eateries, a cafeteria, the bookstore, etc. The second floor provides student services such as counseling and financial aid, and the third floor is where the testing center is located.

### **TI: Technical and Industrial**

The TI Building houses the WTMC office (TI 214), nursing classes, video production classes and electronic classes, and assorted classrooms.

## SECTION 4: General Information

### Attendance Policy

<b>ATTENDANCE POLICY</b>	<p>Your regular attendance is mandatory to succeed at WTMC and is evaluated as part of your soft skills certification. Long term absences are documented by reasons and are only accepted if they fall into one of three categories:</p>	
	<u>Reason</u>	<u>Documentation Required</u>
	Medical / Health Condition	Doctors note
	Family Business	Funeral / Wedding Documentation
	Court-Related Business	Court Dates Documentation
<b>ATTENDANCE POLICY: DE-CREDENTIALING</b>	<p>Your teacher has the option to de-credential you if you accumulate the following absences in any one class:</p> <ul style="list-style-type: none"> <li>● 8 during Fall or Winter semesters</li> <li>● 4 during Spring semester</li> <li>● You can be soft-skill de-credentialed if you have cumulative absences that amount to:               <ul style="list-style-type: none"> <li>● 20 during Fall or Winter semester</li> <li>● 10 during Spring semester</li> </ul> </li> </ul>	
<b>ATTENDANCE POLICY: VIOLATIONS THAT RESULT IN REMOVAL FROM THE PROGRAM</b>	<p>The following cumulative absences can get you removed from the WTMC program:</p> <ul style="list-style-type: none"> <li>● 32 during Fall or Winter semester</li> <li>● 16 during Spring semester</li> </ul>	
<b>ATTENDANCE POLICY: GREEN AND RED CARDS FOR STUDENTS IN COLLEGE CLASSES</b>	<p>If you are taking WCC classes, you will be required to have your attendance verified by your instructor signing both green and red cards during Fall and Winter semesters. Failure to get these cards signed may result in the student returning to all WTMC classes for a semester. Details on green and red cards will be covered through the Soft Skills curriculum.</p>	

## Communication

<b>CALENDAR FOR THE SCHOOL YEAR</b>	<p>Calendar is displayed in the following places:</p> <ul style="list-style-type: none"> <li>● Planner</li> <li>● WTMC website</li> <li>● A calendar is mailed home with the first newsletter of the school year</li> </ul> <p>If changes are made to the calendar, notification will be placed on the WTMC website and noted in the newsletter.</p>
<b>EMAIL</b>	<p>Every WTMC student is issued an email address when they enroll at WTMC. BASE advisors will cover the activation and use of email. Students will need to check email on a regular basis as this is a main form of communication between staff and students</p>
<b>NEWSLETTERS</b>	<ul style="list-style-type: none"> <li>● Sent out monthly during the school year</li> <li>● Covers recent WTMC activities, upcoming events, and calendar changes</li> <li>● This is the main form of communication used to convey information that applies to all WTMC students.</li> </ul>
<b>POWERSCHOOL</b>	<ul style="list-style-type: none"> <li>● WTMC's data management system</li> <li>● Contains student demographic data as well as grades and attendance information</li> <li>● Parents and students have access to data on PowerSchool via passwords issued at student orientation</li> <li>● Students and parents should check PowerSchool regularly.</li> </ul>
<b>VISITORS</b>	<p>Students who are interested in attending WTMC may visit the program. The steps to be taken to invite a visitor to campus are:</p> <ul style="list-style-type: none"> <li>● A student needs to request a guest visitor form.</li> <li>● The form needs to be returned to the office at least 48 hours prior to the visit.</li> <li>● The Dean will confirm with the guest's parents prior to the visit.</li> <li>● On the morning of the visit, you and your guest visitor will need to check in at 8:45 a.m. at the WTMC front desk with the Administrative Assistant, to receive a Visitor's Packet</li> </ul>
<b>WEB PAGE</b>	<ul style="list-style-type: none"> <li>● <a href="http://www.themiddlecollege.org">www.themiddlecollege.org</a></li> <li>● Lists "Hot Topics" of current and upcoming events</li> <li>● Copies of the current newsletter</li> </ul>

## Graduation and Next Steps

<b>GRADUATION APPLICATIONS</b>	<p>During the fall semester of their final year at WTMC, prospective graduates will complete and submit the following forms to :</p> <ul style="list-style-type: none"> <li>● WTMC Graduation Application</li> <li>● WCC Application for Graduation (a separate application for each certificate and/or degree)</li> <li>● WTMC Graduation/Diploma Form</li> </ul>
<b>GRADUATION CREDIT REVIEW</b>	<p>Each student must meet with the school counselor during the Fall semester of their final year to complete a Graduation Credit Review. This meeting will ensure that the student meets both the WTMC and WCC graduation requirements for a high school diploma and their WCC certificate and/or associate degree.</p>
<b>COLLEGE APPLICATIONS</b>	<p>Students applying for college admission should apply to colleges during the fall of their graduation year. The WTMC counselor will assist students with the process.</p>
<b>COMMENCEMENT</b>	<p>Graduating students may participate in the WTMC and the WCC commencement, held during May, if they have:</p> <ul style="list-style-type: none"> <li>● Met graduation requirements</li> <li>● Purchased a cap and gown from WCC bookstore</li> <li>● Completed a WTMC Graduation Portfolio</li> <li>● Completed WTMC Exit Surveys</li> </ul> <p>Students graduating in both December and May can participate in the graduation ceremony.</p>
<b>CREDITS</b>	<p>All credits on the WTMC transcript are in college format.</p>
<b>GRADE POINT AVERAGES (GPA)</b>	<p>The WTMC transcript reflects:</p> <ul style="list-style-type: none"> <li>● WTMC grade point average for WTMC college prep transition courses</li> <li>● WCC grade point average for college classes taken.</li> </ul> <p>Credits for other schools are not shown on the WTMC transcript. The student's previous high school transcript contains all credits received at their previous school. WTMC does not compute class rank.</p> <p>Graduation Requirements for both WTMC and WCC:</p> <ul style="list-style-type: none"> <li>● An overall 2.0 GPA at WCC</li> <li>● 2.0 GPA for each certificate and/or degree</li> </ul>
<b>PORTFOLIO</b>	<p>WTMC students complete a graduation portfolio that includes the following:</p> <ul style="list-style-type: none"> <li>● Resume</li> <li>● Letter of Recommendation</li> <li>● Essay about your WTMC experience</li> <li>● Reflection for Commencement</li> </ul>
<b>REQUIREMENTS</b>	<p>Students are responsible to meet the graduation requirements effective at the time of their entry into WTMC. These are listed in the Career Pathways workbook, which students complete during their first semester at WTMC.</p>

<b>TRANSCRIPTS</b>	<p>Students graduate with a WTMC transcript and a WCC transcript.</p> <ul style="list-style-type: none"> <li>● WTMC transcript includes WTMC college prep classes, WCC college classes and the high school graduation date</li> <li>● WCC Transcript includes classes taken at WCC and certificates and/or degrees earned</li> </ul> <p>For those requesting a transcript, the following information is included in the "Transcript Packet":</p> <ul style="list-style-type: none"> <li>● WTMC official transcript</li> <li>● Previous high school transcripts</li> <li>● WTMC Profile</li> </ul>
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## Safety and Security

<b>CAMPUS SECURITY</b>	<p>Campus Security is located on the first floor of the Parking Structure on the campus of WCC. Campus Security may be contacted by calling: (734) 973-3411,</p>
<b>MEDICAL EMERGENCIES</b>	<p>For your own safety, any accident or serious illness that occurs in a classroom or on campus at WCC, or at practice sessions or at events sponsored by WTMC, must be reported immediately to the staff person in charge of the class or activity. An accident or injury report must be completed for all occurrences.</p>
<b>SCHOOL CLOSING</b>	<p>If WCC cancels classes, WTMC is closed. However, WTMC may be closed and WCC may still have classes. Students will be alerted by text, email, telephone, and / or Twitter to all closings by the <b>WCC ALERT</b> system. <i>It is your responsibility to keep your information up-to-date in WCC Alert.</i></p> <ul style="list-style-type: none"> <li>● WTMC website: <a href="http://www.themiddlecollege.org">www.themiddlecollege.org</a></li> <li>● WCC website: <a href="http://www.wccnet.edu">www.wccnet.edu</a></li> <li>● Call the WTMC office at 734-973-3410</li> </ul>
<b>MANDATORY REPORTING</b>	<p>Our first concern at WTMC is always for our students' health and safety. For this reason staff members are required to report any information that suggests a student may be harmful to herself/himself or others. In the event that any student discloses such information directly to a staff member or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.</p>

## Guidance and Counseling Services

<b>SERVICES</b>	<p>Guidance and Counseling services are provided at WTMC for students with personal and educational concerns.</p> <ul style="list-style-type: none"> <li>● EDP Development</li> <li>● Career Exploration</li> <li>● Assessment Testing</li> <li>● Graduation Requirement</li> <li>● College Planning, Scholarships and Admissions</li> <li>● Post-Graduation Plans</li> <li>● Personal issues and concerns</li> </ul>
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## Testing

<b>PSAT TEST</b>	<p>Preliminary SAT/National Merit Scholarship qualifying test (PSAT) measures:</p> <ul style="list-style-type: none"> <li>● Critical Reading</li> <li>● Mathematical Reasoning</li> <li>● Writing Skills</li> </ul> <p>All WTMC 1<sup>st</sup> year and 2<sup>nd</sup> year students will be completing the PSAT during Fall semester for two reasons:</p> <ul style="list-style-type: none"> <li>● Practice taking a nationally standardized test</li> <li>● Enter National Merit Scholarship Competition</li> </ul> <p>Information about testing will be sent home in mid-September.</p>
<b>STATE MANDATED TESTING</b>	<p>The state of Michigan requires that all 9<sup>th</sup> - 11<sup>th</sup> grade (WTMC 9<sup>th</sup> - 2<sup>nd</sup> Year) students complete state mandated testing during the spring. In April, students will be completing testing. Information concerning testing will be sent home at the beginning of Winter semester.</p>
<b>ACT/SAT TESTS</b>	<p>The American College Test and the Scholastic Aptitude Test are college readiness tests that are required for admission to most four year colleges or universities. In the State of Michigan many schools take both the ACT and the SAT. Our WTMC school code: 230-094 for registration.</p> <p>The ACT and SAT websites are:</p> <ul style="list-style-type: none"> <li>● <a href="http://www.act.org">www.act.org</a></li> <li>● <a href="http://www.collegeboard.com">www.collegeboard.com</a></li> </ul>

## WTMC Success and Sustainability

<p><b>BASE ADVISOR</b></p> <p><b>BETTER ACCOUNTING OF STUDENT EFFORTS</b></p>	<p>Each WTMC faculty member works with a group of students whom he/she advises, mentors and coaches from orientation until graduation. Students meet with their BASE to discuss their progress and make plans for each successive semester. Initially, students meet weekly with their BASE Advisor. During the 2<sup>nd</sup> and 3<sup>rd</sup> year in the program students will connect with their BASE Advisor every two to three weeks. Using their Educational Development Plan (EDP), students create their schedules in cooperation with their BASE Advisors.</p>
<p><b>CAREER PATHWAYS</b></p>	<p>The State of Michigan has developed a system of classifying all jobs into six broad categories of work. The jobs within each pathway require varying degrees of training and skill competency. The six Career Pathways are:</p> <ul style="list-style-type: none"> <li>● Arts and Communication</li> <li>● Business Management, Marketing and Technology</li> <li>● Engineering/Manufacturing &amp; Industrial Technology</li> <li>● Health Services</li> <li>● Human Services</li> <li>● Natural Resources &amp; Agriscience</li> </ul> <p>Working with their BASE Advisors and WTMC counselors, students complete a series of activities throughout the Fall semester that help them to select a WCC approved program. Students complete a WCC certificate and/or degree. Once a student chooses a pathway, he/she selects an approved technical certificate or degree program at WCC.</p>
<p><b>CONFERENCES</b></p> <p><b>(STUDENT-PARENT-BASE ADVISOR)</b></p>	<p>Every new family at WTMC will be invited to participate in a Student-Parent-BASE Advisor conference sometime during the first year. BASE advisors will assist students in organizing the topics and materials for the conference. All other conferences are scheduled as needed.</p>
<p><b>EDUCATIONAL DEVELOPMENT PLAN (EDP)</b></p>	<p>An Educational Development Plan (EDP) is a tool that matches a student's aptitude, abilities, interests and graduation requirements to a cert to map out a plan toward a goal. The EDP form is a spreadsheet that shows which classes will be taken each semester and demonstrates how the student will complete graduation requirements, including a certificate and/or an associate degree.</p>
<p><b>GRADING</b></p>	<p>The WTMC grading scale reflects skill attainment as follows:</p> <ul style="list-style-type: none"> <li>● A=Superior attainment of academic skills</li> <li>● B=Excellent attainment of academic skills</li> <li>● C=Average attainment of academic skills</li> <li>● D=Below average academic skills</li> <li>● F=Failure to attain academic skills</li> </ul>
<p><b>REPORT CARDS</b></p>	<p>WTMC final grades are shown on PowerSchool when the semester ends. Report cards are not sent home. WCC grades are available on the WCC website at MyWCC.</p>

<p><b>SOFT SKILLS</b></p>	<p>Soft skills are those life skills that promote success in an academic or work setting. The WTMC Soft Skills curriculum focuses on:</p> <ul style="list-style-type: none"> <li>● Attendance</li> <li>● Preparation</li> <li>● Follow Through</li> <li>● Communication</li> <li>● Responsibility</li> </ul> <p>Soft skills are taught in every WTMC class during the first semester. They are reinforced and evaluated throughout the semester. Students must receive soft skill endorsements from each of their WTMC instructors in order to transition to WCC classes.</p> <ul style="list-style-type: none"> <li>● N = Not credentialed</li> <li>● S = Satisfactory</li> <li>● R = College ready in content area</li> </ul> <p>Students failing to demonstrate consistent soft skills in college classes, which results in failing grades, will be returned to WTMC classes.</p>
<p><b>STUDENT ACCOUNTABILITY</b></p>	<p>Any semester in which a cumulative college grade point average falls below a 2.0 a student may be returned to WTMC classes the following semester.</p>
<p><b>TEXTBOOKS</b></p>	<p>WTMC provides textbooks for all WTMC classes. Books are passed out in class and returned at the end of the semester. For WCC classes, some textbooks are provided by WTMC, others will need to be picked up from the WCC bookstore. Students need to return school books at the end of a semester in order to receive textbooks for the following semester.</p>
<p><b>TRANSITION TO WCC</b></p>	<p>In order to transition from WTMC classes to WCC classes a student must meet three requirements:</p> <ol style="list-style-type: none"> <li>1. Soft Skills certification from each WTMC instructor, indicating that the student has demonstrated adequate soft skills to be successful in the college environment.</li> <li>2. Academic certification of the content area teacher that the student is ready for college level academic work in that content area.</li> <li>3. ACCUPLACER test scores at a reading and writing level of six.</li> </ol>





Washtenaw  
Technical Middle College

# **Rights and Responsibilities Handbook**

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# Washtenaw Technical Middle College Rights and Responsibilities Handbook

This Handbook applies to any student who is in attendance at Washtenaw Technical Middle College or at any WTMC sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the middle college or maintaining the safety and welfare of the students and staff. From this point on for convenience, Washtenaw Technical Middle College will be referred to by "WTMC" and Washtenaw Community College will be referred to by "WCC."

## Code of Conduct

The WTMC administration reserves the right to exercise discretion in determining the action level warranted by any violation of the Code of Conduct based upon the student's age and previous violations. These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the prior level.

### I. Attendance and Punctuality

#### WTMC Attendance

AT WTMC absences and tardies are considered neither excused nor unexcused. WTMC documents the reason the student was absent or late to a WTMC class. Under the WTMC Attendance Policy documented absences fall into one of the four following categories:

<u>Reason Code</u>	<u>Documentation Required</u>	<u>Power School Code</u>
Medical/Health Condition	Doctors Note	H
Family Business	Funerals/weddings documentation	F
Court Related Business	Court dates documentation	C
Non-Attendance by Request	Faculty Request	N

Total absences are documented as indicated below:

- If a student receives 8 absences fall or winter semesters, or 4 absences spring semester *in any individual class* the instructor has the option to soft skill de-credential\* the student.
- If a student receives more than 20 absences, all classes cumulative, fall or winter semester or 10 absences, *all classes cumulative*, spring semester the student's BASE Advisor ( WTMC faculty member who follows student throughout three years at WTMC to provide Better Accounting of Student Efforts) can in consultation with the student's content instructors, soft skill de-credential\* the student.
- If a student receives more than 32 absences, *all classes cumulative*, fall or winter semester or 16 absences, *all classes cumulative*, spring semester the student can be removed from the WTMC Program.

\*Soft skill de-credentialing is defined as the loss of the soft skill credential that allows a student to enroll in WCC courses.

Tardies

- A student more than ten minutes tardy to a WTMC class receives an absence.
- A student less than ten minutes tardy receives a tardy and a reminder from the instructor.
- Four tardies equal an absence

## WCC Attendance

WTMC students are expected to maintain their soft skills by attending all of their WCC classes. All WTMC students taking one or more WCC classes must validate attendance by submitting verification forms called Green Cards and Red Cards. These serve as State Audit Reporting slips used to prove that the student was in class on the State's pupil membership count dates. Red Cards are necessary for WTMC to receive state school aid funding from the State of Michigan which pays for tuition, books and materials.

## II. Appropriate Learning Environment

	Action Level				
	1	2	3	4	5
A. Insubordination/open defiance/willful disobedience	•	•			
B. Indecent/obscene language and gestures	•	•			
C. Academic dishonesty (cheating/plagiarism)	•	•			
D. Interference with school personnel +	•	•	•		
E. Inappropriate dress	•	•			
F. Disruptive conduct	•	•			
G. Forgery +	•	•			
H. Inappropriate displays/images	•	•			
I. Gambling	•	•			

## III. Controlled Substances

	Action Level				
	1	2	3	4	5
A. Use and/or possession of tobacco products and/or smoking paraphernalia +	•	•	•	•	•
B. Use and/or possession of alcohol and/or any unauthorized medicines, inhalants, drugs or narcotics ++	•	•	•	•	•
C. Sale or distribution of alcohol and/or any unauthorized or prescription or over the counter medicines, inhalants, drugs or narcotics ++	•	•	•	•	•

## IV. Technology:

WTMC students will sign and agree to abide by the *Washtenaw Community College Technology Use Agreement*. The consequences for not following this policy are outlined in this Washtenaw Community College Technology Use Agreement. A copy of the Washtenaw College Technology Use Agreement is available at the front desk of the WTMC office, room 214 of the Technical and Industrial Building.

## V. Protection of Property

	Action Level				
	1	2	3	4	5
A. Theft +	•	•	•	•	•
B. Possession of stolen property +	•	•	•	•	•
C. Vandalism/malicious destruction ++	•	•	•	•	•
D. Deliberate misuse of property	•	•			
E. False fire alarms ++	•	•	•		
F. Burglary ++		•	•	•	
G. Trespassing	•	•	•		

## VI. Protection of Physical Safety and Mental Well-Being

	Action Level				
	1	2	3	4	5
A. Verbal Assault*	•	•	•	•	•
B. Possession of dangerous weapons ++ **					•
C. Possession of other weapons ++		•	•	•	•
D. Possession or use of firecrackers or explosives+	•	•	•	•	•
E. Threats with a weapon and/or dangerous instrument ++		•	•	•	•
F. Use of a weapon ++			•	•	•
G. Threat or use of a legitimate tool as a weapon ++	•	•	•	•	•
H. Fighting +	•	•	•	•	•
I. Physical Assault ++		•	•	•	•
J. Criminal sexual conduct ++ ***					•
K. Consensual sexual misconduct ++	•	•	•	•	
L. Unwanted and/or unwelcome physical contact of a sexual nature+	•	•	•	•	
M. Extortion ++			•	•	
N. Bullying/Intimidation	•	•	•	•	•
O. Robbery ++			•	•	•
P. Reckless Vehicle Use ++	•	•	•	•	•
Q. Bomb threat or similar threat ++ ****			•	•	•
R. Attempted arson/burning/arson ++ *****	•	•	•	•	•
S. Harassment (defined, pg. 17-18) +	•	•	•	•	•

+Principal may refer incident to WCC Campus Safety and Security Department and Washtenaw County Sheriff's Department

++Principal must refer incident to local and state enforcement agencies

All student disciplinary action must be reported on PowerSchool. Serious infractions or repeated offenses may result in an action level higher than indicated on the above chart. The WTMC school district reserves the right to remove a student from WTMC.

\*In certain circumstances state law requires suspension or expulsion if a pupil enrolled in grade 6 or above commits a verbal assault, MCL 380./3311a(2)

\*\*A dangerous weapon shall include:

a firearm (including a starter gun), or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC 921. Also, any electronic device that inflicts or causes pain or suffering is likewise considered a weapon. State law requires permanent expulsion for possession of a dangerous weapon.

Other weapon shall include any object or instrument including a replica, facsimile or look-alike of such object or instrument, the principal use of which is to inflict injury, physical pain or physical harm. The term "other weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person. Chemical or toxic substances, e.g., mace, pepper spray, etc., are included in this category.

\*\*\*State law requires permanent expulsion for criminal sexual conduct subject to possible reinstatement, MCL 380.1311(2).

\*\*\*\*If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, school property, or school-related event, suspension or expulsion is required by state law, MCL 380.1311a(2).

\*\*\*\*\*Arson that constitutes a felony violation of Chapter X of the Michigan Penal Code, MCL 750.71 to 750.80 will result in permanent expulsion subject to possible reinstatement in accordance with section 1311(2) of the Revised School Code, MCL 380.1311(2).

## Disciplinary Action Levels

[Action Level 1](#) | [Action Level 2](#) | [Action Level 3](#) | [Action Level 4](#) | [Action Level 5](#)  
[Special Education Suspension and Expulsion](#)

**GENERAL REQUIREMENTS.** At each action level, one or more of the actions listed below may be taken by the administration or other designated person, at the discretion of the administration. A meeting, letter, or telephone call with the parent or guardian and the student may take place in addition to the level of action.

**NOTE:** These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

The disciplinary actions contained in this booklet apply to all students, including special education students. However, due to the unique needs of special education students and federal and state laws, the procedures determining the appropriate disciplinary action will vary somewhat from regular education when a special education student is involved. See the section on *Special Education Suspension and Expulsion*.

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### *ACTION LEVEL 1*

**CONFERENCES BETWEEN TEACHER AND STUDENT.** A discussion with student about taking responsibility for one's actions and making the necessary changes in conduct so that there is a permanent change in behavior.

**CONTRACT WITH STUDENT.** A written statement developed collaboratively, listing steps to be taken by the student to improve behavior, the date for a review, and the consequences if the contract is not honored.

**COMMUNICATION TO PARENT OR GUARDIAN.** Notification to the parent/guardian of a meeting by telephone call or letter that a behavior problem exists, the action taken, expectations for future behavior and necessary follow-up.

**CONFERENCE WITH STAFF, PARENT/GUARDIAN AND STUDENT.** A meeting or telephone conversation with staff, parent/guardian and student to discuss student achievement and unacceptable conduct. A plan for future behavior will be determined.

**OFFICIAL WARNING TO STUDENT.** A written notice to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. A copy of the notice should be sent to the parent/guardian and one kept for the record.

**REFERRAL TO OUTSIDE AGENCY.** Action taken by the WTMC administrator or in consultation with staff, parent/guardian and student when behavior signals a need.

**SPECIAL ASSIGNMENT.** Assignment to an activity or program that builds awareness, knowledge and skills to meet similar situations more positively.

**EXCLUSION FROM EXTRACURRICULAR ACTIVITIES.** This action denies the student the opportunity to participate in extracurricular activities for a specified period of time.

**CLASS EXCLUSION.** A student who misbehaves is denied the right to attend particular classes for one class period.

**OTHER SCHOOL-AUTHORIZED ACTIONS.** Other appropriate actions, such as community service, may be carried out in conjunction with the school's discipline management plan.

**ONE-SCHOOL-DAY SUSPENSION.** In accordance with state law, a student may be denied the right to attend a class/middle college activity for one day, one subject, or one activity period. Hours accumulate to equal one school day. This suspension counts as one day of the ten days a special education student may serve before an IEP (Individualized Educational Plan) meeting is mandated.

**ONE-TO-FIVE-DAY SUSPENSION.** After an informal hearing, an administrator may impose an action to deny a student's right to attend classes and activities for one (1) to five (5) school days. It will be the responsibility of the student to contact their instructors to arrange for make-up work and homework.

**FINANCIAL/SERVICE SETTLEMENT.** In cases where student behavior causes damage, destruction, or loss of property, the parent/guardian and student will be expected to pay the cost of repair or replacement. The terms of repayment or replacement will be determined by the WTMC staff or Washtenaw Community College.

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*ACTION LEVEL 2*

**ALCOHOL OR DRUG ASSESSMENT AND FOLLOW-UP RECOMMENDATIONS.**

See the section on controlled substances for disciplinary actions.

**POLICE REFERRAL.** For conduct that violates the rules and which may also be a violation of criminal law a referral may be made to the police, generally to Washtenaw Community College police liaison officer. An agreement for the provision of law enforcement services to the Washtenaw Technical Middle College by Washtenaw Community College Security and the Washtenaw County Sheriff's Department contains provisions relating to parent notification and to interviews, interrogations, and arrests by the Washtenaw County Sheriff's Department.

**FINANCIAL/SERVICE STATEMENT.** The same as in Action Level 1.

**IN-SCHOOL SUSPENSION.** The same as in Action Level I (2-5 days).

**EMERGENCY REMOVAL FROM SCHOOL.** Removal of a student from school prior to an informal hearing when the administrator determines that the student's continued presence is an immediate danger to persons or property or is disruptive to orderly school operation. A hearing must be held within three days after the student's removal.

**POLICE REMOVAL FROM SCHOOL.** For conduct that violates the rules and which may also be a violation of criminal law, a referral may be made to the police, generally to the Washtenaw Community College police liaison officer. An agreement for the provision of law enforcement services to the Washtenaw Technical Middle College by the Washtenaw Community College Security Department and Washtenaw County Sheriff's Department contains provisions relating to parent notification and to interviews, interrogations, and arrests by the Washtenaw County Sheriff's Department.

**SIX-TO-TEN-DAY SUSPENSION.** An action, taken after an informal hearing by the building administrator, which denies a student the right to attend all classes and school activities for a minimum of six (6) to a maximum of ten (10) days. It will be the responsibility of the student to contact their instructors to arrange for make-up work and homework.

**PROBATION.** This is an action taken following reinstatement from suspension which may include a behavior contract and may require the student to forgo participation in specified activities. Examples include school-sponsored organizations and other activities for a limited, defined period of time.

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### *ACTION LEVEL 3*

***SUSPENSION WITH ASSIGNMENT TO A SPECIALIZED PROGRAM.*** For second possession of drugs/alcohol or first sale or transfer. See section on Controlled Substances.

***POLICE REFERRAL.*** Same as Action Level 2.

***FINANCIAL/SERVICE SETTLEMENT.*** Same as Action Level 1.

***SEMESTER-OR-LESS SUSPENSION:*** Suspension can be from eleven (11) school days to a semester in length. The authority to issue a long-term suspension **rests with the principal or other building administrators.** A student who has been suspended is not permitted to attend class, remain on school grounds participate in any extracurricular activities during the period of the suspension.

A student in special education may not be suspended for more than ten (10) days, cumulative, without holding an IEPC meeting, except when emergency removal is necessary. See Special Education Suspension and Expulsion.

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### *ACTION LEVEL 4*

Any violation that requires a disciplinary action at Level 4 is subject to possible suspension or expulsion. Following a behavior that qualifies as disciplinary Action 4, an informal hearing must take place prior to any suspension except when emergency removal is necessary.

**LONG-TERM SUSPENSION AND/OR ALTERNATIVE PLACEMENT** (One semester up to 180 days). In the event an action warrants suspension, the principal or other building administrator will investigate the incident and schedule a meeting with the student and parent to share the charges and proposed disciplinary action. The student has a right to present evidence or witnesses for support.

The administrator may refer the student who is suspended for more than ten days to an alternative education placement. Referral procedures will be provided by the administrator who takes the action. Students or their parents/guardian may apply for readmission 30 school days prior to the end of the specified period. A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the

Dean/Superintendent of Schools  
Washtenaw Technical Middle College Technical and Industrial Building, Room 214  
4800 East Huron River Drive  
Ann Arbor, MI 48105-4800

Return from a semester suspension for a drug related activity is conditional upon completion of an approved treatment program.

The Reinstatement Committee includes two board members of the Board of Directors, a WTMC Counselor and the BASE Advisor teacher. The Committee makes a recommendation to the Superintendent *for or against re-instatement*.

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#### *ACTION LEVEL 5*

### **EXPULSIONS**

The WTMC Board of Directors recognizes that exclusion from the education programs of the district is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board of Directors reserves the authority to allow the Dean/Superintendent to make expulsion decisions. However, in some instances, the Dean/Superintendent's discretion is narrowly circumscribed by state law.

The expulsion procedures cannot be used to diminish the due process rights of students. Each student subject to expulsion shall have his/her situation reviewed by the Dean/Superintendent and the Board of Directors on a case-by-case basis.

The Dean/Superintendent reviews the documentation for each case and determines if the recommendation to expel the student is to be upheld and forwarded to the Board of Directors. The parent/guardian will be responsible for finding alternative education for the student.

While the review and hearings are taking place, the student will be suspended from school and homework will be provided. The WTMC Board of Directors will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a decision about the long-term suspension or expulsion.

### **EXPULSIONS FOR WEAPONS, ARSON, AND CRIMINAL SEXUAL CONDUCT**

The Revised School Code states that a student must be expelled from all public schools in the state if the student commits criminal sexual conduct (rape), arson or is found to be in possession of a dangerous weapon. The 1999 state law added expulsion from public school for physical or verbal assault on school employees, volunteers, or contractors. The expulsion must be recorded on the student's permanent record.

WTMC is not required to expel a student for possessing a weapon if at *least one of the* following criteria is established in a clear and convincing manner:

- The student did not know the item was a weapon
- The weapon was not possessed for use as a weapon
- The weapon was not knowingly possessed by the student
- The weapon was in the student's possession with the permission of school or police authorities.

There are no exceptions for students found to have committed criminal sexual conduct or arson. Students expelled for weapons, arson, or rape will be referred to law enforcement.

## **REINSTATEMENT PROCESS**

The reinstatement process shall be held in accordance with section 1311 and 1311a of the Revised School Code, MCL 380.1311 and 380.1311a.

The parents or legal guardian of a student, or a student who is at least age 18 or is an emancipated minor, enrolled in grade 6 or above at the time of expulsion, may petition for reinstatement after 150 school days, but the student may not be reinstated before the expiration of 180 school days after the date of expulsion.

A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the Dean/Superintendent of WTMC, Technical and Industrial Bldg, 4800 East Huron River Drive, Ann Arbor, MI 48105.

A Reinstatement Committee includes two WTMC Board members, a parent of a student enrolled at WTMC, one faculty member, a WTMC Counselor and the student's BASE Advisor. Recommendations from this committee are forwarded to the WTMC Board of Directors for a vote for conditional or unconditional reinstatement or against reinstatement.

## **SPECIAL EDUCATION SUSPENSION AND EXPULSION**

If a student is receiving special education services through an Individualized Educational Program (IEP) and/or 504 services, the student's removal from school that exceeds ten (10) school days in one school year constitutes a change in placement. Therefore, an IEP must be convened to review the current behavior plan and to determine if the behavior subject to discipline is a manifestation of the student's disability.

A special needs student may be subject to a suspension exceeding a total of ten (10) school days within a school year, an administrative transfer or expulsion only after an IEP determines that:

- The determination of eligibility is appropriate; and the student's IEP currently reflects the special education programs and services needed to meet the unique educational needs of the student.
- The student's disability did not impair the student's ability to understand the impact and consequences of the behavior subject to disciplinary action;

- The student's disability did not impair the student's ability to control behavior subject to disciplinary action.

If the IEP determines that the behavior is a manifestation of the disability, disciplinary procedures are stopped and the IEP and the IEP determine appropriate programs and services for the student.

If the IEP determines that the behavior is not a manifestation of the disability, the eligibility has been appropriately determined, and/or the current program and/or services are appropriate for the student, then this information is included in the written IEP report and sent to the Dean/Superintendent.

The suspension may be given or the Dean/Superintendent may expel the special needs student using the same procedures the Dean/Superintendent would follow when expelling regular education students. If the IEP decision is appealed, the student remains in the placement determined in the last uncontested IEP.

When the behavior subject to disciplinary actions involves drugs, dangerous weapons, or if the student is deemed to be a danger to him/herself or others, the IEP shall determine an interim alternative placement and services for up to 45 calendar days.

When considering suspensions, administrative transfers, or expulsions of a student, if WTMC has reasonable cause to believe that the student has special needs, the student will be given the same rights that are given to students who are eligible for special education services.

# Rights and Responsibilities

## Philosophy on Student Freedom of Expression

Student speech is protected by the First Amendment of the United States Constitution. Thus, students have the right to express themselves openly about matters of social, political, and religious importance. However, students may not express themselves in a way that causes a disruption of, or interference with, the orderly conduct of WTMC or WCC activities or is inconsistent with the middle college's basic educational mission.

## Philosophy of Life Skill Behaviors

The WTMC Board of Directors and staff are committed to ensuring a school culture that nurtures learning and assures the safety and welfare of all students and staff. Collaboration between parents, staff and the community allow for the successful implementation of the WTMC Mission.

*"Washtenaw Technical Middle College (WTMC) is a Public School Academy located on the campus of Washtenaw Community College. With sustained support and guidance, students engage in rigorous academics and life management skills to earn a high school diploma and either a technical certificate or an Associate degree."*

WTMC is committed to a skill-based approach to learning which ensures that the rigor required for a successful transition to college is realized by each WTMC student. Students are expected to assume responsibility for their own actions in order to develop a well-defined internal locus of control.

Students enjoy numerous privileges and are expected to cooperate in maintaining a culture where learning is cherished. WTMC students are considered college students and consequently, are required to act accordingly.

The term "soft skills" refers to skills which are not academic, but significantly influence academic and job success. These include showing up for class, being prepared, following through, communicating effectively and taking responsibility for your own actions. Students should be aware that soft skill credentialing is one of the necessary components to successfully move into courses at WCC.

The process of de-credentialing can take place for a number of reasons: violating the rules as outlined in this handbook, failure to evidence soft skills at WTMC or WCC, and academic failure at WCC in which two courses are failed within the same semester. De-credentialing will result in a return to WTMC courses or a decision to withdraw from WTMC.

A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

Students and parents must recognize that the unacceptable behaviors specified in this Rights & Responsibilities Handbook will be subject to disciplinary action. When it is necessary to take corrective measures, the actions should be appropriate to the nature of the offense, consistent with applicable law, constructive and limited to that which is reasonably necessary to promote WTMC's educational objectives.

## Rights and Responsibilities

### Rights

#### *Students have a right to:*

- Learn and study in a positive atmosphere for learning -- one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.
- Expect that middle college rules will be enforced in a consistent, fair and reasonable manner.
- Discuss and receive assistance with educational concerns from the school staff
- Receive a copy of the WTMC Rights and Responsibilities Handbook.
- Receive fair discipline without discrimination.
- Have access to their own student records.
- Use computers and other equipment for learning.

#### *Parents and Guardians have a right to:*

- Receive official reports of the student's academic progress and attendance.
- Request and be granted conferences with teachers, counselors and/or the superintendent/dean.
- Receive explanations from teachers about the student's grades and disciplinary procedures.
- Read all school records pertaining to their student.

#### *Middle College Personnel have a right to:*

- Work in a positive atmosphere for learning and teaching.
- Receive support when enforcing student

### Responsibilities

#### *Students have a responsibility to:*

- Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in the learning process and complete assignments.
- Strive for academic rigor and growth.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.
- Make up work resulting from an excused absence or suspension.
- Follow discipline guidelines adopted by the district.
- Read and ask questions to understand the information in this booklet.
- Use computers in an appropriate manner as defined in the WCC Technology Use Agreement that is signed by each student.

#### *Parents/Guardians have a responsibility to:*

- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision for the student's health, physical and emotional well-being, and assume responsibility for the student's timely regular attendance.
- Review and discuss with the student the Statewide Safe Schools Legislation.
- Encourage student compliance with school

discipline as outlined by School Board policies and WTMC.

- Teach and work in an atmosphere free from verbal or physical threats and abuse.
- Expect compliance with rules by staff and students.
- Be present, when appropriate, at conferences and hearings concerning classroom and school disruption.

and district rules.

- To support transition into college, parents need to see their student as competent and capable of this move to the college environment of WCC. Supporting transition to the college happens in a number of ways; by developing a trusting relationship with WTMC staff, by providing their son/daughter an opportunity to resolve conflict, engage in meaningful decision making and learn from their failures and successes.

*WTMC Personnel have a responsibility to:*

- Develop, communicate and implement written classroom expectations for students' behavior and grades.
- Work with parents to prevent discipline problems.
- Inform parents/guardians of student progress, behavior and attendance.
- Refer students to other staff or programs as appropriate.
- Maintain accurate student records.
- Protect and respect confidentiality of students, parents, and school staff.
- Protect students' health, safety, and welfare.
- Record disciplinary actions in accordance with state laws.

## Previous Misconduct in Another Educational Institution

A student who seeks to enroll in WTMC and who previously has been found to have engaged in misconduct in another educational institution as the term "misconduct" is defined in this handbook or by the other educational institution and which resulted in long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another educational institution but withdrew from such educational institution prior to the misconduct being established, may be subject to suspension or expulsion from WTMC. Such a student shall be permitted to enroll but shall be held on suspension pending a hearing before the superintendent in accordance with Action Level 4 and/or 5 of the Rights and Responsibilities Handbook (Long-Term Suspension or Expulsion). A student who has been expelled from another educational institution for criminal sexual conduct, arson or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found by the WTMC Board of Directors to have committed such offense prior to enrollment in WTMC shall not be admitted to the WTMC district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA15.41311(5)). "Educational Institution" shall have the same meaning as that set forth in MCL 37.1401.

## State Suspension/Expulsion Laws

In accordance with state law, the WTMC Board of Directors must permanently expel a student for possession of a dangerous weapon, arson or criminal sexual conduct. The Board of Directors may expel students for physical and verbal assault as described below. Classroom teachers may suspend students from their classrooms for any conduct that violates the rules as described in this handbook.

**If...**a student commits a physical assault (intentionally causing or attempting to cause physical harm to another through force or violence) against a person employed by, or engaged as a volunteer or contractor by the school board in a classroom, on school premises, on a school bus/vehicle, or at a school-sponsored activity or event (whether or not on school premises.)

**Then...**the law requires the school board to EXPEL the student from the school district permanently for 180 school days, subject to possible reinstatement as defined by the law; makes it the parent's responsibility to find a suitable educational program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to law enforcement officials, as well as to enter on the student's performance record that he or she has been permanently expelled.

**If...**a student commits a physical assault against another student.

**Then...**the law requires the school board to SUSPEND or EXPEL the student from the school district for up to 180 school days. If the student is expelled, the law makes it the parent's responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.

**If...**a student commits a verbal assault against a person employed by, or engaged as a volunteer or contractor by the school board, or makes a bomb threat or similar threat directed at a school building, other school property or a school-related event.

**Then...**the law requires the school board to SUSPEND or EXPEL the student from the school district for a period of time as determined by the school board. If the student is expelled the law makes it the parent's responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.

**If...**a teacher in a public school has good reason to believe that the conduct/behavior of a student of any age in class, subject, or activity warrants suspension as described in this booklet.

**Then...**the law allows the teacher to SUSPEND the student from the class, subject, or activity for up to one (1) full school day.

## Controlled Substances

WTMC is dedicated to providing a healthy, comfortable and productive environment for all members of the school community. WTMC acknowledges that use of controlled substances requires a variety of interventions; there is a critical need for counseling, education and treatment in addition to disciplinary action. The possession of alcohol or illicit drugs interferes with a healthy environment and are prohibited on WCC premises, or at WTMC functions. WTMC is committed to a three-part approach to controlled substances: 1) prevention, 2) intervention and 3) support. Consequences of the unacceptable behaviors listed in the Code of Conduct regarding alcohol and other drugs will include disciplinary actions, substance abuse assessment and educational experiences. The term "drug" is defined as alcohol, all mood-altering substances including any unauthorized medicines, (that have not been medically prescribed for the student) and inhalants, or narcotics.

Parents will be referred to the "Parenting for Prevention" booklet which provides additional information and resources.

Substance abuse assessment answers the following questions: Does an alcohol/drug problem exist? What is the nature and extent of the problem? What action is recommended at this time?

These consequences and sanctions are cumulative. Each succeeding action level may include the consequences and/or sanctions of the prior level. The first violation of the controlled substance policy may include consequences and a referral for a substance abuse assessment. The second violation of the substance abuse policy will result in removal from WTMC.

## Smoking Policy

No person, at any time, shall smoke, chew or otherwise use tobacco products of any kind on WCC property or property under the control of WCC, in any school buildings, indoor facilities or WCC vehicles.

## Medication

All medications, prescription or non-prescription must have prior notification in the form of a "Medicine Documentation Form." Documentation must be on file before the student can take the medication on campus

## Harassment

A student has a right to participate in all WTMC activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing. Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

**Sexual Harassment** includes an unwelcome sexual advance or sexual behavior, including verbal behavior, (1) that is tied to a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; (2) that substantially interferes (or will substantially interfere) with a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; or (3) that is intimidating.

Furthermore, Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually-motivated, unwelcome touching
- Obscene gesture
- Written or graphic harassment or abuse

**Ethnic Intimidation and Harassment** includes slurs, verbal references, gestures and other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality.

**Religious and General Harassment** includes slurs, verbal references, gestures, or other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability (e.g., sexual or racial comments, threats, or insults, unwanted sexual touching, etc.).

A student should report incidences of harassment to the Superintendent/Dean or their BASE Advisor with any supportive evidence that is available. The Dean/Superintendent will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the building administrator will:

- Have the offender sign a contract regarding appropriate behavior toward the complainant, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

This disciplinary action should be commensurate with the behavior.

## Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges. In imposing discipline on students, WTMC adheres to the requirement of state and federal law and constitutional due process. To the extent that the procedures described in this handbook exceed the requirements of the law, a deviation from the procedures shall not prevent the imposition of the disciplinary actions set forth in this handbook. Records that result from the student's actions or his/her consequences should clearly state whether the charge of misbehavior was or was not substantiated.

## Informal Hearings

Most discipline problems not leading to long-term suspension or expulsion are resolved at WTMC through an informal hearing involving the student, parent/guardian and teacher or middle college Dean/Superintendent. During the hearing, the student and parent/guardian hear the charges, and evidence. The student tells his/her side of the story. Various problems-solving strategies may be used. Consequences will be delivered within 48 hours of the informal hearing.

## Formal Hearings

Formal hearings are held as a part of the due process procedure for long-term suspensions and all expulsions. The WTMC Board of Directors President, after reviewing the Dean/Superintendent's report, witnesses' statements and any other relevant documents or items and instructs the Dean/Superintendent to schedule a hearing within ten (10) school days of the disciplinary action. The Dean/Superintendent's office will also prepare the packet of information for the hearing. The parents or guardians will receive a letter, disciplinary forms with date, specific rules that were violated, copy of the disciplinary procedural process and any other relevant information.

The student is afforded the following procedural due process:

- Written notice of prohibited conduct
- Written notification of hearing (time and location) and procedures to be followed
- Impartial hearing
- Access to evidence
- Opportunity to present witnesses and evidence on his/her own behalf
- Opportunity to have advocate/counsel present

The participants, including the student, parents or guardian, WTMC Board of Directors members, advocate/counsel for the hearing will receive a packet of information to be used at the hearing.

The Board will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a decision about long-term suspension or expulsion.

## The Hearing Agenda

- The WTMC Board of Directors President introduces him/herself as the chair and calls upon each person in attendance to introduce him/herself and give the role he/she will be performing at the hearing.

- The Dean/Superintendent gives an explanation of why the hearing is being held, information about the student and the specific statements of the charge and the disciplinary action recommended.
- The WTMC Board of Directors will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a \_\_\_\_\_ about long term suspension or the expulsion.
- The Dean/Superintendent presents evidence of the charges, including witnesses and any written statements.
- The student and/or his/her advocate, respond to the charges and presents witnesses and any written statements.
- The Dean/Superintendent and the student and/or his/her advocate give closing statements.
- The WTMC Board of Directors President informs the group of the decision process. Within two school days of the hearing, the Board President will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the Board's decision to uphold, modify or reverse the suspension/expulsion. Written notification must follow.
- The Board President dismisses the group after all questions regarding the appeal process have been answered and explained.
- The WTMC Board of Directors discuss the evidence and proceedings and may make the following decisions:
  - Waive charge(s)
  - Reduce charge(s)
  - Change/modify the Dean/Superintendent's recommendation or disciplinary action.
  - Support the Dean/Superintendent's recommendation and disciplinary action.
  - Increase the recommendation and disciplinary action.

## The Appeal Process

A. SUSPENSIONS OF ONE (1) TO FIVE (5) SCHOOL DAYS. There is no appeal for suspension of one (1) to five (5) school days.

B. SUSPENSIONS OF SIX (6) TO TEN (10) SCHOOL DAYS. A request for an appeal of a short-term (six to ten school days) suspension shall be made in writing and directed to the Dean/Superintendent, by the parent/guardian or student 18 years of age, within two (2) school days of the date that the disciplinary action was taken. This written request must include the reason for the appeal. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

The Dean/Superintendent will conduct a review of the appeal request. Following this review, the Dean/Superintendent will notify the student and his/her parent(s)/guardian(s) in writing, of his/her decision to uphold, modify or reverse the suspension.

If the suspension exceeds five (5) school days, the Dean/Superintendent's decision may be appealed. A written request must be made to the Dean/Superintendent stating the reason(s) for the appeal and asking for a review by a three-member review panel. The panel will be comprised of one (1) faculty member, the student's counselor and BASE Advisor.

C. SUSPENSION EXCEEDING TEN (10) SCHOOL DAYS. Review of long-term suspensions (those exceeding ten (10) days) is to be directed to the Dean/Superintendent within three (3) school days of the date the disciplinary action was taken. This appeal must be made in writing stating the reason for the appeal and the adjustments requested. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

A three-person hearing panel will conduct a review within ten (10) school days of the suspension. This panel will be comprised of the student's counselor, and BASE Advisor and two additional WTMC faculty members. Within two (2) school days of the hearing, the panel will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the panel's decision to uphold, modify, or reverse the suspension. Written notification must follow.

The suspension remains in effect during the appeal process.

#### APPEAL OF THE HEARING PANEL DECISION

A student 18 years or older or a parent/guardian may appeal the decision of the three-person hearing panel to the Board of Directors. This appeal, directed to the Dean/Superintendent, must be made in writing within five (5) calendar days following the receipt of the decision.

Again, reasons for this appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

During a regular meeting, the WTMC Board of Education will determine whether or not to hear the appeal.

The decision of the WTMC Board will be communicated in writing to all parties concerned by the WTMC Board Secretary.

The suspension remains in effect during the appeal process.

*Letters of appeal stating the basis for the appeal and the desired remedy should be addressed to the WTMC Board of Directors, Industrial and Technology Building, Room 214, 4800 East Huron River Drive, Ann Arbor, Michigan 48105.*

## Definitions

**Abusive/Profane Language.** The act of uttering distasteful, offensive language for the purpose of debasing the dignity of another person.

**Academic Dishonesty/Plagiarism.** Taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc.

**Alcohol and Drug Use.** Use, possession of, being under the influence of, or the sale and distribution by students on school property at district activities, of alcohol or illicit substances.

### **Arson/Attempted Arson/Burning.**

A. **Arson. Malicious.** intentional burning of any property belonging to, rented by or on loan to the district or property of students or school personnel.

B. **Attempted Arson.** Intentionally trying to start a fire but no fire starts; e.g., throwing a lighted match into a trash container but no fire starts.

C. **Burning.** Setting fire to, or doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading of procuring another to do such an act or acts.

### **Assault.**

A. **Fighting.** Engaging in physical contact such as pushing, horseplay, shoving and/or hitting.

B. **Physical Assault.** An attack by one person against another wherein the offender recklessly attempts to inflict physical harm, such as broken bones, loss of teeth, internal injury, or loss of consciousness; or use of a weapon or its display in a threatening manner.

C. **Verbal Assault.** Verbal assault is defined as "any willful threat to inflict physical injury upon another person under circumstances that create a reasonable fear of imminent physical injury, coupled with an apparent ability to inflict such physical injury."

### **Behaviors Considered Inappropriate.**

- A. **Profane/Obscene Language and Gestures.** Students shall not verbally, in writing, electronically, with photographs or drawings, direct profanity or insulting, obscene gestures toward any other person.
- B. **Open Defiance/Willful Disobedience.** Refusing to comply, either verbally or non-verbally, with a direction or instruction of a staff member.
- C. **Displays/Images.** Applying profane, obscene, sexist, racist or other decorations to a locker or any area or surface which disrupts the educational process or interferes with teaching and learning.

**Bomb Threat.** Making a bomb threat or similar threat directed at a college building, other college property or a WTMC/WCC related event.

**Bullying.** The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions.

**Burglary.** Entry into unopened school property, without authorization, for the purpose of committing a crime.

**Controlled Substance.** Illegal or unauthorized medicines, inhalants, drugs or narcotics including but not limited to: Marijuana, Heroin, Cocaine, LSD, Barbiturates, Amphetamines, Drugs manufactured for use with animals and drug paraphernalia, on college property or at any middle college/college sponsored activity.

**Deliberate Misuse of Property.** Intentionally using, without proper permission, property belonging to another or the school, in a manner likely to damage the property.

**Disruptive Conduct.** Inappropriate behavior that disturbs the regular or normal functions of the school.

**Drugs.** Alcohol, controlled substances and all mood-altering substances that have not been medically prescribed for the student.

**Due Process.** A safeguard that protects the rights of individuals.

**Emergency Removal.** Removal from the school without an informal hearing if a student poses a danger to him or herself or other persons or property, or is an ongoing threat to disrupting the academic process.

**Ethnic/Racial Harassment.** The malicious and intentional act of harassing another person due to the individual's color, ethnic origin, or race.

**Expulsion.** Removal of a student by the WTMC Board of Directors from WTMC on a permanent or time-limited basis.

**Extortion.** Forcing other person/persons to act against their will, such as demanding money, property, etc.

**False Fire Alarm.** Reporting or setting off a fire alarm without reasonable belief that a fire exists.

**Firecracker or Explosive.** A paper cylinder or sphere containing an explosive; a compound or mixture susceptible to bursting with violence such as gunpowder, nitroglycerine or volatile gas.

**Forgery.** Signing another person's name to any document; altering or falsifying documents.

**Formal Hearing.** A procedure that occurs when a suspension of more than ten days is recommended by the Dean/Superintendent who conducted the informal hearing. The formal hearing is conducted by the WTMC Board of Directors. The student has a right to an advocate, to call witnesses, to question the accusers and witnesses, and to have a copy of the proceedings.

**Gambling.** Illegal participation in games of skill or chance for money and/or other items of value.

**Gang.** An identifiable group of people (highly organized or loosely structured) who form an alliance for a common purpose which identifies with or claims territory in the community. Members engage either individually or collectively in antisocial or unlawful activity/activities and frequently create an atmosphere of fear and intimidation.

**Gang-Identifying Terms.** Clothing, accessories, make-up, markings, or other items/material that identifies a student as a member of a gang.

**Informal Hearing.** Presentation of charges and consequences are given to the student and the parent with an explanation of evidence. The student tells his/her side of the story. Problem solving with the student is an option.

**Insubordination.** Failure to obey, comply with, or carry out a reasonable directive from any school employee.

**Interference with School Personnel.** Threats, harassment, or violence used to prevent school personnel from taking care of their responsibilities.

**Intimidation.** Threats -- verbal or physical -- with intent to inflict fear, injury, or damage, and to prevent another from acting in accordance with personal choice or school policies.

**Make-Up Work.** Course work assignments missed during a short-term suspension must be completed by the student and returned to the instructor.

**Major Vandalism.** Damage that costs more than \$100 to repair or replace the goods, or damage involving a substantial disruption of school activities, such as the destruction of school records.

**One-Day Suspension.** An action which temporarily denies a student the right to attend classes and activities for one school day.

**Reckless Vehicle Use.** Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health, safety, property or to disrupt the educational process.

**Possession of Stolen Property.** Having in one's control or possession, property that has been stolen and which the possessor has reasonable cause to believe has been stolen, or possession without permission of property belonging to another.

**Robbery.** Taking property from a person by force or threat of force.

**Sexual Harassment.** See Harassment.

**Sexual Misconduct:**

**A. Consensual Sexual Misconduct.** Mutually consensual sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas.

**B. Non-Consensual Sexual Misconduct.** Unwanted or unwelcome sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas.

**Suspension.** Removal from school for a specified period of time by Dean/Superintendent.

**Technology Use.** Students are required to sign the WCC Technology Use Agreement Policy. Failure to honor this agreement will be met with the consequences outlined within the policy.

**Theft.** Stealing or unlawfully taking property belonging to the middle college/college or another person with the intent to deprive the rightful owner of its possession.

**Threat of Violence.** Words or actions that may threaten to do injury to another or others.

**Tobacco and/or Smoking Paraphernalia Possession/Use.** Possession or use of tobacco in any form and/or smoking paraphernalia on or adjacent to school property or at school activities.

**Trespassing.** Entering any middle college/WCC property/facility without proper authority; includes any school entry during a period of suspension or expulsion.

**Vandalism.** Intentionally destroying, mutilating, or defacing objects or materials belonging to the school, school personnel, or other persons.

## Weapons

**A. Dangerous Weapon.** a dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC.921. Also, any electronic device that inflicts or causes pain or suffering is likewise considered a weapon.

**B. Other Weapon.** Any object or instrument including a replica, facsimile or look-alike of such object or instrument, the principal use of which is to inflict injury, physical pain or physical harm. The term "other weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person. Chemical or toxic substances, e.g., mace, pepper spray, etc., are included in this category.

## Bullying Prohibition and Prevention Procedures

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions." Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at WTMC and is prohibited.

Students who engage in any act of bullying while at WTMC, at any WTMC/WCC function, in connection to or with any WTMC sponsored activity or event, are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.

(State Board of Education Model Anti-Bullying Policy, September 12, 2006)

## Police Interview and Examination

WCC Campus Safety and Security Department provides safety and security services to WTMC. Campus Safety and Security work with the Washtenaw County Sheriff's Office to provide law enforcement. This policy provides guidelines for the interview and examination of students.

In cases where there is not an immediate danger to lives or property, a police officer(s) from the Washtenaw County Sheriff's Office, having police business on WCC property which involves the need to interview or conduct an examination of a WTMC student, will first make contact with the Dean/Superintendent and the Director of Campus Safety and Security at WCC.

An interview is defined as the questioning of a witness to or victim of an offense and who is not reasonably suspected of having committed an offense. A student has the right to refuse to participate in an interview. A parent must be present when a student is interviewed by the police. Examination is defined as the questioning of a person reasonably suspected of committing an offense whether prior to or after an arrest. A parent will be present when a student is examined by the police where criminal prosecution is possible. WTMC will notify a parent or legal guardian prior to the examination of a student.

All interviews and examinations will be conducted in accordance with all applicable statutory provisions and constitutional protections, and other departmental and school guidelines. If an interview changes to an examination it will be the responsibility of the officer(s) to notify the student(s) of the change and explain to the student(s) the implications of the change from an interview to an examination. The officer(s) will notify the Dean/Superintendent of this change.