



CODE OF CONDUCT FOR STUDENTS RIDING THE CAREER TECHNICAL EDUCATION (CTE) BUS

- Be ready to get on the bus as soon as it arrives.
- Be courteous to the bus driver and peers.
- Students must remain on their incoming bus until all buses arrive at the designated hub location and are stopped. At this time the transfer may begin. (See Transportation Hub Policy below)
- General rules similar to your home school are strictly enforced at the designated (hub) location. There is absolutely **NO** smoking, **NO** snowball throwing, and **NO** fighting. Also, no student is to leave the designated (hub) area.
- **Students guilty of smoking, fighting, vandalism, using obscene or profane language, or any other inappropriate behavior on the bus will forfeit their right to ride the bus.**
- There is no eating on the buses.
- All transfer students must ride the bus unless given written authorization from their home and receiving principal to drive cars. (See Driving Policy below)
- Transfer students are **required** to carry identification cards. This card will be issued by the instructor of your career technical class and completed by you. You must show this card to the bus driver upon request. The bus driver may refuse transportation to any student who does not have an I.D. card.
- In general, please behave like ladies and gentlemen.
- A student who does not abide by the above rules will jeopardize his/her privilege of participating in career technical programs.
- A **ZERO TOLERANCE** policy is in force on all CTE buses and at the hub.

STUDENT RESPONSIBILITY

It is a privilege to attend classes offered by the Downriver Career Technical Consortium. Since you elected to take a career technical program, we assume you want to receive training for a career and will behave in a manner which will promote that training. **Students will follow the rules and regulations of the attending school and are accountable to the principal of the school in which their class is held.**

TRANSPORTATION HUB POLICY

School districts will provide transportation for students to CTE programs. Students are **REQUIRED** to use this bus service. All students must adhere to the Code of Conduct stated above while at the designated hub location.

TRANSPORTATION PROCESS:

- Twice during the day, transfer students are transported by their home school buses to a centralized drop point (hub).
- CTE buses returning to their home school will transport transfer students who will be attending programs at their high school.
- CTE buses then transport the transfer students back to the hub.
- Home school buses transport their transfer students back to their home schools.

The transportation hub is located in the Flat Rock Assembly Plant complex. Flat Rock Assembly employees will be working nearby. Inappropriate behavior at the hub **will not** be tolerated, and will result in immediate removal from the career technical education program.

Please be advised that the Flat Rock Assembly Plant is a federal trade zone. Any laws broken on the premises are a federal offense and will be handled by the federal courts.

Students must only enter and leave the hub via school bus. Parents are not permitted to drive their student to the hub, or pick their student up at the hub. If a student misses the bus from his/her school to the hub, parents and/or school official are allowed to drive the student to the school where the career and technical education program is housed. If a student must leave early, the student must be picked up at the school, not the hub, with the permission of the home school and notification to the educating school before a student may be picked up at the educating school.

DRIVING POLICY

Only in **extreme** situations that have been discussed between the student, the parent, the home school principal, and the receiving school principal will an exception be made for a student to provide his/her own transportation. It is also stressed that when a student receives a permit to drive, this is permission **for that student ONLY** to provide him/herself transportation, and they are **absolutely not allowed to transport other passengers**. **A student, who requests a temporary driving permit, must obtain a driving form from the Instructor.**

UNAUTHORIZED DRIVING TO AND FROM CAREER TECHNICAL CLASSES

First Offense: Three day suspension from class and/or school.

Second Offense: Removal, without credit, from the career technical program. Credit loss shall be for the current semester only.

A STUDENT SHALL HAVE ONLY TWO OF THESE OFFENSES THROUGHOUT THE DURATION OF HIS/HER CAREER TECHNICAL PROGRAM BEFORE HE/SHE IS REMOVED FROM THE PROGRAM.

ATTENDANCE POLICY

All CTE transfer students leaving their home school to take a consortium class in a DCTC member district become students of the host (educating) district while in attendance there. For this reason, all transfer students will follow the attendance policy of the educating school for their CTE class and will be subject to two attendance policies – (1) the home (sending) school's policy and (2) the host (educating) school's policy. Students will also follow the absence appeal process of the host (educating) district for CTE absences. Any discrepancies will be addressed by the sending and receiving principals.

Students are encouraged to attend their CTE class when their home school is closed (with the exception of closure due to inclement weather). For example, attendance is encouraged during mid-winter break, teacher record days, staff professional development days, etc. Students are not allowed to drive to class when their home district is closed due to inclement weather. Absences will not count toward the absence limit when students' home schools are closed.

For the purpose of the Attendance Policy, only those absences caused by the student will be counted relative to the mandatory attendance policy. **To appeal this, a student must appeal to the school where the program is housed, and the student must follow the educating schools appeal process and deadlines, with the exception of the Cosmetology program, which must be appealed at the student's home school.**

CERTIFICATE OF ACHIEVEMENT POLICY

Certificates of Completion are to be awarded to **COMPLETERS**, only. In order to receive the Certificate of Completion, a student must have **completed all 12 segments and must have received a "C" or higher for each Trimester/Semester.**



STUDENT AGREEMENT

By signing below I indicate that I have reviewed these policies with my child and understand all CTE policies.

Student Code of Conduct
Student Responsibilities
Transportation Hub Policy
Driving Policy
Attendance Policy
Educating District/Institution's Code of Conduct
Certificate of Achievement Policy

STUDENT NAME (Print): _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

By signing below I indicate that I have read, understand and agree to follow the CTE policies listed above. I also understand the consequences for violating these CTE policies.

STUDENT SIGNATURE: _____ DATE: _____

This form must be signed and returned to your CTE instructor.