

BAY-ARENAC ISD CAREER CENTER STUDENT CLUBS HANDBOOK



TEAMWORK – LEADERSHIP

SERVICE – SKILLS

NETWORKING – TRAVEL

CONFIDENCE – SCHOLARSHIPS

GOALS – PRIZES – FUN!!!

Welcome Student Club Member!

At the Bay-Arenac ISD Career Center, we believe that your education is not something to be confined to the classroom. Your participation in student organizations (student clubs) is one of the best ways to practice and improve the skills you are learning, work with experts in your field of choice, earn prizes and scholarship money, travel, make new friends, make a real impact on your high school experience, and have fun!!!

The Bay-Arenac ISD Career Center has a tradition of active and successful student organizations. Your Career Center staff is committed to providing each of you with the assistance and support you need to be successful in your organization this year. It is with this commitment in mind that we created this handbook. It is designed to provide you with information on participating in a student organization at the BAISD Career Center. Though this handbook is intended as a resource, please understand that you are encouraged to work closely with your classroom advisors as you prepare for an enjoyable and successful student organization experience.

We hope that you find this handbook useful, and we welcome your comments. If you have suggestions about information you would like to see included in the future, please let your student club advisor know. Your input will help us to create a more useful tool for all students.

Pursue opportunities, prepare for success, and enjoy every step of the way!

Tina Bersano
Counselor/Advisor

Colleen Clevenger
Counselor/Advisor

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Counselor/Advisor

*Due to COVID 19, policies and procedures listed here are subject to change. Changes will most likely pertain to travel and advancement to the next level of competition.

Policies and procedures outlined in this handbook are current as of Fall 2020 and are subject to change.

Student Organizations

Student organizations are a major source of interaction and involvement at Bay-Arenac ISD Career Center. Our student organizations reflect a variety of student interests. The following student organizations are recognized and supported on the BAISD campus:

BPA - Business Professionals of America (www.bpa.org)

Mission: BPA contributes to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills.

BAISD Participating Programs: Cybersecurity, Computer Programming, Information and Network Technologies

DECA – An Association of Marketing Students (www.deca.org)

Mission: To enhance the co-curricular education of students with interest in marketing, management and entrepreneurship.

BAISD Participating Program: Marketing & Management

FFA – An Association of Agriscience Students (www.ffa.org)

Motto: Learning to Do, Doing to Learn, Earning to Live, Living to Serve

Mission: FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

BAISD Participating Program: Agriculture and Natural Resources, and Veterinary Science

HOSA – An Association of Health Sciences Students (www.hosa.org)

Mission: HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.

BAISD Participating Programs: Dental Occupations, Forensic Science, Health Technology/Medical Science, Nursing Assistant, and PT/OT/Sports Medicine

SkillsUSA – Champions At Work (www.skillsusa.org)

Motto: Preparing for Leadership in the World of Work

BAISD Participating Programs: AIS Diesel / Heavy Equipment, Auto Mechanics, Building Trades I and II, Careers in Education, Collision Repair & Custom Painting, Cosmetology, Culinary Arts, Tourism and Hospitality Management, Electronics/Robotics, Engineering/Drafting, Graphics and Printing Communications, Law Enforcement/Criminal Justice, Precision Machining, Small Engine Repair and Welding.

NTHS – National Technical Honor Society (www.nths.org)

Mission: The National Technical Honor Society has a mission to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for technical students.

Your Student Organization

Student Organization Members

Members of student organizations are the most important resource of your organization. ***You are the very reason the organization exists!*** While each organization has a mission and a purpose, members are looking for personal benefits such as friendships, skill development, leadership experiences, resume building, and a way to have fun!

Student Organization Leaders/Officers

Leaders are made, not born. Student club organization activities help students become leaders. Being an officer is an honor that carries specific responsibilities. Therefore, officers have additional leadership training opportunities including workshops, retreats, and customized sessions. Officers are often in the spotlight when conducting meetings, fundraisers, community service events, etc. Both college scholarship committees and future employers strongly consider leadership ability and experience when selecting their recipients/employees.

Officer elections will occur early in the school year. Experience is not necessary – motivation is! Campaign guidelines will be shared with all interested students.

Student Organization Advisors/Coaches

Advisors and coaches play an important role in your student organization experience. Your teacher, student support specialist, placement specialist, counselor, office professionals, administrators, and basically all Career Center staff are considered student organization advisors and coaches. Typically your teacher will serve as your primary advisor, preparing and guiding you in personal development and competition preparation. However, students may have more than one advisor/coach. For example, your teacher may recognize your ability to communicate and recommend that you work with a work-based learning coordinator to prepare for the job interview competition.

Student Organization Coordinating Advisors

Each student organization has a coordinating advisor who may provide assistance in member recruitment, officer training, coaching students, membership meetings, organizing fundraising and community service activities. Coordinating advisors may also assist with regional, state, and national conference organization, registration, travel arrangements, etc.

Student Organization Committee

The Student Organization Committee is comprised of at least one advisor from each student organization. The Committee discusses student organization issues at hand and makes recommendations on matters pertaining to student organizations. The Committee meets on an “as needed” basis, ideally no less than the beginning and end of each school year.

Facilities and Services

Student Club Headquarters

The BAISD Student Club Headquarters is located in the heart of the Career Center, convenient to most classrooms, with easy access to the Commons. The Student Club Headquarters is designated for student organization use only. The Headquarters offers a comfortable meeting environment for officers, committees, and small membership groups, a staging area for student organization rallies and events, a practice area for students preparing for competition, and other student organization related events. In addition to a comfortable environment, the Headquarters offers students a built-in overhead projector, projection screen, and laptop computer.

The Student Club Headquarters schedule is located in the Counseling Center. Students and/or advisors should reserve the Headquarters for use. If you need a place to meet but didn't reserve the room, simply stop by the Counseling Center to see if it is available.

The Lecture Hall

The Lecture Hall may be available for student organization use with appropriate approval and reservation. Custodial work orders must be completed two weeks in advance to reserve and request custodial assistance.

The Commons/Cafeteria

The large dining area on the first floor is primarily a place to eat, relax, and enjoy casual gatherings. We must therefore consider all BAISD students first when considering use of this area. However, with administration approval, the Commons is available for limited use. It will seat up to 200 guests and offers a built-in projector, projection screen, and speaker system. The Commons must be reserved using the room reservation book in the Main Office. Custodial work orders must be completed two weeks in advance to reserve and request custodial assistance.

Competition Supplies

Students will be provided with the supplies and tools needed for competition. Uniforms will be provided as required by student organizations. A small supply of organization-specific blazers is available for checkout in the Counseling Center or Student Services. Students will be asked to provide the shirt, slacks, and shoes that accompany this outfit. Students participating in events that require business professional dress will be asked to provide their clothing. That doesn't mean you have to purchase new clothing. If, however, a student simply does not have professional clothing available and does not have the resources to obtain it, they may inform their advisor or coordinating advisor who will assist in obtaining the clothing needed.

Student Organization Conferences and Competition

Being a member of a national student organization is one of the most important things you can do in preparing for your career. At the Career Center, you are planning for the future. You have chosen a career objective, and you will experience the satisfaction and pleasure of learning to do something well. You have unique talents and abilities that can and should be developed further. You can become a well-rounded individual by enhancing your skills, leadership, teamwork, and confidence through student club competition.

Students will consult with advisors to determine their competition(s) of choice. All students in good standing will have the opportunity to compete at a local and/or regional level. Students in good standing qualifying for state or national competition may have the opportunity to attend state or national conferences where there are many professional development and networking opportunities. Following are competition advancement guidelines which apply to all student organizations:

Competition Advancement Guidelines

Local Competition: 1st place thru 4th place to Regional Competition (1)

Regional Competition: 1st place thru 4th place to State Competition (1) (2)

State Competition: Gold medalists only to National Competition (3) (4) (5)

- (1) If a competition spot becomes available, i.e., a 1st thru 4th place qualifier cannot attend and a BAISD student is next in line, the BAISD student may advance to the next level of competition.
- (2) HOSA members must earn 1st thru 3rd to advance to State Competition
- (3) If there are no 1st place gold medals awarded at the State Competition, BPA will advance highest scoring State competitors to Nationals not to exceed 4% of the membership roster for the competition year. If there are multiple non-gold national qualifying medalists, the highest scoring medalists will advance to nationals. If a tie or unique circumstances occur, the BAISD Student Organization Advisory Board will make final advancement decisions.
- (4) BPA Virtual Event competitors must place first in Michigan, earn a minimum of 80% of potential points, showcase their competitive event project at a BACC event prior to National Conference, have a minimum of five competitor(s) in this event at the National level, and participate in the BPA Showcase at the National Conference. If unique circumstances occur, the BAISD Student Organization Advisory Board will make final advancement decisions.
- (5) If more than one Gold medal is awarded in an event, the highest scoring Gold medalist(s) will advance to National Competition.

State Officer Advancement Guidelines

Newly Elected State Officers will advance to National Competition*

Outgoing State Officers will advance to National Competition if the State Director requests their assistance and the Officer has been actively involved in the Organization at both the local and state levels*

*Providing the student organization budget has funds available

Travel Procedures

Student Eligibility

Attending and traveling to student club conferences and competition is a privilege. If student behavior requires corrective action at any time during the school year or any breach of the Career Center Student Handbook or Student Clubs Rules of Conduct occurs at any time, Career Center administration will review the student's eligibility to participate or continue participation in Student Clubs including advancement to another level of competition. If a student is not passing their Career Center course at the time that travel is finalized, administration will review their eligibility.

Regional Travel Procedures

Students placing in local competition may have the opportunity to travel to regional competition. Following are guidelines for travel to regional competition:

Student Release Form

Students attending student organization related events off-campus will be provided a Student Release form. This form is a permission slip that is used to inform parents and schools of students' whereabouts. This form also requests emergency contact information. The form must be completed and signed by a parent or legal guardian, high school instructors, and high school attendance office.

Transportation

To promote efficiency, safety, and team unity, to relieve parents and students of the burden of providing transportation, and to provide advisors and staff the opportunity to mentor and have discussions with students, the Bay-Arenac ISD Career Center typically provides transportation for students when they compete in contests held off campus. One exception may be events held at Delta College. Only with parent, advisor, and administration's consent may a student organize other travel arrangements.

State and National Travel Procedures

In addition to the Regional Travel Procedures, the following State and National Procedures are also required:

Mandatory Meetings

Students qualifying for state and national student organization competitions may have the opportunity to travel to state and/or national conferences. All students attending state competition must attend a state conference orientation meeting which will be arranged with your classroom advisor. In addition, all students attending the national competition must also attend a national conference orientation meeting which will be arranged with your classroom advisor.

Travel Forms

The following BAISD forms must be completed by students, parents or guardians, and high school instructors in order to participate in contests held off campus:

Rules of Conduct

Career Center staff understands that having fun is an important part of your student club experience. We believe that students can have fun while conducting themselves in a respectful and responsible manner.

The Rules of Conduct form is an outline of expected student behavior while attending state and national conferences. The Rules of Conduct must be signed by both student and parent to be eligible to attend the conference. Any breach of the Rules of Conduct may be grounds for ineligibility for continued participation and/or advancement in Student Clubs.

Precautionary Procedures

A Precautionary Procedures form will be completed by each student and their guardian.

Bay-Arenac ISD Career Center staff wants every person to have an enjoyable conference experience with attention paid to the safety and comfort of all students and staff. To this extent Bay-Arenac ISD Career Center staff reserves the right to check students' luggage, personal belongings, and hotel room at any time.

In addition, if there is "reasonable suspicion" of student impairment, parents will be notified and requested to pick up their student from the conference immediately. However, if it appears the student may be in physical danger 911 will be contacted to insure the safety of the student.

The student will be disciplined in accordance with the procedures described in the Bay-Arenac ISD Student Handbook and will be ineligible to continue participation in Student Clubs.

Any questions regarding these precautionary procedures may be directed to Brian Dufresne, Principal, Brian McBride or Kathy Dardas, Assistant Principals at 989-686-4770.

Additional State and National Conference Forms

Conference registration forms and code of conduct forms will also be provided by each national student organization. These forms will be distributed and explained at the mandatory orientation meetings.

Luggage, Tool Boxes, and Miscellaneous Personal Belongings

To ensure the safety of all students, all luggage, backpacks, tool boxes, purses, etc., will be discreetly checked by a Career Center staff member prior to students boarding the bus. The luggage will then be loaded onto the bus by Career Center staff members, and students will be escorted to the bus. Once boarded, students will not be allowed to depart the bus without a chaperone escort.

Hotel Housing

To ensure the safety and comfort of all students, members of the opposite sex are not allowed in students' hotel rooms for any reason unless accompanied by a staff member. Each night of the conference will be spent in the hotel room to which the student is assigned. Four students may be assigned to a hotel room with double bed accommodations. This includes all BAISD Career Center students. If you require specific accommodation considerations, please contact your Career Center Counselor.

Family Travel Policy

Occasionally family members choose to travel to student club conference events. We absolutely understand and encourage parents' support of children in their career and technical student organization goals.

If parents attend a state or national conference, parents must make their own arrangements as registered conference guests through the national organization website in order to participate in official events and awards programs.

Student organization conference travel is a personal and professional development opportunity for students; therefore, students' focus will be on conference events and team activities. With advisor approval, students may visit on occasion with family members in the hotel where students are housed. However, students are still required to follow all school policies including curfew, etc. Parents are not allowed in student hotel rooms at any time.

Student Organization Funding

Bay-Arenac ISD Board of Education

The mission of the BAISD is Educational Excellence. Therefore, the Board of Education both financially and emotionally supports you in your student organization endeavors as they provide a unique and wonderful opportunity to pursue Educational Excellence. As experienced, educated professionals, board members recognize the importance of your preparation for the world of work and the many benefits and growth opportunities available to you through participation in student organizations. The BAISD Board invites you to get involved, give it your personal best, and enjoy the educational excellence available through participation in your student organization.

Blooming Chefs' Express

All profits earned in the BAISD Blooming Chefs' Express (your school store) benefit student organizations.

School Vending Machines

All profits earned through the BAISD vending machines benefit student organizations.

Fundraisers

A variety of fundraisers planned by staff and student organization members benefit student organizations. All student members will be encouraged to participate in fundraising. Students advancing to State and National Competition may be expected to participate in additional fundraisers.

Student Financial Support

Membership Dues

Membership dues are currently paid by the BAISD Career Center.

Conference Registration and Competition Fees

Conference registration fees are currently paid by the BAISD Career Center. Payment of these fees is subject to change based on budget availability.

Transportation Fees

Transportation is currently organized and paid by the BAISD Career Center. Payment of these fees is subject to change based on budget availability.

Hotel Housing

Hotel housing is currently organized and paid by the BAISD Career Center. Payment of these fees is subject to change based on budget availability.

Any questions regarding these procedures may be directed to the BAISD Career Center Assistant Principal, Brian McBride at 686-4770.

Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.