

Lapeer County  
Intermediate School District

Education  
and  
Technology Center

Career and Technical Education,  
Special Education,  
and  
Adult and Community Education Programs

*Student / Parent Handbook  
2020-2021*

*Welcome to the Education and Technology Center! All of the staff members are pleased to have you as a student and will do their best to help make your experience as productive and successful as you wish to make it.*

**EDUCATION AND TECHNOLOGY CENTER (ED TECH CENTER)  
GENERAL INFORMATION**

Address: 690 North Lake Pleasant Road  
Attica, Michigan 48412

Telephone Number: (810) 664.1124  
Fax: (810) 724.7600

**Callers must dial 8 + their party's four (4) digit extension**

**MISSION STATEMENT**

The mission of the Lapeer County Intermediate School District (LCISD) is to promote, initiate, and implement educational and support services for its constituent local districts; engage in cooperative programs with other entities; and plan, implement, and carry out programs that promote the educational, career, and service needs of the LCISD service area.

**LAPEER COUNTY  
INTERMEDIATE SCHOOL DISTRICT**

[www.lapeerisd.org](http://www.lapeerisd.org)

**BOARD OF EDUCATION**

Larry Czapiewski ..... President  
Paul Bowman ..... Vice President  
Cheryl Howell ..... Secretary  
Lisa Novak..... Treasurer  
Rod Dewey.....Trustee

**SUPERINTENDENT**

Steven A. Zott

**ADMINISTRATIVE STAFF**

Dr. Dale L. Moore.....Principal  
Anthony L. Najor..... Assistant Principal of CTE Programs  
Casey Rich ..... Coordinator of Special Education  
Annette Schlaud ..... Manager of Adult and Community Education

**CTE TEACHERS AND PARAPROFESSIONALS**  
**(810) 664-1124**

Agri-Science.....	Tammy Hyatt, Debbie Thompson, Elizabeth Mills & Mackenzie DeLong
Auto Body and Collision Repair.....	Luke Childers & Ryan Hartsuck
Automotive Mechanics.....	Todd Wright & Stephen Haynes
Careers in Education.....	Katie Josef
Computer Assisted Design (CAD).....	Nathan Cobb & Jamie Boxey
Construction Trades.....	Gary Smith & Dave Hagan
Cosmetology.....	Grondin's College of Cosmetology 664-7683
Culinary Arts.....	Megan MacNaughton & TBD
Diesel Technology.....	Mike Bammer & Charles Drake
Digital Media Arts.....	Jennie Holladay & Ethan McNulty
Health Occupations.....	Teresa Hill & Dena Sullivan
Health Science Professions.....	Dawn Cowhy & Melissa Stallsmith
ITnet.....	Kelly Ross & Terri West
Marketing & Entrepreneurship.....	Carrie Smith & Kim Higgins
MCAP.....	University of Michigan-Flint Instructors
Pre-Engineering.....	University of Michigan-Flint Instructors
Public Safety Careers.....	Matt Rule & Blaine Howell
Recreational Vehicle Repair.....	Kevin Thomas & Ted Plonkey
Residential Electrical, Plumbing & HVAC.....	Brian Bruder & George Britton
Robotics & Mechatronics.....	Michael Wesley
Welding & Machining Technology.....	Cathleen McNally & Dennis Walsh

**CTE STUDENT SERVICES**

Counselor.....	Lisa Spohn 667-6386
Counselor.....	Brenda Weingartz 667-6331
Coordinator of Transition and Career Services.....	Robert O'Dell 664-1124

**TEENS 'N' TOTS PRE-SCHOOL**

PreSchool Program Supervisor.....	Tiffany Howell 664-1124 x 84164
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**SPECIAL EDUCATION INSTRUCTIONAL STAFF**

Moderate Cognitive Impairment (MOCI).....	Lauren Veit 667-6616
Moderate Cognitive Impairment (MOCI).....	Jennifer Turner 667-6763
Moderate Cognitive Impairment (MOCI).....	Karleen Koskinen 667-6981
Severe Cognitive Impairment (SCI).....	Diane Dove 667-6734
Severe Cognitive Impairment (SCI).....	Shayleen Jorgensen 664-6071
Severe Cognitive Impairment (SCI).....	Erika Kohler 664-6772
Severe Cognitive Impairment (SCI).....	Kristin Fletcher 667-6645
Severe Cognitive Impairment (SCI).....	Tarrah Bashore 664-1124, x 4106
Severe Multiple Impairment (SXI).....	Craig Gleason 667-6495

**SPECIAL EDUCATION ITINERANT STAFF**

Physical Therapist.....	Tammy Roda 664-1124
Physical Therapist Assistant.....	Melissa Hoover 664-1124
Early Intervention Speech and Language Pathologist.....	Heather Giguere 667-6637
Speech and Language Pathologist.....	Shae Nimmo 664-1124
Certified Occupational Therapy Assistant.....	Sara Androyna 664-1124
Consultant for Autism.....	Kelly Myers 245-3999
Consultant for Visual Impairment.....	Monica Stephens 245-3996
Audiologist.....	Sheila Crehan 664-1124
Teacher Consultant for the Deaf and Hard of Hearing.....	Karen Barkowska 664-1124

Coordinator of Transition and Career Services ..... Robert O'Dell 664-1124  
School Psychologist ..... Shirley Harris 245-3997  
Behavior Specialist ..... Theresa Frakes 664-1124  
School Nurse ..... Bridget Putman 667-6785  
School Social Worker ..... Karl Heilman 664-1124

### **ADULT AND COMMUNITY EDUCATION STAFF**

Secretary for Adult and Community Ed ..... TBD 667-6605  
EdTech Receptionist ..... Sharon Coon 664-1124  
EdTech Receptionist ..... Bonnie Pender 664-1124  
Adult Education Navigator ..... Theresa Reed 664-1124

### **EQUAL EDUCATION OPPORTUNITY**

[\(click here for Policy 2260\)](#)

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, or any other statutorily protected category (collectively “Protected Classes”) in its programs, activities, or employment.

Further, it is the policy of this District to provide an equal educational opportunity for all students, without regard to the Protected Classes, place of residence within the boundaries of the District, or social or economic status, to learn through curriculum offered in this District.

The following individuals have been designated by the Board of Education as the District’s Compliance Officers to handle inquiries regarding the District’s nondiscrimination, prohibition against discrimination based on disability, and anti-harassment policies:

#### Primary Compliance Officers

Michelle Proulx, Director of Special Education (student-related)  
Ann M. Schwieman, Director of Administrative Services and Personnel (staff-related)  
Address (for mailing purposes only): Lapeer County ISD Administration Building, 1996 W. Oregon St.,  
Lapeer, MI 48446  
Phone (to speak to or schedule an appointment with a Compliance Officer): (810) 664-5917  
Fax: (810) 664-1011  
E-mails: [mproulx@lapeerisd.org](mailto:mproulx@lapeerisd.org) and [aschwieman@lapeerisd.org](mailto:aschwieman@lapeerisd.org)

#### Alternative Compliance Officer

Anthony Najor, Assistant Principal  
Address: 690 N. Lake Pleasant Rd., Attica MI 48412  
Phone: (810) 664-1124  
Fax: (810) 724-7600  
E-mail: [anajor@lapeerisd.org](mailto:anajor@lapeerisd.org)

The Compliance Officers are responsible for coordinating the District’s efforts to comply with applicable Federal and State laws and regulations, including the District’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access.

The Compliance Officers shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act of 1990 (as amended), Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

An individual who believes that he or she has been unlawfully discriminated/retaliated against, unlawfully harassed/retaliated against, denied equal opportunity, or denied access to programs or services may file a complaint with the appropriate Compliance Officer. See the following policies for additional information regarding the filing of a complaint, including descriptions of the informal and formal complaint procedures:

- 2260 – Nondiscrimination and Access to Equal Educational Opportunity
- 3122/4122 – Nondiscrimination and Access to Equal Employment Opportunity
- 3362/4362 – Anti-Harassment (Staff)
- 5517 – Anti-Harassment (Students)
- 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- 3123/4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment

Individuals also have the right to file a complaint with:

- United States Department of Education Office for Civil Rights (“OCR”)  
Address: 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115  
Telephone: (216) 522-4970  
Fax: (216) 522-2573  
TDD: (216) 522-4944  
E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)  
Website: <http://www.ed.gov/ocr>
- Equal Employment Opportunity Commission  
Address: Patrick V. McNamara Building, 477 Michigan Avenue, Room 865, Detroit, MI 48226

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to students, but to all individuals who have access to the District’s programs and facilities.

## **FOREWORD**

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education. It also sets forth certain rules established for the safe and effective operation of the Ed Tech Center. This handbook was developed to answer many commonly asked questions and to provide specific information regarding District operations. Both students and parents/guardians should become familiar with the following information and keep this handbook available for reference. Questions that are not addressed in this handbook should be directed to the teacher or to Administration.

To the extent that the information contained in this handbook is ambiguous or conflicts with any policy or guideline, the policy or guideline is controlling. This handbook is effective immediately and supersedes any prior handbook and other written material on any subject contained in this handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the policies and guidelines, as well as Center rules as of TBD. If any of the policies or guidelines herein are revised by the Board after TBD, the language in the most current policies or guidelines prevails.

The Board adopted this handbook on TBD.

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**Ed Tech Center Closing Alert  
for CTE and Special Education Students**

**via  
Text Message, Phone, and E-Mail**

Anyone who is associated with the Lapeer County ISD as a student, parent, or staff member, who has provided current phone or email contact information during the registration or employment process, will automatically be included in the Ed Tech alert system. We utilize the **School Messenger** software, specifically designed for educators, students, and parents.; you will receive a phone call (with computer generated voice message), a text message, and an email, in the event of a school closure.

Local media outlets, such as radio and television stations, and social media, will also be used to alert the public of school cancellations. The LCISD website, [www.lapeerisd.org](http://www.lapeerisd.org), will display closing information as early as possible. Some examples of local media outlets who carry our closing information are WJRT-ABC12 or <https://www.abc12.com/weather/closings> (television station in mid-Michigan); WDIV-NBC4 or [https://www.clickondetroit.com/school\\_closings/](https://www.clickondetroit.com/school_closings/) (television station in the Detroit area); WQUS-103.1FM or <https://us103.com/schoolbusiness-closings/> (FM radio station in Lapeer County).

The most important consideration when deciding any school closing is the safety of our students. Generally, the decision to close schools due to inclement weather is made in the early morning hours. As soon as the decision to close schools is made, local television and radio stations are notified. The text messaging, telephone message, and e-mail service is an additional form of communication, implemented to increase our communication directly to families.

**SECTION 1: SCHOOL POLICIES FOR ALL LCISD STUDENTS**

**CODE OF CONDUCT**

A major component of the educational process is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The main purposes of the Code of Conduct are as follows:

- Protecting the rights of all students enrolled in a District program or participating in District-sponsored organizations or activities;
- Protecting the property of the Center that has been built and paid for by the citizens of Lapeer County and the State of Michigan; and
- Upholding and supporting local, state, and federal laws.

The Board of Education has adopted the following Code of Conduct, which includes the types of misconduct that will subject a student to disciplinary action if committed at any of the following times:

- During Center hours;
- While on District property;
- While participating in a District-related activity, whether on or off District property; and
- While traveling to or from the Center on a District-related activity, whether in a District provided mode of transportation or in a personal vehicle.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to certain rights under the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Section 504. All disciplinary matters will be handled in accordance with the Federal and State Laws.

## **Criminal Activity**

Students engaging in criminal acts will be reported to law enforcement officials, in addition to any disciplinary action that may be taken. Parents of minor students will be notified. Consequences in the legal system arising from such acts are considered to be separate and distinct from any disciplinary action that is taken. Students should be aware that State law requires that District officials, teachers and law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related activities, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, or property crimes, including theft and vandalism occurring on District property as well as in the community.

## **Terms and Definitions**

Each of the behaviors described below may subject the student to disciplinary action including suspension or expulsion from the Center, as well as the student's local school district; however, the District may determine that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student. Restorative practices emphasize repairing the harm to the victim and school community caused by the student's misconduct.

The term "possession" means on a student's persons as well as in a vehicle, locker, or personal belonging.

### **Use of Drugs**

The sale or attempted sale, distribution, possession, or use of drugs, alcohol, non-alcoholic beer and wine, fake and/or look-alike drugs, steroids, inhalants, over-the-counter medications, drug paraphernalia, containers used to store and/or transport prohibited substances, and any form of vaporizer is strictly prohibited.

### **Opioid Antagonists ([click here](#) for Policy 5330.02)**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel.

### **Use of Tobacco ([click here](#) for Policy 5512 and [click here](#) for Policy 7434)**

In order to protect students who choose not to use tobacco from an environment that noxious to them and potentially damaging to their health, the Board prohibits the use and/or possession of tobacco products by students in District buildings, on District property (owned or leased), on District vehicles, and at any District-related event/activity.

For purposes of this policy:

- "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- "use of a tobacco product" means any of the following:
  1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
  2. the inhaling or chewing of a tobacco product;
  3. the placing of a tobacco product within a person's mouth; and/or
  4. the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.



**Student Demonstration ([click here](#) for Policy 5723)**

Students have the right to freedom of expression, but such expression may not infringe on the rights of others or disrupt any part of the educational process. If a student feels there is need to organize a demonstration, the student must discuss with Center Administration prior to the demonstration.

**Possession of a Weapon**

A weapon includes, but is not limited to, firearms, guns of any type including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It also includes any look-alike that is presented as a real weapon or reacted to as a real weapon. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide clear and convincing evidence that the weapon was placed in the student's possession without the student's knowledge.

**Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon.

**Knowledge of Dangerous Weapons or Threats of Violence**

Students are required to report knowledge of dangerous weapons or threats of violence to Administration.

**Arson**

Arson is defined as the willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

**Physical Assault**

Physical assault is defined as the intentional causing of, or attempting to cause, physical harm to another through force or violence.

**Verbal Assault and Threats**

Verbal assault is defined as a communicated intent to inflict physical or other harm on another with a present intent and ability to act on the threat. The making of bomb threats or similar threats will be considered and treated as verbal assaults.

**Extortion**

Extortion is defined as the use of threat, intimidation, force, or deception to take, or receive something from someone else.

**Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering.

**Falsification and Forgery**

Forgery of hall passes, driving permits and excuses, as well as the possession of false ID's are prohibited. This includes plagiarism, lying and cheating.

**Explosives**

Explosive fireworks and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, poppers, and any type of ammunition are prohibited.

**Trespassing**

Trespassing is defined as unauthorized access to District real property. In addition, a student who has been removed, suspended, or expelled from the Center is not allowed on District property without proper authorization.

**Theft**

Theft is defined as the taking of another's property without permission.

**Disobedience**

Students are expected to follow all reasonable directions given by District employees.

**Vandalism**

Vandalism is defined as the willful or malicious destruction, damage, defacement, or other injury to either real or personal property without the consent of the owner or the person having custody or control of it.

**Aiding or Abetting a Violation of Center Rules**

If a student assists another student in violating any Center rule, that student will also be considered to be in violation of Center rules.

**Displays of Affection**

Students are not to engage in inappropriate displays of affection.

**Cell Phones and Electronic Communication Devices (ECDs)**

A student may possess a cell phone or other electronic communication device (ECD) at the Center, on District property, and at District-related activities as long as they are turned off during Center student hours and while on District-provided modes of transportation. In addition, students may be requested, at the sole discretion of Administration or Administration's designee, to turn off such devices and store them out-of-sight at any District-related activity. Possession of a cell phone or ECD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses the privilege. Furthermore, students who violate this policy may face disciplinary action, including confiscation of the cell phone or ECD. The Board will not be liable for any lost, stolen or damaged cell phones or ECDs brought onto District property, or to a District-related activity, by a student.

**Disruption of the Educational Process**

Any action that interferes with Center activities or disrupts the educational process will not be tolerated.

**Profanity**

Profanity is defined as any behavior, gesture, or language that is considered to be obscene, disrespectful, vulgar, profane, or violates community-held standards of good taste. Use of profanity is unacceptable in all cases.

**Dress Code**

Appropriate shoes and clothing are to be worn at all times. Appearance and dress must meet the health, safety and industry standards as required by the teacher.

Upon referral from the teacher, the Administration will meet with students whose appearance is not in good taste. Students are not to wear clothing or accessories that promote or advertise drugs, alcohol or cigarettes, weapons, are sexually explicit, or contain inappropriate language and/or materials.

The following guidelines should be adhered to:

- Tops must be long enough to tuck in at the waistline;
- Sleeveless shirts, blouses and dresses are permitted as long as the shoulders are covered and the shirt is closely tapered around the armpit;
- Shorts and skirts must be fingertip in length; and
- Pants must be worn above the hips.

The following attire is not permitted:

- Cut-off, spandex, and "short" shorts;
- Half or three quarter length shirts;
- See-through blouses and shirts;
- Beach apparel;
- Tank tops and spaghetti straps;
- Mini-skirts above fingertip in length;
- Clothing with inappropriate logos, messages and/or symbols;
- Jeans/pants with inappropriate holes; and
- Pajamas/lounge wear.

Other types of attire may be deemed inappropriate at the sole discretion of the teacher and/or Administration.

Repeated violations of the Dress Code will result in suspension.

**Gangs**

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

**Hazing** ([click here](#) for Policy 5516)

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Hazing may include, but is not limited to:

- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forced detention or kidnapping; or
- Undressing or otherwise exposing initiates.

## **SEARCH AND SEIZURE**

([click here](#) for Policy 5771)

Search of a student and the student's possessions, including vehicles and lockers, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law, Board policies, or Center rules. A search may also be conducted to protect the health and safety of others. All searches, including canine searches, may be conducted with or without a student's consent.

Students may be subjected to video/electronic monitoring in instructional and common areas such as hallways, parking lots, etc.

Many students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the District and may be searched at any time if there is reasonable suspicion that a student has violated the law, Board policies, or Center rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Main Office.

Anything that is found in the course of a search that may be evidence of a violation of the law, Board policies, or Center rules, may be taken and held or turned over to law enforcement officials. The District reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or whose possession is not against the law, policies or Center rules.

All computers located in classrooms, labs, offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system. Students should have no expectation that any information is confidential or private. Review of such information may be done by the District, with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher. A student who refuses to permit such access may face disciplinary action.

## **COMPUTER TECHNOLOGY AND NETWORKS**

([click here](#) for Policy 7540)

All students, and parents/guardians of CTE and Center-based Special Ed students (regardless of the student's age), are required to sign a Network and Internet Access Agreement before a student will be granted computer usage privileges. Students who fail to abide by all of the terms and conditions of the agreement may face disciplinary action, including, but not limited to, the revocation of the student's computer usage privileges. In addition, certain types of abuse may result in a referral to law enforcement authorities.

The District has installed an electronic device called a "firewall" which has the following two (2) main capabilities:

- It enables the District to block access to inappropriate sites that contain violence, nudity, profanity, sex and gambling.
- When an attempt is made to access an inappropriate site, the firewall records the following:
  - a. Which computer made the attempt;
  - b. The date and time of the attempt; and
  - c. The address of the site trying to be accessed.

**ANTI-HARASSMENT**  
 ([click here](#) for Policy 5517)

**General Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community, as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

**Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of unlawful harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

**Bullying** ([click here](#) for Policy 5517.01)

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one or more students or employees and that bullying is based

upon one or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- Teasing;
- Threats;
- Intimidation;
- Stalking;
- Cyberstalking;
- Cyberbullying;
- Physical violence;
- Theft;
- Sexual, religious, or racial harassment;
- Public humiliation; or
- Destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- Has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Unwanted physical and/or sexual contact.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE:** *Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.*

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within fifteen (15) business days of receiving the complaint.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

## **Investigation and Complaint Procedure**

Any employee or other member of the School District community or third party who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:



- Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process. In addition, the Superintendent shall keep the Board of Education informed of the status of the investigation and the decision making process as well.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- Interviews with the Complainant;
- Interviews with the Respondent;
- Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- Consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All

Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers"

#### Primary Compliance Officers

Michelle Proulx, Director of Special Education (student-related)

Ann M. Schwieman, Director of Administrative Services and Personnel (staff-related)

Lapeer County ISD Administration Building

1996 W. Oregon St.

Lapeer, MI 48446

Phone: (810) 664-5917

Fax: (810) 664-1011

E-mails: [mproulx@lapeerisd.org](mailto:mproulx@lapeerisd.org) and [aschwieman@lapeerisd.org](mailto:aschwieman@lapeerisd.org)

#### Alternative Compliance Officer

Anthony Najor, Assistant Principal

Lapeer County Education and Technology Center

690 N. Lake Pleasant Rd., Attica MI 48412

Phone: (810) 664-1124

Fax: (810) 724-7600

E-mail: [anajor@lapeerisd.org](mailto:anajor@lapeerisd.org)

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a third party to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the

Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

## **BULLYING**

**([click here](#) for Policy 5517.01)**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-

approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through e-mail, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only District personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrators(s) or the witnesses unless the student (and his/her parent/guardian) gives written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the complaining student or student witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or student names. Also, under certain circumstances, the identity of the complaining student may become obvious even without disclosure by District personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying/cyberbullying and/or harassment to one of the appropriate Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness

or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s education, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**“Bullying”** is defined as any written, verbal, or physical acts, including cyber bullying (i.e., any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting the ability of a student to participate in or benefit from the School District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student’s physical or mental health;
- and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

- Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, e-mails, social media posting, and graffiti.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include, sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to place a person in fear of physical injury or offensive physical contact, to substantially damage or interfere with a person’s property, or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all District employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

## **STUDENT DISCIPLINE**

[\(click here for Policy 5600\)](#)

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Imposition of Discipline**

When it is necessary to impose discipline, all efforts will be made to impose it promptly, in an equitable manner, and to have the discipline match the severity of the offense.

### **Emergency Removal, Suspension, and Expulsion of Students ([click here for Policy 5610](#))**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

#### Factors to be Considered Before Suspending or Expelling a Student

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration. Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board will still consider these factors in making the determination.

### Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

Restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### Due Process ([click here](#) for Policy 5611)

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Director of Special Education shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law. For purposes of this policy, suspension shall be either short-term (not more than ten (10) days or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

### Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one day removal at the discretion of Administration. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. A The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

### Long-Term Suspension or Expulsion

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may



be expelled or suspended for a period of more than ten (10) days.

The Superintendent may recommend to the Board a long-term suspension or that a student be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

#### Persistent Disobedience or Gross Misconduct/CSC Against Another District Student

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

#### Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six (6) or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six (6) or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six (6) or above and may discipline, suspend or expel at student in grade five (5) and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

#### Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following:
  - 1. extent to which reinstatement would create a risk of harm to students or school staff;
  - 2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
  - 3. age and maturity of the student;
  - 4. student's school record before the expulsion incident;
  - 5. student's attitude concerning the expulsion incident;
  - 6. student's behavior since the expulsion and the prospects for remediation;
  - 7. the degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
    - a. abide by a behavior contract involving the student, his/her parents, and an outside agency;
    - b. participate in an anger management program or other counseling activities;
    - c. cooperate in processing and discussing periodic progress reviews;
    - d. meet other conditions deemed appropriate by the committee;
    - e. accept the consequences for not fulfilling the agreed upon conditions.
  - 8. student's behavior since the expulsion and the prospects for remediation.

The Board shall make its decision no later than the next regular Board meeting following the committee's

submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with any procedures it determines appropriate under the circumstances.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

Removal, Suspension, and Expulsion of Students with Disabilities ([click here](#) for Policy 5605)

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

## **EDUCATIONAL WORKPLACE STANDARDS**

Employers need workers who are responsible and work well with others. Work habits may represent a part of a student's grade. They were developed to help students meet the needs of employers and are as follows:

- Be in class on time and prepared to work;
- Demonstrate good health and safety practice;
- Maintain an alcohol and drug-free lifestyle;
- Complete assignments with minimum supervision and meet deadlines;
- Show pride in your work;
- Demonstrate self-control and take responsibility for your own actions;
- Respect District as well as other's property and maintain a clean orderly work area;
- Provide prompt honest customer service with sensitivity to customer's needs;
- Support Center rules and abide by classroom guidelines; and
- Practice cooperation and leadership skills in a group setting with respect and appreciation for the skills, abilities and input of all members of a team.

### **Expected Behaviors**

Each student shall be expected to:

- Abide by all local, State, Federal laws, Board and Center policies;
- Respect the civil rights of others;
- Act courteously towards adults and fellow students;
- Be on time to and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain an environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in one's self, in one's family, and in the Center; and

Each teacher may adopt individual classroom rules for the safe and orderly operation of that environment.

### **Protective Eyewear**

Students are required to wear protective eyewear in Center programs where the student is within distance of sparks, flying particles, rays, molten metal, fumes, glare, glass breakage, chemical splash or where other eye hazards exist. Protective eyewear will be provided free to each student in these programs. Students may wear their own protective eyewear if it meets OSHA standards and is approved by their teacher. A student who fails to wear protective eyewear when required to do so may face disciplinary action.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. A student who is aware of any dangerous situations or accidents must notify a staff member immediately.

State law requires that all students must have an emergency medical authorization signed by a parent/guardian, on file in the Main Office. A student may be excluded from the Center until this requirement has been fulfilled. In addition, all students must have emergency contact information on file in the Main Office.

Parents/guardians may be required to provide a medical history for their child/ward.

## **CHANGE OF ADDRESS/EMERGENCY INFORMATION**

Any change of address, phone number, or emergency contact information is to be reported to CTE Student Services (for CTE students), or reported to the Center-based Special Education secretary (for Special Education students). This information is necessary for student mailings and notification purposes in the event of an emergency.

## **EMERGENCY DRILLS**

[\(click here for Policy 8420\)](#)

### **Fire**

The fire alarm will be activated and an announcement will be made to evacuate the Center. Instructors will escort their students to a pre-designated assembly area in accordance with the emergency exit route listed on the wall-map of the Center posted in each classroom. When exiting, students should move quickly and quietly. Students are discouraged from using their cell phones while in the assembly area. Students will remain in the assembly area until an announcement is made that it is safe to return to the Center.

### **Tornado**

The tornado alarm will be activated and the following announcement will be made:

“ATTENTION PLEASE! The National Weather Service has issued a Tornado Warning. Please go directly to the designated tornado shelter area as shown on the safety map, which is posted in each classroom. DO NOT pull the fire alarm!”

Instructors will escort their students to the shelter area. Instructors will have their students “drop and tuck” and face the wall. Students are discouraged from using their cell phones while in the shelter area. Students will remain in the shelter area until an “all clear” announcement is made.

## **Lockdown**

The following announcement will be made:

“Lockdown! Lockdown! Lockdown!”

Students will be instructed to sit on the floor away from any doors and windows. If the fire alarm is activated, students will be instructed to ignore it – the Center will not be evacuated.

## **PESTICIDE PRIOR NOTIFICATION**

[\(click here for Policy 8431\)](#)

As part of the Center’s pest management program, pesticides are occasionally applied. Students and parents/guardians of students attending the Center have the right to be provided with prior notification of pesticide applications made to Center grounds and facilities. In the case of an emergency, pesticides may be applied without providing prior notification; however, students and parents/guardians who requested that they be provided with prior notification will be notified of the emergency applications after they occur. Advance notice of a pesticide application will be given at least forty-eight (48) hours before the application by postings at the entrance to the Center and on the District’s website.

A “pesticide” is defined as a “substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant.”

Parents/Guardians are entitled to receive an advance notice of the application of a pesticide, other than a bait or gel formulation, via first-class United States mail postmarked at least 3 days before the application upon written request to the Principal, which should be submitted to the following: Lapeer County ISD Education and Technology Center

690 North Lake Pleasant Road  
Attica, MI 48412-9303  
Attention: Main Office

Requests should be signed, dated, and include the following information:

Parent/Guardian Name

Student’s Name

Home Address

Telephone Numbers (Daytime & Evenings)

Indicate whether prior notification is requested for treatment to the grounds, facilities or both

Parents/Guardians may review the Center’s pest management program and records on any pesticide applications.

The following individual is responsible for pesticide application procedures:

Dr. Dale Moore – Principal  
Telephone Number: (810) 664-1124  
dmoore@lapeerisd.org

## **INJURY AND ILLNESS**

[\(click here for Policy 5340\)](#)

*A student who is injured or becomes ill while at the Center should inform his or her teacher immediately. If possible, first aid will be administered by an on-site nurse. When necessary, the student’s parent/guardian will be notified and appropriate action will be taken based on the parent’s/guardian’s instructions. If emergency treatment is required, the student will be transported to McLaren Lapeer Regional Hospital. A District employee*

will be designated to accompany the student and the parent/guardian will be contacted. Medical and emergency transportation costs will be the responsibility of the parent/guardian.

An Accident Report must be prepared within 24 hours for any accident which results in an injury.

**CONTROL OF CASUAL-CONTACT  
COMMUNICABLE DISEASES AND PESTS**  
([click here](#) for Policy 8450)

Because the Center has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The Center's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the period the student is considered contagious.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**  
([click here](#) for Policy 8431)

The Board of Education is concerned for the safety of students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of District officials or from the presence of asbestos materials used in previous construction. A copy of Policy 8431 (*Preparedness for Toxic Hazard and Asbestos Hazard Policy*) will be provided upon request.

**VALUABLES**

Students are strongly discouraged from bringing or wearing personal belongings that are of significant value to the Center. This includes large sums of money, jewelry, expensive clothing, electronic equipment, and similar items. The Board, staff members, nor Administration will be liable for any lost, stolen, or damaged personal belongings.

**LIMITED ENGLISH PROFICIENCY**  
([click here](#) for Policy 2225)

It is the policy of this District that those students identified as having limited English proficiency will be provided with additional support and instruction to assist them in gaining English proficiency and in accessing any program offered by the District. Parents/guardians should notify the Main Office if any language other than English is the primary language spoken in the home.

**STUDENT RECORDS**  
([click here](#) for Policy 8330)

The District maintains many student records including both directory information and confidential information. Neither the Board nor District employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those District employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by a District employee who has authorized access to such records.

Directory information includes:

A student's name;  
Address;  
Participation in officially recognized activities;  
Dates of attendance;  
Date of graduation;  
Awards received;  
School photographs or videos of students participating in school activities, events, or programs;  
Any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's education technology. Directory information can be provided upon request to any individual, other than a for-profit organization, without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release.

Other than directory information, access to all other student records is protected by the Family and Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of a parent/guardian, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential education records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all education records. To review a student's record a written request should be submitted to the Main Office. If copies are requested, a minimal fee may be charged. Parents/guardians have the right to amend a student's record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian must request the amendment of a student's record in writing and if the request is denied, the parent/guardian has a right to a hearing on the matter.

Individuals have a right to file a complaint with the U.S. Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of a school program or the District's curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning them without the prior written consent of a parent/guardian, or the adult student:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom the student has a close family relationship with;
- Legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents/guardians; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the Center to the student. Parents/guardians who want to



exercise this right should submit a written request to the Main Office.

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his or her written request:

- A. the specific information that was disclosed
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provisions of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- E. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- F. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- G. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below.

The Superintendent, or the Superintendent's designee, will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one or more of these uses.

A list of uses for which the District commonly would disclose a student's directory information and an opt-out form that lists all of the uses and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one or more of these uses will be provided to each student's parent or legal guardian within the first thirty (30) days of the school year and at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRa. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/office/OM/fpco](http://www.ed.gov/office/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **Annual Notification to Parents Regarding Student Records and Specific Events/Activities**

#### Student Records

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records. On May 17, 2017, the Board of Education revised Policy 8330 regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines can be found here: <http://www.neola.com/lapeer-mi/>. Copies can also be obtained from the Director of Administrative Services and Personnel whose office is located at 1996 W. Oregon St., Lapeer, MI 48446 and whose phone number is (810) 245-3995.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or an online educational service provider/vendor); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist, information technology (IT) staff); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- A. to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.
- B. to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Michigan Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal

requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. to accrediting organizations to carry out their accrediting functions.
- F. to parents of an eligible student if the student is a dependent for IRS tax purposes.
- G. to comply with a judicial order or lawfully issued subpoena.
- H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties
- I. to appropriate officials in connection with a health or safety emergency.
- J. information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.
- K. to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties. The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.
- L. to comply with a court order when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding.

A parent or adult student has the right to:

1. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
2. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not

changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

3. consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request.
4. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See Paragraph B above).
5. obtain a copy of the policy and administrative guideline on student records (Policy 8330 and AG 8330).

Both FERPA and M.C.L.A. 380.1135, require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures for opting-out of such disclosures (see Form 8330 F17). The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; participation in officially-recognized activities; dates of attendance; date of graduation; awards received; scholarships; school photographs or videos of students participating in school activities; and any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form ([click here](#) for Form 8330 F17) or notifies the School in writing within twenty (20) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purpose, except as otherwise permitted in Policy 8330.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or

school email address in a class in which the student is enrolled.

**Specific Events/Activities**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight (8) area ("protected information surveys"):

- A. political affiliations or beliefs of the student or the student's parent;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other with whom respondents have close family relationship;
- F. legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parent; and/or;
- H. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys") that may be allowed consistent with the prohibition against selling or otherwise providing personally identifiable information to for-profit business entities, and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Board will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to adult students or an emancipated minor under State law.)

Surveys, including third party surveys, that include one or more of the above delineated items are scheduled or are expected to be scheduled on:

<u>Date</u>	<u>Participating Programs</u>	<u>Activity</u>	<u>Summary/Description</u>	<u>Consent or Opt-Out</u>
The District does not conduct surveys that include one or more of the above delineated items.				

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Policy 2416 ([click here](#)) concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) that may be allowed consistent with the prohibition against selling or otherwise providing personally identifiable information to for-profit business entities before the instrument is administered or distributed to the students. See Policy 2416 ([click here](#)) concerning the procedures for making such a request. The following such activities are scheduled or expected to be scheduled:

Name of Activities	Specific or Approximate Date
The District does not collect personal information from students for the purpose of marketing or selling that information.	

Non-emergency, invasive physical examination(s) or screening(s) are scheduled or expected to be scheduled on the following dates see Policy 5310 ([click here](#)):\*

Name of Examination/Screening	Specific or Approximate Date
The District does not conduct non-emergency, invasive physical examinations or screenings.	

Parents may opt their child out of participation in any activity described above.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Policy 2416 ([click here](#)) for the procedures for making such a request.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to parents and students with disabilities or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at (810) 664-5917 for assistance and information.

\* These examinations/screenings are: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

## **BOOKS, MATERIALS, AND EQUIPMENT**

Most books, materials, and equipment are furnished to students at no cost. Students are responsible for items furnished to them and are expected to return them in good condition. When District property such as books, materials, and equipment are damaged, lost or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the District for the cost of repair or replacement.

Students must receive the permission of the teachers before using any materials or equipment or materials in the classroom and the permission of Administration before using any other District property. Students will be held responsible for the proper use and protection of any District property they are permitted to use.

### **Adult and Community Education Programs**

Students in Adult or Community Education programs may be allowed to borrow textbooks, library books or teacher-owned materials. If those materials are not returned, a replacement fee will be assessed and a grade will not be issued. Additionally, a student will be prohibited from re-enrollment until all outstanding bills for textbooks or materials are settled.

## **PERSONAL CURRICULUM**

### **Annual Notification of the Right to Request a Personal Curriculum (PC) Modifying Michigan Merit Curriculum (MMC) Requirements for Graduation with a Regular High School Diploma**

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation. The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum. Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the Principal to have qualifications otherwise relevant to developing a PC, or a school counselor. According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil. A personal curriculum may be requested prior to 9th grade for a student with an Individualized Education Program (IEP), with the earliest implementation at the start of 9th grade. For students without an IEP, a request for a PC is allowable after the student has completed 9th grade. To request a Personal Curriculum, please contact your local high school.

## **USE OF CENTER TELEPHONES**

Students are not to use Education and Technology Center telephones without staff permission. In an emergency, students will be called to the Main Office to receive a telephone call.

## **LOST AND FOUND**

The lost and found area is in the Main Office. A student may reclaim a lost item if the student is able to provide an accurate description of the item. Students finding items whose owners cannot be identified must turn them into the Main Office.

## **POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by State statute, or substance that could be considered a 'look-a-like' controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the Principal or counseling office whenever such help is needed.

## **RIGHTS AND RESPONSIBILITIES**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents';

- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close, family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A through H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A through H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the Principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).



The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

## **SECTION 2: POLICIES SPECIFIC TO CTE AND SPECIAL EDUCATION PROGRAMS**

### **PARENT AND FAMILY ENGAGEMENT**

[\(click here for Policy 2112\)](#)

The Lapeer County Board of Education recognizes and values parents and families as student's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

The Board of Education is committed to the following:

- Relationships with Families
- Effective Communication
- Volunteer Opportunities
- Learning at Home
- Engaging Families in Decision Making and Advocacy
- Collaborating with the Community

[Click here](#) for a copy of the full Parent and Family Engagement Plan

### **ATTENDANCE**

[\(click here for Policy 5200\)](#)

#### **ATTENDANCE - CTE Programs**

To benefit from the school experience, it is essential that each student maintain regular and punctual daily attendance at all assigned classes and related experiences. Because class attendance is necessary for learning and academic achievement, as well as developing habits of punctuality, dependability, and self-discipline, it is a relevant standard in determining a student's course grade. The purpose of the following attendance policies and procedures is to assist students to develop these traits, to promote mastery of the curriculum, to prepare students for expectations in the work environment, and to maintain standards for earning course credit.

#### **Reporting Absences**

When a student is going to be absent, the student must notify their instructor prior to the start of class per the individual instructor's policy. Failure to call in may affect the student's grade.

#### **Excessive Absences**

In the event that a student accumulates (5) absences in a semester, the teacher will discuss the attendance record with the student and will contact parent(s).

After seven (7) days absent in a semester, the teacher will complete a "Student Progress / Deficiency Report" form, and submit it to the CTE Counselor. The Counselor will hold a conference with the student, complete his/her portion of the Deficiency Report, and copies are mailed to the student's home and to the student's high school (Counseling office).

After nine (9) days absent in a semester, the Assistant Principal may meet with the student, will call and notify the parent(s) or guardian(s), and will call and notify the student's high school.

After twelve (12) days absent in a semester, an attendance review meeting may be held with the student, and parent/guardian if possible. The student will be required to furnish documentation from a physician,

bereavement, court appearance, or other legitimate source for an unavoidable absence (if he/she has not done so already). An administrator will evaluate each case on an individual basis; failure to provide appropriate or adequate documentation may result in the student receiving a failing grade in the class.

**NOTE:** Absences resulting from local school district functions approved by the local school district, local school district transportation, and suspensions, detentions, or court-mandated actions will not be counted toward excessive absences and will be coded as "School Business", "Suspension", or "Court".

### **Arriving Late and Leaving Early**

Students who arrive late or leave early are marked as "tardy". Three (3) tardies or early dismissals will be counted as one absence. A student who misses more than 50% of the class period will be considered absent. Each tardy arrival or early departure may impact the total absence calculation for meeting the attendance standard.

### **Local School District Excused Absences**

Students must have their local school district administrators contact Center administration for any school-related absences due to school activities (e.g., assemblies, sports, etc.).

### **Suspensions**

School-imposed suspensions do not count towards the number of days absent for the purposes of this policy; however, they will impact the merit point calculation.

### **Excused/Unexcused Absences**

The Center will not make a determination of an absence to be excused or unexcused. However, validated local school district activities will be considered excused.

### **Day-to-Day Monitoring**

Students and parents/guardians are encouraged to monitor attendance through the use of our Synergy (student information system) portal. Attendance and progress can be viewed at your convenience, anytime you are using the internet. An introduction letter, with individual login and password, will be mailed home within the first two (2) weeks of the school year.

### **Cosmetology Program**

Students in the Cosmetology Program will be subject to the same attendance policy and in accordance with the guidelines set forth by Grondin's College of Cosmetology.

### **Appeal Process**

A parent/guardian or the student (if he/she is 18 or emancipated) may appeal the failure to receive a grade for the course due to excessive absenteeism in writing to the Assistant Principal within ten (10) days of the end of the semester

The following may be considered as the basis to an appeal with appropriate documentation:

- Illness or injury;
- Recovery from an accident;
- Required court appearance;
- Professional appointment;
- Death in the immediate family;
- Observation or celebration of a bona fide religious holiday; and
- Other reasons supported by good cause being shown.

### **Make-Up Work**

Students are strongly encouraged to make-up work they missed, unless this is not feasible, either educationally or logistically.

### **ATTENDANCE - Special Education Programs**

The following are legitimate reasons for a student's absence:

- Illness or injury;
- Recovery from an accident;
- Required court appearance;
- Professional appointments;
- Death in the immediate family;
- Observation or celebration of a bona fide religious holiday; and;
- Other reasons supported by good cause being shown.

In the event a student will be absent, the student or the student's parent/guardian is to notify the student's teacher by a phone call to either (810) 664-1124 during Center hours or by leaving a message on the teacher's voice mail after Center hours indicating the reason for the student's absence. Also, the parent will need to contact the local school district's transportation department about the absence. Upon the student's return, the student's parent/guardian must send a note explaining the reason for the student's absence. The note should contain the following information:

- Student's name;
- Date the student was absent;
- Reason for the absence(s);
- Signature of the parent/guardian;
- Contact phone number of parent/guardian.

### **Recommendations for Ill Students**

Our responsibility is to assist each student to achieve his/her maximum potential in a safe and healthy environment. However, in order to do this we need the assistance of each family involved.

When a student demonstrates a health-related problem that would interfere with his/her performance at school or might be communicable (i.e., given or spread) to others, we ask that he/she not attend school until the problem has been resolved.

Examples are:

- Excessive nasal drainage
- Earache or ear drainage
- Fever of 100 degrees or above
- Excessive coughing and/or sneezing and/or congestion
- Vomiting and/or diarrhea
- Rashes or skin lesions
- Pink Eye or excessive eye drainage
- Lice
- Excessive crying
- A student who appears uncomfortable and/or sleepy

If a student is ill upon arrival and must be sent home from school, a physician's statement authorizing the student to return to school may be required. If the student was hospitalized, a physician's statement authorizing the student to return to school will be required.

Many of our students have weak immune systems and get ill more easily; therefore we ask that your child be symptom free for twenty-four (24) hours after their illness before returning back to school.

If there is a doubt as to whether a student should attend school, please contact the School Nurse at (810) 667-6785 or call the front desk at (810) 664-1124 and have her paged. She would be glad to answer any questions that you may have.

## **BUS TRANSPORTATION**

Riding the bus is a privilege. The local school district provides transportation for the students to and from the Center. All Center rules and policies apply to students who ride the bus. Drivers should be given the same respect as any other District employee. A student who engages in misconduct on the bus may face disciplinary action at both the Center and the local school district. The local school district's Code of Conduct will apply.

### **CTE Programs**

Students who miss the Center bus through no fault of their own (confirmed by a call from the local school district) will remain at the local school district and will receive a non-attendance day at the Center. Students who miss the bus for other reasons (e.g., overslept) must contact their local school district. Cosmetology students are responsible for their own transportation to and from Grondin's College of Cosmetology.

### **Special Education Programs**

In the event a student will not require bus transportation on a particular day, a parent/guardian should contact the appropriate bus garage:

Almont	(810) 798-8773
Imlay City/ Dryden	(810) 724-9852
Lapeer	(810) 667-2433
North Branch	(810) 688-3660

## **DRIVING POLICY**

[\(click here for Policy 5515\)](#)

Students attending Center CTE Programs will be provided bus transportation by their local school districts. While rarely permitted, there may be certain limited situations that may result in the need for a student to drive to the Center. Students who are granted this privilege must obtain a driving pass from either their local school district or CTE Administration prior to driving to the Center at least 48 hours in advance.

### **Riding Pass**

A riding pass may be obtained through the same process as a driving pass.

### **Driving Passes**

To obtain a driving pass, an application must be completed and returned to the main office along with a copy of the student's driver's license and proof of insurance. Center Administration will review the application and determine whether a driving pass will be issued. Incomplete applications will not be processed.

### **Rules**

The following rules apply to all students driving or riding to the Center:

- Driving passes must be displayed on the dashboard of the student's vehicle and reported to CTE Administration.
- Students are to park in the student parking lot only.
- Transporting or being an unauthorized passenger(s), driving with excessive speed, or other dangerous behavior will not be tolerated.
- Students are not permitted to loiter in the student parking lot. Upon arrival, they must enter the building immediately and upon dismissal, they must leave the school grounds immediately.
- Students leaving during instructional time must sign out in the Main Office.

Failure to follow these rules will result in the imposition of discipline.

## **Searches**

A student's vehicle may be searched if there is a reasonable suspicion that the vehicle contains items in violation of policy. If illegal substances are found as a result of such a search, law enforcement will be notified.

**NOTE:** *Cosmetology students will be subject to all the above rules. U of M Flint students will be issued an annual driving pass and will be subject to all the above rules.*

## **ARRIVAL/DEPARTURES**

Students must arrive at the Center on time, prepared to learn and participate in the education program.

The starting times are as follows:

### **CTE Programs:**

Morning Session 7:40 a.m.- 10:15 a.m.

Afternoon Session 11:20 a.m.- 2:00 p.m.

### **Special Education Programs:**

8:00 a.m. - 2:20 p.m.

### **Cosmetology Program:**

11:30 a.m.- 3:30 p.m.

### **Contracted U of M Programs:**

9:10 a.m.- 10:45 a.m.

**NOTE:** *Special Education students being dropped off prior to the start of the school day may not be supervised. CTE students are expected to report to their program area immediately upon arriving at the Center.*

## **CTE Programs**

Students will board their buses immediately after finishing their program to permit efficient departure back to their local school district.

Students desiring to leave the Center for any reason prior to the end of class must have permission from a parent/guardian to leave early. Before leaving the Center, students must sign out in the Main Office and have the Main Office verify or validate that they have permission to leave early.

## **Special Education Programs**

Parents bringing students to school late must sign in students with the receptionist in the main lobby. The receptionist will notify the classroom staff, who will meet the parent to pick the student up from them.

Parents of students being dismissed early must report to the receptionist in the main lobby and sign the student out. The receptionist will notify the classroom staff, which will bring the student up to the front of the building for dismissal.

## **USE OF MEDICATIONS**

[\(click here for Policy 5330\)](#)

The Board of Education will not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication or medically prescribed treatments to a student during Center hours will be permitted only when failure to take such medicine would jeopardize the health of the student, the student would not be able to attend the Center if the medicine were not made available during Center hours, or the child has a disability and requires medication to benefit from the educational program.

For purposes of this policy, "medication" refers to all medicines including those prescribed by a physician and

any non-prescribed (over-the-counter) drugs, preparations, and/or remedies that are U.S. Food and Drug Administration (FDA) approved; “treatment” refers to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

Before any prescribed or nonprescribed medication or treatment may be administered to any student during Center hours, the Board shall require the written prescription from the student’s physician, or other health care provider, accompanied by the written authorization of the student’s parent/guardian. This document shall be kept on file in the School Nurse’s office. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of the Code of Conduct. The responsibility for dispensing or administering any medication or treatment shall rest solely with the student and the student’s parent/guardian.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered.

Students authorized in writing by both the student’s parent/guardian and the student’s physician, or other health care provider, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff members who are licensed registered nurses are exempt from this requirement.

The Administration of any medication requiring intravenous or intra-muscular injection or the injection or the insertion of a device into the body is permitted when both the medication and the procedure are prescribed by a physician, or other health care provider, and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the front office or School Nurse’s office and administered in accord with this policy.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, only if the student’s parent/guardian and the student’s physician, or other health care provider, have provided the following:

- Written authorization to possess and use the inhaler (see Form 5330 F1c); and
- Written emergency care plan prepared in collaboration with the student and the student’s parent/guardian that contains specific instructions on the student’s needs including what to do in the event of an emergency.

Students with a need for emergency medication or who are prescribed epinephrine (e.g. epi-pens) to treat anaphylaxis may also possess and self-administer such medication, provided the same conditions set forth for the possession and self-administration of inhalers are met.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his parent/guardian to the Principal or Principal’s designee.

### **Prescription Medications – CTE and Special Education Students**

In those circumstances where a student must take prescribed medication during Center hours, the following guidelines are to be observed:

- Parents/guardians should, with their physician’s counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- A Medication Request and Authorization Form must be submitted to the nurse’s office before the student will be allowed to take any medication during school hours.
- Only medication in its original container, dated, with the student’s name, and exact dosage, as well

as directions for usage, will be administered. Parents/guardians, or students authorized in writing by a parent/guardian and a physician, may also administer medication or treatment.

- All medications are to be transported to the Center by the parent/guardian.

Medication is NOT to be transported via the school bus.

All medications to be administered during the school day must be registered with the nurse's office.

Medication that is brought to the nurse's office will be properly secured.

Any unused medication unclaimed by the parent/guardian will be destroyed when a prescription is no longer to be administered or at the end of a school year.

### **Over-the-Counter Medications**

Possession and use of over-the counter medications is prohibited unless prior approval is obtained from Administration or the School Nurse.

### **Epinephrine Auto-Injectors ([click here](#) for Policy 5330.01)**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330 (Use of Medications).

The Center has at least two (2) epinephrine auto-injectors (Epi-Pens) available on-site.

A licensed, registered, professional nurse or trained and authorized District employees under Policy 5330.01 (Epinephrine Auto-Injectors) may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

In the event an Epi-Pen injection is administered to a student, the student's parent/guardian will be notified that an injection has been administered.

## **ARMED FORCES RECRUITING**

**([click here](#) for Policy 8330)**

The District must provide United States Armed Forces recruiters with at least the same access to the Center campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces of the United States" means the armed forces of the United States and their reserve components, as well as the United States Coast Guard.

The District shall not allow access to the student's directory information if a student or the parent/guardian of a student submits a signed, written request to the Main Office indicating that the student or the parent/guardian does not want the student's directory information to be accessible to official recruiting representatives.

## **MEAL SERVICE**

Breakfast is available to all students; Lapeer Community Schools students and Special Education students pay no fee, and students from Almont, Dryden, Imlay City, and North Branch can purchase breakfast for \$TBD.

The Center makes lunches available to Special Education students in the center-based program for a fee of \$TBD. They may also bring their own lunch to the Center.

Applications for the Free and Reduced-Priced Meal Program are distributed to all Special Education students. In the event a student does not receive one, the Special Education Office should be contacted

## **VISITORS**

**([click here](#) for Policy 9150)**

Visitors, particularly parents/guardians, are welcome at the Center. In order to properly monitor the safety of students and staff, each visitor must enter through the main doors, sign in at the information desk and obtain, and wear a visitor pass while at the Center. In addition, each visitor must sign out at the information desk when



leaving the Center. Any visitor found in the building without a pass shall be referred to the information desk to obtain a pass. Individuals wishing to confer with a staff member should make an appointment prior to coming to the Center.

The Superintendent or Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Nonstaff access to students and classes must be limited and only in accordance with a schedule that has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Students who wish to visit the Center in order to select a CTE program must have their home local school district counseling office contact Student Services at least two (2) days prior to the student's visit. These students should arrange transportation to and from the Center and must report to Student Services upon arriving at the Center.

#### Visitor Procedures

- Persons wishing to visit one or more programs are to make arrangements in advance through the Main Office.
- Every visitor must register at the front desk.
- No visitor may see a student unless it is with the specific approval of the Principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the District with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Students may not bring guests to school unless permission to do so has been granted by the Principal.
- No staff member is to transact business with a visitor who has not duly registered at the front desk and received authorization to be present for the purpose of conducting business.
- Parents and visitors, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the Principal and the teacher and state the purpose of the visitation. A Visitation Agreement shall be signed and provided to the teacher prior to the visit. Visitors requesting to observe a student who are not the parent/guardian will need to provide written consent from the parent/guardian prior to scheduling the visit.

#### **LOCKERS AND COMBINATION LOCKS**

Students enrolled in some of the programs at the Center will be issued lockers and/or combination locks. This equipment is District property and may be searched at any time if there is reasonable suspicion that a student has violated any law, policy, or Center rule. Students who lose their combination lock will be assessed the cost of replacement.

## POSTINGS

Students may not post announcements or advertisements, such as posters and flyers, without receiving prior approval from Administration. Posting requests should be submitted in writing to the Main Office. All efforts will be made to respond to posting requests with twenty-four (24) hours of their receipt.

## GRADES AND PROGRESS REPORTS

[\(click here for Policy 5421\)](#)

### CTE Programs

Academic Standard	Work Ethic Standard
60% of the grade is based on academic performance from skills such as:	40% of the grade is based on daily work ethic in the following:
Hands on tasks	Attendance/Punctuality
Technical reading	Personal Management
Quizzes	Positive Attitude
Tests	Initiative/Effort
Journals	Cooperation
Portfolios	Time Management
Demonstrations	Safety Practices
Teacher Generated Activities	Following Directions

\*University of Michigan-Flint programs are excluded from this grading policy.

### Special Education Programs

Progress reports will be distributed three (3) times a year. Progress reports document and share with parents/guardians the student's progress towards meeting established IEP goals.

## CERTIFICATES

[\(click here for Policy 5450\)](#)

The Board of Education shall award a Certificate of Completion to each student who completes a program provided by the District, or by an Individual Education Plan (IEP).

### CTE Programs

Honor Certificates are awarded to students having an "A" average during their senior year and is computed by averaging the grades from the first (1<sup>st</sup>) and (2<sup>nd</sup>) second semesters. The student must achieve a career goal and not have more than six (6) absences during the year.

## **PROGRAM CHANGE**

### **CTE Programs**

Students considering a program change must meet with their Center counselor.

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

CTSOs are an integral part of most of the career and technical education programs and are open to all students in those programs who wish to participate; however, non-CTE students may also be allowed to participate at the discretion of the Principal. The Principal and CTSO Advisor both reserve the right to make determinations regarding a student's participation in any CTSO-related activity. All students participating in District sponsored organizations or activities, whether or not they are enrolled in a District program, must adhere to all of the rules, policies and procedures contained in this handbook, including the Code of Conduct.

The following is a list of recognized CTE student organizations:

DECA    FFA    HOSA    MITES    BPA    ProStart    SkillsUSA    NTHS    FIRST Robotics

## **STUDENT FUND-RAISING**

[\(click here for Policy 5830\)](#)

Students participating in Career & Technical Student Organizations (CTSOs) will be allowed to solicit funds from other students, staff members, and the community. The following guidelines will apply to all fund-raisers:

- No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- Students may not participate in a fund-raising activity for a CTSO in which they are not members without the approval of the advisor.
- Participation in off-site fund-raising activities is voluntary and will not be allowed without written permission from a parent/guardian (see Driving Policy.)
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Games of chance, such as raffles and bingo, are inappropriate forms of fund-raising.

## **FIELD TRIPS**

[\(click here for Policy 2340\)](#)

Students are encouraged to participate in field trips sponsored by the Ed Tech Center. A permission slip must be signed by a parent/guardian prior to their participation.

### **CTE Programs**

The permission slip must be turned in to the student's teacher 24 hours in advance of the scheduled trip. Students may be charged reasonable fees for field trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Students not participating in a field trip must still attend class otherwise they will be considered absent.

### **Special Education Programs**

Parents/Guardians will be provided with information (including potential costs) about ongoing activities that are part of the educational program (e.g., Community-Based Instruction (CBI) outings).

## WORK BASED LEARNING (WBL)

### CTE Programs

Through the CTE programs at the Ed Tech Center, students receive hands-on training that simulate the various career fields. Students also have the opportunity to participate in WBL opportunities. Through partnerships with local businesses, WBL utilizes industry and community to help educate and train students. This practical experience allows students to easily see the direct relationship between what is being taught in the classroom and the skills and work habits required to achieve success in a particular career field.

WBL students are responsible for keeping track of their hours and documenting the daily activities performed at the work site. A student evaluation is completed by the employer at the end of each week. Employer evaluations of student progress and performance contribute to the student's grade in the program. WBL is open to students who have successfully completed at least the first (1<sup>st</sup>) semester of their two-year program, and is offered at any time between the months of October and May. Student participation in WBL is dependent upon recommendation by the CTE instructor and approval by the Coordinator of Transition and Career Services. Students must follow all District and employers' policies and procedures. Students must also meet eligibility requirements that are based on skill set, attendance, grades, and work ethic/behavior.

The following illustrates the different types of WBL opportunities available to students:

- Unpaid Work Experience – provides students with the opportunity to spend classroom time at a local business, learning and practicing occupational skills. In lieu of attending their regular class session, students may earn the privilege of spending up to three (3) days per week at a work site. This is typically one (1) to three (3) weeks maximum in duration and is open to both first (1<sup>st</sup>) and second (2<sup>nd</sup>) year students.
- Paid Work Experience – provides students with a paid work experience that allows them to build and expand on classroom skills by working in the occupation at a local business. Students spend up to three (3) days per week at the work site and return to class at the Ed Tech Center a minimum of two (2) days per week. Students may be placed at a work site for any duration of time between the months of October and May. Paid work experience is typically open to second (2<sup>nd</sup>) year students who have successfully completed the first (1<sup>st</sup>) year of their program.
- Job Shadowing – provides students with short-term one (1) to two (2) day experience. Students have the opportunity to see what it is like to work in an occupation. Job shadowing is a non-paid experience. This is open to all students.

### Special Education Programs

WBL for Special Education students in the center-based program is provided to students through the Coordinator of Transition and Career Services. Students with good attendance records, who have acquired the requisite job skills, and who possess other job-related skills greatly increase their chances of gaining employment.

## STUDENT SUGGESTIONS AND CONCERNS

The Center is here for the benefit of the students. Therefore, students who have suggestions that could improve the Center should feel free to offer them. Suggestions should be put in writing and given to Center Administration. Students who have concerns should express them to Center Administration. Students who properly express legitimate concerns or grievances will not be harassed or retaliated against.

## CENTER CLOSING

In the event it is necessary to close the Center or delay its opening, announcements will be broadcast on many local radio and television stations, including the following:

Radio	WUSX - 103.1 FM
Television	WDIV (NBC Channel 4) WJRT (ABC Channel 12)

In addition, postings will be made to [www.cancellations.com](http://www.cancellations.com), [www.abc12.com](http://www.abc12.com), and [www.lapeerisd.org](http://www.lapeerisd.org).

Parents/guardians and students are responsible for knowing about emergency closings and delays. Students should follow their local school district calendar.

**NOTE:** Information for receiving a "text message" about school closing is printed at the beginning of this handbook.

## **SECTION 3: SCHOOL POLICIES SPECIFIC TO ADULT AND COMMUNITY EDUCATION**

### **ATTENDANCE**

To benefit from the school experience, it is essential that each learner maintain regular and punctual daily attendance at all assigned classes and related experiences. Because class attendance is necessary for learning and academic achievement, as well as developing habits of punctuality, dependability, and self-discipline, it is a relevant standard in determining a learner's course grade. The purpose of the following attendance policies and procedures is to assist learners to develop these traits, to promote mastery of the curriculum, to prepare learners for expectations in the work environment, and to maintain standards for earning course credit.

### **ATTENDANCE POLICY**

Good attendance is important as classes meet for a limited period of time. Learners not in attendance for regularly scheduled class sessions will be marked absent. Any learner absent more than three (3) sessions for any one class will be dropped from the class and will not receive credit for the course. Late arrivals to class or early departures will be considered partial absences. Failure to advise your instructor if you are leaving early will result in a full absence for the class period. Excuses for absences should be documented. The administration will consider only medical emergencies and similar instances when reviewing appeals to the attendance policy. Absences cannot be made up by attending another class.

### **CLASS WORK**

Students are responsible for requesting assignments and making up **all** work missed. Teachers should be consulted in advance of the absence whenever possible. Exchanging phone numbers with another student can be helpful in learning about missed assignments. It is the responsibility of each student to meet the teachers' requirements for completion of assignments.

## **MAKE UP WORK**

Learners are strongly encouraged to make-up work they missed, unless this is not feasible, either educationally or logistically.

## **GRADES AND PROGRESS REPORTS**

Each individual teacher determines grading methods. Examinations may be given to students on major course objectives. Grades, progress and attendance are all kept on record. Grades are regularly discussed at students request and reviewed each semester to counsel academic progress. Upon written student request, grades/records are available to employers and other training programs. This information may be requested and will be provided to probation officers and at the request of the court. It is your responsibility to consult with instructors and stay informed of your progress and any absences you may have. Students **MUST** complete the post TABE to receive credit for class.

## **TRANSFERS**

Students who start new jobs, experience a shift change or other personal schedule changes, may have the opportunity to revise their class schedules. Classes are available in the morning and evening as well as on different days of the week. Students in need of rescheduling should contact the Adult High School Office at the Ed Tech Center.

## **LEARNER SUGGESTIONS AND CONCERNS**

The program is here for the benefit of the learners. Therefore, learners who have suggestions that could improve the Program should feel free to offer them. Suggestions should be put in writing and given to Program Administration. Learners who have concerns should express them to Program Administration. Learners who properly express legitimate concerns or grievances will not be harassed or retaliated against.

## **WEATHER CANCELLATION INFORMATION**

Cancellation of classes will be announced on our website at [www.lapeerisd.org](http://www.lapeerisd.org)

NIGHT CLASSES OFTEN RUN DESPITE CANCELLATION OF DAY CLASSES. A decision will be announced after 1:00 PM. For evening classes:

**DO NOT CALL UNTIL AFTER 1:00 PM**

**(810) 664-1124 Ext. 0**

Should these options fail, call the Lapeer Adult High School Office at: (810) 667-6605 or (810) 667-6454.

## **OBSCENITY AND PROFANITY**

Using obscene or profane language in verbal or written form, or in pictures or caricatures, in or on any school property is prohibited.

## **DIPLOMAS**

A Lapeer Community Schools diploma will be granted to adult students who successfully complete graduation requirements through the *Lapeer Adult High School* program. Graduation exercises are generally held the week after classes are finished in the spring. All graduating students are expected to attend graduation exercises. College scholarships are available to qualifying graduates.