

**JACKSON AREA CAREER CENTER**

**STUDENT/PARENT HANDBOOK  
ORIENTATION  
2018/2019**



***Careers Happen Here!***

August 2018



## **INTRODUCTION**

Jackson Area Career Center (JACC) has student policies and procedures that often differ greatly from those of your local school. As a student to JACC, it is extremely important that you understand your rights and responsibilities, as well as the behavior expected of you at JACC.

## **INSTRUCTIONAL GOAL(S)**

Upon completion of this evaluation you will:

1. Understand your rights and responsibilities at JACC.
2. Be aware of the behavior expected of you and the implementation of school policies and discipline procedures for misbehavior.
3. Know what defines violations of designated procedures.
4. Be able to look up and record various procedures for offenses.
5. Understand how credits are awarded for your performance at JACC

## **PERFORMANCE OBJECTIVES**

Upon completion of this evaluation you will:

1. Given the student handbook, you will review student responsibilities at JACC and be aware of the procedures followed at JACC and identify a variety of violations and the designated procedures for each.
2. Given information on JACC policies, you will identify how credit for JACC classes are recommended and awarded.
3. Given information on JACC policies, you will describe how poor attendance in JACC classes can lead to not earning credit.

## **TO ANSWER THE STUDENT/PARENT HANDBOOK EVALUATION YOU WILL NEED**

1. A copy of the current JACC Student/Parent Handbook
2. Articulation read sheet (attached to the document)
3. JACC Class Syllabus

## **LEARNING ACTIVITIES**

1. Review your JACC Student/Parent Handbook.
2. Ask questions of presenters or group leaders.
3. Complete attached questions as directed by your instructor.
4. Read the articulation "read sheet."

## STUDENT ORIENTATION STUDENT HANDBOOK EVALUATION

NAME \_\_\_\_\_

JACC PROGRAM \_\_\_\_\_

1. Restitution and/or repair will be made by offending student for damages to school property.
  - a. True
  - b. False
  
2. Cheating (such as copying answers from other people's tests or modules) is a violation of general classroom procedures and may result in discipline.
  - a. True
  - b. False
  
3. Career Center students receive **one grade** each grading cycle. Explain how you will be graded in this class.

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4. Students who sell or deliver any mind-altering drug may be turned over to the police.
  - a. True
  - b. False
  
5. Any student, who comes to JACC with a weapon, including knives, clubs, guns or chains, may be recommended for expulsion. Law enforcements will be notified.
  - a. True
  - b. False
  
6. Students who give/share their medications with another student may be suspended from school.
  - a. True
  - b. False
  
7. A student's vehicle may be searched by a principal at any time without notice and without a search warrant. Lockers and student computer files at JACC may also be searched by the principal without a warrant.
  - a. True
  - b. False
  
8. Forging another person's signature could result in a student being removed from school or assigned to in-school suspension.
  - a. True
  - b. False

9. A radio or personal tape/CD player, cell phone, or pager (or other electronic devices) will be turned off and out of sight while in JACC building and during all class activities (on or off campus).
  - a. True
  - b. False
10. A student may be expelled for committing assault against another student.
  - a. True
  - b. False
11. Public show of affection between students including embracing, kissing, etc. may result in discipline.
  - a. True
  - b. False
12. Use of tobacco products (including chewing tobacco) on JACC property is a violation of public law. A second violation will result in the issuance of a misdemeanor ticket.
  - a. True
  - b. False
13. All medication must be turned into the Main Office with dosage instruction and a permission slip from a parent or guardian to administer. The only exception to this is the use of a metered dose inhaler or a dry powdered inhaler.
  - a. True
  - b. False
14. School rules apply at any school activity; whether on campus or off. Students who possess alcohol or drugs at a school-sponsored club activity will receive a suspension and report for evaluation at a drug education center.
  - a. True
  - b. False
15. Because of equipment and necessary safety precautions, students **will not be allowed to bring visitors** to spend a class session with them.
  - a. True
  - b. False
16. Each person has dignity and worth. Slurs or outside agitation, which may lead to physical assault, will not be tolerated. Violators may receive suspension.
  - a. True
  - b. False
17. A bomb threat or a false fire alarm will result in a suspension.
  - a. True
  - b. False
18. Student parking is allowed only in Lot \_\_\_\_\_.

19. Students must have permission to leave \_\_\_\_\_.

20. College credit can be earned through Jackson Area Career Center from various colleges/universities, depending on the JACC class enrolled.

- a. True
- b. False

21. The Staff Memorial Fund helps provide funds to JACC students for emergency needs.

- a. True
- b. False

22. Sexual harassment can be defined as making sexual gestures or comments which make someone uncomfortable as well as making unwanted sexual advances.

- a. True
- b. False

23. The Career Center will allow students to drive to JACC if they have permission from their sending high school.

- a. True
- b. False

24. Students at JACC are not permitted to use the Internet for downloading software and personal e-mail.

- a. True
- b. False

25. What is the professional dress for this career?

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26. There are 6 student vocational clubs at JACC. Which club(s) would your class be involved with?

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27. List 5 services the JACC counselor can provide for students.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

28. If a student has 3 or more absences in a grading cycle, their employability grade is subject to reduction.
- True
  - False
29. JACC may accept documentation for days absent.
- True
  - False
30. Students are encouraged to contact their instructor if they are going to be absent just as an employee would contact an employer. This may be reflected in the student's grade (at teacher discretion).
- True
  - False
31. Students that exceed the attendance policy **AND** fail a grading cycle may not be recommended to return to JACC the following tri/semester.
- True
  - False
32. Students with parent permission who need to leave early must sign out in the Office.
- True
  - False
33. Good attendance is expected and **we do not classify absences as excused or unexcused.**
- True
  - False
34. Students who are absent from school for extenuating circumstances must see \_\_\_\_\_.

## **ARTICULATION READ SHEET**

Jackson Area Career Center has worked closely with several post secondary schools in Michigan to equate our curriculum with what they are teaching. As a result, agreements have been reached that will give JACC graduates the opportunity to earn college credit if they attend these schools. In some cases, passing a competency test is also required.

**DEFINITION:** Articulation is a process whereby students earn college credit for skills and/or knowledge mastered at the high school level.

Articulated credits result in time and money saved in completing higher education requirements.

Currently, articulation agreements exist between Jackson Area Career Center and:

Career Quest  
Baker College  
Central Michigan University  
Davenport College  
Delta College  
Ferris State University  
Jackson College  
Lake Superior State University  
Lansing Community College  
Michigan State University  
Saginaw Valley State University  
University of Northwestern Ohio  
Washtenaw Community College

**SEE YOUR JACC COUNSELOR EARLY TO GET SPECIFIC REQUIREMENTS IF YOU DESIRE ARTICULATED CREDIT.**