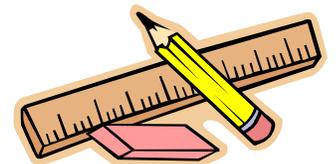


**VAN BUREN INTERMEDIATE SCHOOL DISTRICT  
VAN BUREN TECHNOLOGY CENTER  
2017-2018 CALENDAR**



<b>September 6<sup>th</sup></b>	<b>First Student Day</b>
<b>September 25<sup>th</sup></b>	<b>Back-To-School Night - 5:30 p.m. - 8:00 p.m.</b>
<b>October 10<sup>th</sup></b>	<b>College Day 10:00 am – 1:00 pm</b>
<b>October 20<sup>th</sup></b>	<b>End of 1<sup>st</sup> Marking Period</b>
<b>October 24<sup>th</sup> – 28<sup>th</sup></b>	<b>Senior Application Week</b>
<b>November 23<sup>rd</sup> &amp; 24<sup>th</sup></b>	<b>NO SCHOOL - Thanksgiving Break</b>
<b>December 1<sup>st</sup></b>	<b>End of 2<sup>nd</sup> Marking Period</b>
<b>December 4<sup>th</sup> – 8<sup>th</sup></b>	<b>10<sup>th</sup> Grade Cluster Visits</b>
<b>December 25<sup>th</sup> – January 5<sup>th</sup></b>	<b>NO SCHOOL - Winter Break</b>
<b>January 15<sup>th</sup></b>	<b>NO SCHOOL - Professional Development</b>
<b>January 26<sup>th</sup></b>	<b>End of 1<sup>st</sup> Semester</b>
<b>February 12<sup>th</sup> – 16<sup>th</sup></b>	<b>Bring-Your-Parent/Guardian-To-School-Week</b>
<b>February 19<sup>th</sup></b>	<b>AM Students Only – PM Professional Development</b>
<b>March 9<sup>th</sup></b>	<b>End of 4<sup>th</sup> Marking Period</b>
<b>**March 13<sup>th</sup> – 15<sup>th</sup></b>	<b>8<sup>th</sup> Grade Visits</b>
<b>March 29<sup>th</sup></b>	<b>NO SCHOOL - Teacher Comp. Day</b>
<b>March 30<sup>th</sup></b>	<b>NO SCHOOL – Good Friday</b>
<b>April 2<sup>nd</sup> – 6<sup>th</sup></b>	<b>NO SCHOOL - Spring Break</b>
<b>April 27<sup>th</sup></b>	<b>End of 5<sup>th</sup> Marking Period</b>
<b>May 7<sup>th</sup></b>	<b>VBTC Senior Picture</b>
<b>May 28<sup>th</sup></b>	<b>NO SCHOOL - Memorial Day</b>
<b>**May/June (TBA)</b>	<b>Senior/Junior Grades Due (as needed by locals)</b>
<b>**June 12<sup>th</sup></b>	<b>Last Student Day</b>



**NOTE: \*\*Dates are tentative and subject to change**



**INFORMATION TECHNOLOGY**

Accounting (South Haven) .....	Letitia Wilkins
Software Development .....	John Hinckley
Cyber Security & Computer Network Technology .....	Denis Huffman
Marketing/Entrepreneurship .....	Stephanie Reed
Commercial Art .....	Kimberly Wood
Print Media Technologies .....	Kelly Vander Kley

**PHYSICAL TECHNOLOGY**

Construction Trades (A) .....	Chris Garzella
Construction Trades (B) (Off-Site) .....	Jeff Wykrent
Woodworking (Paw Paw) .....	(TBA)
Polymer Technologies .....	Bobby Anderson
Welding .....	(TBA)
Engineering and Architectural Design .....	Jesse Mayes
Advanced Manufacturing .....	Gabe Kooyers

**AUTOMOTIVE TECHNOLOGY**

Auto Body .....	Matt Pach
Auto Technician-Brakes/Engines/Suspension (BES) .....	Jason Forler
Auto Technician-Electrical & Engine Performance (EEP) .....	Dan Buzalski

**CAREER GUIDANCE DEPARTMENT**

Career Guidance Coordinators .....	Robbyn Candelaria/Suzanne DeGraves/Ana Maack
Coordinator of Specialized Instruction .....	Andrea Robinson
English as a Second Language (ESL) .....	Kathy Field

**JOB PLACEMENT PROGRAM**

Job Placement Coordinators .....	David Anderson/Tim Devary/Michael Spagnoli
----------------------------------	--

**VAN BUREN EARLY COLLEGE**

Middle College Coordinator .....	Larissa Hunt
Middle College Mentor (s) .....	Gloria Jurado-Long/Cindy Kent

**PROGRAM ASSISTANTS**

Allied Health .....	Carol Sue Anderson
Fundamentals of Patient Care .....	Beth Rozeveld
EMT/Fire Science .....	Michelle Curtis
Culinary Arts & Catering Management .....	Elizabeth Knaak/Norma Reyna
Early Childhood Careers & Education .....	Gwen Doneruse
Preschool .....	Melissa Tepool

**SPECIALIZED SUPPORT STAFF**

Automotive Production Manager.....Rick Boze  
Student Services Interventionist ..... Fred Knight  
Auto Parts Production Manager..... Dale Orr  
Production Cook and Kitchen Production Manager ..... Diana Stump  
Auto Body Production Manager.....(TBA)

**SPECIAL PROGRAMS - INSTRUCTION & SUPPORT**

**INTEGRATED ACADEMIC TEACHERS**

Integrated English..... Steve Ambs/Chris Roberts/Donna Rummel/Adam Westhouse  
Integrated Math..... Ken Mroczek/Nancy VanHoeven  
Integrated Math/Science ..... Bill Semrau

**OTHER SERVICES**

Computer Technician..... Chris Collins/Lukas Enciso/Matt Giapa/Jason Lumbert  
Computer Technician/Web Master ..... Joe Bennett  
Network Administrator ..... Damian Koob  
Associate Network Support Specialist..... Dan Grimm  
Student Assistance Coordinator ..... Wendy Pierce  
Distance Learning Lab Coordinator ..... Ric Kienbaum

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardians may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent/guardians' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Dean of Students at the Technology Center. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## GENERAL SCHOOL INFORMATION

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website VBISD.org, or at the Board office, located at:

*Van Buren Intermediate School District  
490 South Paw Paw Street  
Lawrence, MI 49064*

*Phone: (269) 539-5000*

*Fax: (269) 674-8030*

The School Board governs the school district, and is elected by the community. Current School Board members are:



**President:**  
Frances Sage



**Vice-President:**  
James Crandall



**Treasurer:**  
Robert Anderson



**Secretary:**  
Richard Barden



**Trustee:**  
Mary Ann Middaugh



**Superintendent:**  
Jeff Mills

The Technology Center is located and may be contacted at:

*Van Buren Technology Center  
250 South Street Lawrence, MI 49064*

*Phone: (269) 539-5000 Fax: (269) 674-8954*

## MISSION OF THE SCHOOL

The mission of the Van Buren Technology Center is: **"To empower students to progress toward their life goals."** A copy of the annual report is available in the Student Services Office.

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT STATEMENT OF  
ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

**NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091. If a person believes that s/he has been discriminated against or denied equal opportunity or access to the District's programs, activities or services, the person may contact the District's Civil Rights Coordinator: Barbara Matthews, Director of Finance and Operations, 490 S. Paw Paw Street, Lawrence, Michigan 49064; Phone (269) 674-8091; Fax (269) 674-8030; Email [bmatthews@vbisd.org](mailto:bmatthews@vbisd.org). The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115-1812; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (800) 877-8339; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www2.ed.gov>.

**RELATIONSHIP WITH GOVERNMENTAL AGENCIES**

The Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Family Independence Agency.

When such agencies request permission to interrogate a student at school, an Administrator shall attempt to inform the student's parent/guardians, when appropriate or when allowed by the investigator.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the District, an Administrator or representative shall attempt to be present throughout the proceedings. If the investigator refuses to allow a school representative to be present and the Administrator determines there is a compelling reason to be present, he/she may request the investigator to obtain a court order permitting interrogation without the presence of a school representative.

When an agency requests permission to remove a student, the Administrator shall notify the Superintendent.

No student shall be released to an agency, other than a law enforcement or child protection agency, without proper warrant or written parent/guardian permission, except in the event of emergency or for the protection of life or property as determined by the Superintendent or an Administrator.

**MONITORING CAMERAS**

The school board authorized the installation of internal and external video monitoring equipment on school grounds as part of a multifaceted approach to protecting the safety and security of students, staff, and property. Any activities recorded by the equipment may be used in student disciplinary proceedings, and in the case of criminal conduct, may be released to law enforcement agencies.

Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video camera equipment and will be subject to appropriate disciplinary consequences for such action.

**NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS**

Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher's manuals, films, tapes and any other supplementary materials, used as part of the educational curriculum by Van Buren Intermediate School District programs. The Director of Special Education and Director of Technology Center are responsible for coordinating inspections of instructional materials at Van Buren Intermediate School District, located at 490 S. Paw Paw Street, Lawrence, Michigan. They can be reached by calling (269) 674-8091.

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# I. GENERAL INFORMATION

## *Program Overview*

The primary purpose of the Van Buren Technology Center is to provide career development and technical training for several groups of people. The primary, and largest group, is made up of high school students seeking technical occupations.

A broad range of specific programs (*listed below*) are offered for high school students. These programs have been selected on the basis of job demand, student interest, advisory committee recommendation, and are evaluated continuously. Additional programs will be added when the need for training is identified. Programs that are not filling a need are revised or discontinued.

### *Career and Technical Education Programs*

#### *Art & Communication*

*Commercial Art*  
*Print Media Technologies*

#### *Engineering/Manufacturing & Industrial Technology*

*Advanced Manufacturing*  
*Auto Body Technician*  
*Auto Technician-Brakes/Engines/Suspension (BES)*  
*Auto Technician-Electrical & Engine Performance (EEP)*  
*Construction Trades (A)*  
*Construction Trades (B) (Off-Site)*  
*Engineering & Architectural Design*  
*Polymer Technologies*  
*Woodworking (Paw Paw)*  
*Welding*

#### *Human Services*

*Cadet Teacher Academy*  
*Early Childhood Careers & Education*  
*Cosmetology*  
*Fire Science*  
*Culinary Arts & Catering Management*  
*Hospitality Services (Mattawan & South Haven)*  
*Law Enforcement*

#### *Business, Management, Marketing & Technology*

*Accounting (South Haven)*  
*Cyber Security and Computer Network Technology*  
*Marketing/Entrepreneurship*  
*Software Development*

#### *Health Sciences*

*Emergency Medical Technician (EMT)*  
*Fundamentals of Patient Care*  
*Allied Health Technologies*  
*Pharmacy Technician*  
*Biomedical Technologies*

#### *Natural Resources & Agriscience*

*Agriculture & Natural Resources*

***\*The Van Buren Middle College Program is embedded within ALL CTE Programs!***

The content of each program is tailored specifically to the needs of the Career & Technical Education (CTE) area. The general categories present in each program are:

Career Development Skills - The skills used by individuals to identify the requirements of the job, identify ways and places to acquire skills, and reach a decision about a career.

Job Specialty and General Work Skills - The skills that are required for each job area.

Job Seeking Skills - The skills used by individuals when looking and applying for a job, such as preparing a resume and interviewing.

Related Education Skills - Reading, writing, communication, and math skills used in the job area the individual is pursuing.

College Credit - College credit may be earned within certain programs. These credits can be earned from local community colleges and private colleges in Michigan. Ask the program instructor for information on concurrent enrollment, dual enrollment and articulation credit options.

Employability Skills - Those skills needed to succeed on the job. Example: Getting to the job (*attendance*) and being there on time (*punctuality*).

### *Grading Periods*

Students shall receive a report card at the end of each six (6) week marking period indicating their grade-to-date by semester for each course of study.

### *Grades and Credit*

Student evaluation is an ongoing process, whereby students accumulate skills and are continuously building on prior learning. Students receive a letter grade approximately every six weeks. The letter grade is sent home and to their local high school. The final grade recorded will be the semester final grade which will be the grade recommended to the home school to grant credit.

The primary student evaluation categories are **Academic Proficiency and Employability Skills**. Academic Proficiency is directly related to mastery of State mandated content standards. Employability Skills reflect business/industry standards in regards to teamwork, performance, attendance, work ethic, motivation, attitude, and professionalism. The percentage of each category used for student evaluation will equal 100%. Staff members will go over specific evaluation criteria with their students.

Credit is defined in Carnegie Unit terminology, example: 1.5 credits will mean 1.5 Carnegie Units of credit per semester. **Technology Center students typically earn 1.5 credits per semester or 3.0 credits for the entire school year.**

Varied Credit may be recommended to occur for a student under certain circumstances by the Technology Center administration in consultation with the student and local school.

The letter grading system is as follows:

<b>Letter Grade</b>	<b>High Percent Value</b>	<b>Low Percent Value</b>
A	100	93
A-	92	90
B+	89	87
B	86	83
B-	82	80
C+	79	77
C	76	73
C-	72	70
D+	69	67
D	66	63
D-	62	60
F	59	50
No Credit	NC	
Unsatisfactory	U	
Satisfactory	S	
Credit	CR	

**The Van Buren Technology Center does not issue credit. A recommendation is made to the home school that credit be issued upon successful completion of course work at the Center.**

### *Grade Point Average*

To calculate a grade point average (*G.P.A.*), assign a weighted point value (*A= 4.0, A- = 3.7, B+ = 3.3, B= 3.0, B- = 2.7 etc.*) to each course grade issued and multiply it by the number of credits earned, then divide by the total number of credits. For partial credit courses, multiply by the reduced number of credits earned. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Once finished, add the points for all grades earned and divide by the total number of credits earned. This will give you the grade point average. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the grade point average. This can be done by grading period, semester, year or for a series of school years.

### *End of the Year Certificates*

A certificate will be given to each student based on completion of required program segments. To receive this certificate the student must pass each segment listed with a minimum grade point average of 2.0.

### ***Student Assessment***

To measure student progress, students will be tested in accordance with state standards and district policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are also used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Career & Technical Education (*CTE*) interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Career Guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The Van Buren Technology Center will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### ***Student Schedule***

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved by the Guidance Office.

For the morning session, instruction begins at 8:00 a.m. and concludes at 11:00 a.m. Afternoon instruction begins at 12:00 p.m. and concludes at 2:30 p.m. Students are released from their program area three minutes before bus departures.

### ***Recognition of Student Achievement***

Students who have displayed significant achievements during the course of the year may be recognized for their accomplishments. Recognition for such activities is initiated by the staff and coordinated by the Dean of Students. On a monthly basis, instructors choose one student for a.m. and p.m. to honor as their Outstanding Student of the Month. Each program also chooses an a.m. and p.m. student to be recognized at the end of the year as their Outstanding Student of the Year.

### ***Grievance Procedure for Student Complaints Under Provisions of Federal Civil Rights Legislation***

If any student and/or parent/guardian believes that the Van Buren Intermediate School District, or any part of the school organization, has inadequately applied the principles and/or regulations contained in Federal Civil Rights Legislation, he/she may bring forward a complaint, which shall be referred to as a grievance. The steps of the grievance procedure are as follows:

**Step I** - The student, and/or parent/guardian shall first discuss the matter with the Instructor or the Dean of Students with the objective of resolving the matter informally. The Instructor or Administrator shall provide an answer to the student and/or parent/guardian within ten (10) school days.

**Step II** - If the matter is not resolved informally, a written statement of the grievance, signed by the student and/or parent/guardian, shall be submitted to the Administrator of Operations within five (5) school days of receipt of, and answer to, the informal complaint. The Administrator for Operations shall further investigate the matter of grievance and reply, in writing, to the student and/or parent/guardian within five (5) school days.

**Step III** - If the student and/or parent/guardian wishes to appeal the decision of the Administrator, he/she may submit a signed statement of appeal to the Superintendent within five (5) school days after receipt of the Administrator's response. The Superintendent shall schedule a hearing within fifteen (15) school days after receipt of the written appeal. The Superintendent shall issue a written decision within five (5) school days after the hearing. A copy shall be given to the student and/or parent/guardian and the Administrator.

Step IV - If the grievance has not been satisfactorily settled, further appeal may be made to:

*Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611*

*Phone:* (216) 522-4970  
**FAX:** (216) 522-2573; **TDD:** (877) 521-2172  
**E-mail:** [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

**OR**

*Office of Civil Rights, Department of Education  
Building 33, C Street, S.W.  
Washington, DC 20202*

## **II. STUDENT SERVICES**

### *Career Guidance Services Program*

The school's guidance and counseling program is available to assist students with identifying career options consistent with their abilities, interests, and personal values. Career Guidance Coordinators are available to assist with program placement, career exploration, dual enrollment, post-secondary planning, and financial aid/scholarships. Just stop by the office and ask to speak to a counselor.

Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### *College Credit*

Certain programs at the Technology Center offer students the opportunity to earn both high school and college credit. The following requirements apply to such courses of instruction:

- 1) Students must possess at least a 2.5 non-weighted cumulative grade point average GPA to enroll in college courses via the Technology Center. Students who meet all other entrance criteria except the 2.5 GPA will be reviewed by administration on a case by case basis.
- 2) Students must meet all enrollment requirements established by each specific college and/or university. (*e.g., minimum ACT/SAT scores, COMPASS/ACCUPLACER test scores, etc.*)
- 3) To receive high school credit for the successful completion of post-secondary institution coursework students must obtain approval from the principal at their local high school.
- 4) In addition to their high school transcript, students enrolled in concurrent enrollment courses will receive an official college transcript that becomes a part of their permanent educational record.
- 5) Per the Michigan Department of Education, any student who fails to successfully complete a college course must repay the public school district any eligible charges expended by the school district and not refunded by the postsecondary institution.
- 6) Tuition for college coursework will be paid by the Technology Center for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

### ***Work-Based Learning/ Job Placement Services***

As part of their career and technical education training, students in many programs are afforded opportunities to participate in work-based learning experiences at established worksites in business/industry. To participate in work-based learning opportunities, students must meet minimum requirements established by specific worksites, which may include any or all of the following:

- Criminal Background Check
- Drug Screening
- Updated Immunizations (*Tdap, MMR, Hepatitis B, Varicella, Hepatitis B (or declination), Seasonal Flu*)
- TB Skin Test
- Powered Air Purifying Respirator (PAPR) training
- HIPAA, Bloodborne Pathogens, and Hazardous Materials Training
- CPR/First Aid Certification
- Worksite Orientation

The Job Placement Department, in cooperation with the Michigan Employment Security Commission and Job Training Partnership Act/Private Industry Council, offer the following direct services:

1. Cooperative Career & Technical Education (*CTE*) education placement assistance
2. Job Shadowing

The purpose of the Work-Based Learning Program is to involve students in the world of work where they can acquire new skills and positive work habits. This program places a high degree of trust in each individual student. It requires the student to perform maturely and use sound judgment.

The rules of the program are strict, and violations will not be taken lightly. Students are expected to conduct themselves in an outstanding manner. Students are expected to communicate with employers, coordinators and their high school counselor throughout their placement.

- a) The student will not miss school and go to work on the same day unless school is closed, or prior arrangements have been made with the school officials.
- b) The student will learn and follow the employer's rules and adhere to the employer's calendar.
- c) The student will bring any work related problems to the employer's and coordinator's attention as soon as a problem arises.
- d) The student will adhere to conditions and dates set up in the Training Agreement unless mutually agreeable arrangements between the student, employer and coordinator are made and recorded.
- e) The student may not quit/change jobs without prior permission from the Job Placement Coordinator.
- f) The student will notify the employer and coordinator if he/she is going to be late/absent from work.

Students who wish to participate with job placement, paid cooperative education or apprenticeship experiences must have 90% attendance record for six weeks prior to job placement (subject to administrative review).

Any violation of the above rules may lead to being dropped from the Work-Based Learning Program. Credit for that semester may be lost, which may affect graduation status.

### III. DAILY OPERATIONS

#### *Fire or Hazardous Situation Procedures*

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

The purpose of these emergency procedures is to prepare students and staff for an emergency in case such an event should occur. Emergency procedures are posted in all programs. Instructors will be responsible for safe, prompt, and orderly evacuation of the building. Four steps to remember in all emergency procedures are:

1. pay attention,
2. observe the instructor,
3. listen to directions, and
4. respond immediately.

Students are expected to know and follow all emergency procedures. Since an emergency procedure may not be a drill, students should understand that their responsibility is to know and follow all necessary precautions. If a student does not understand emergency procedures, notify the Instructor or Administration.

#### *Safety*

Good safety practices are a daily concern at the Van Buren Technology Center. Students receive orientation and instruction on safety practices for the building, program, equipment, and emergency procedures.

Students are asked to participate in safety inspections, as well as recognize posting for hazardous areas and equipment. All Technology Center students must:

1. be aware of safety practices,
2. acquire safety skills,
3. apply them daily,
4. help others understand and use appropriate safety skills.

#### *Accidents*

Students should always practice and follow the safety procedures posted in all Van Buren Technology Center programs. Students who follow daily procedures and help others pay attention are less likely to have an accident.

If a student is involved in an accident:

1. notify the instructor immediately,
2. describe how it happened,
3. provide emergency phone numbers and information,
4. stay calm, and
5. stay where you are, unless otherwise directed.

#### *Student Well-Being*

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent/guardian and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the Technology Center Office. All medications, prescribed and non-prescribed are to be delivered to the Student Services Secretary.

### ***Illness and Injury***

Appropriate diet, rest, and exercise all contribute to good health. In order to attend school regularly, pay attention, observe, listen, and respond appropriately, students must be healthy. In the event that a student is ill before leaving for the Center, the following should be carefully considered:

1. is the illness communicable,
2. is rest the best choice, and
3. what transportation is available from the Technology Center, if necessary?

A student who becomes ill during the school day should request permission from the Instructor to go to the office. If a student is too ill to remain in class, a parent/guardian will be contacted to pick the student up. No student will be released from school without proper parent/guardian permission.

All injuries must be reported to an Instructor or the Student Services Office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the Office will follow the Center's procedures. An accident report for all injuries will be filled out and signed by the Instructor and an Administrator.

### ***Control of Casual Contact Communicable Diseases and Pest***

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### ***Head Lice***

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by school personnel and the child is determined to be free of the head lice and eggs (nits).

### ***Control of Non-Casual Contact Communicable Diseases***

In the case of non-casual contact, communicable diseases, the Center still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The Center will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact

communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

### ***Bus Arrival and Departure***

The home school provides bus transportation for all students who attend the Center. Bus arrival and departure schedules are posted in all Technology Center programs. These schedules are determined by each high school in order to provide students the maximum amount of training time while at the Center. If students have more time for training, they can learn dependability, job specialty, and interpersonal skills which will help them get a job. Therefore, students arriving at the Center are to report directly to their programs. Students are dismissed three minutes before bus departures.

### ***Student Information Sheet***

**All students are required to complete a VBTC Student Information Sheet** (*found on page 70 & 71*). This form is important for us to have on file because it provides emergency phone numbers, health information, medication information, and restrictions which may require modification for a student. Students are expected to complete the form within **ten (10) days** after review of the handbook. Students not returning this form or have not made arrangements with the office within this time line **WILL NOT** be admitted to class until a form is returned.

The Board of Education has established a policy that every student must have this **Student Information Sheet** completed and signed by his/her parent/guardians in order to participate in any activity off school grounds. This includes field trips, co-op, work experience. The student's parent/guardian should complete the school district's form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child will be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. Failure to return the completed form to the Center will jeopardize a student's participation in their educational program.

### ***Field Trips***

Field trips at the Technology Center are to provide opportunities for students to observe instructional training skills being applied at job work sites. Students should be prepared to ask questions, pay attention, observe, listen, and respond appropriately.

Field trips are academic activities that are held off school grounds and considered a privilege for students. All Technology Center rules and VBISD policies apply on all field trips and during the transportation to and from. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student under 18 years of age may participate in any school-sponsored trip without parent/guardian consent. No student will be allowed to drive to a field trip site unless the school does not provide transportation.

The Technology Center uses the **Parent Guardian Student Signature Page** – (*located on page 83 in the back of this handbook*) as a way for parents to give permission for their son/daughter to attend any and all field trips taken at the Technology Center throughout the school year. A letter will still be sent home to parents/guardians in advance informing them of all upcoming trips.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from Administration;
- Other reasons as determined by the school.

Students who attend field trips with their home school classes must bring in a note from a home school administrator or teacher verifying their absence in order to be marked a school related absence. If we do not receive any notification, or a note, the student will be marked as a regular absence.

### *School Sponsored Clubs and Activities*

The Van Buren Technology Center provides students the opportunity to broaden their learning through curricular-related activities. The Center has student groups that are authorized by the Center. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Fundraising activities by school organizations must be approved in advance by the Dean of Students. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Authorized groups at this time include: BPA, DECA, SKILLS USA, FFA, MITES, FIRST Robotics, EMT Challenge, Pro-Start Culinary Competition, FNA and FCCLA.

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for student organizations, clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

### *Non-School Sponsored Clubs and Activities*

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Administrator for Operations. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event.

Technology Center rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with Technology Center rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school logo.

### *Driving Permits*

The home school provides bus transportation for all students who attend the Technology Center. In those cases where home schools have elected to allow students to drive to the Center, students must register their vehicle in the Technology Center Office. Driving to the Center is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parent/guardians assume full responsibility for any transportation to and from school not officially provided by the school. Students violating their home school regulations regarding driving will be subject to disciplinary action by their home school according to those regulations. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

**Students have no reasonable expectation of privacy in vehicles parked on school grounds.** School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras will be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The following rules shall apply:

- ✓ Students are to have a driving permit signed by their parent/guardians and their home school administrator granting permission to drive to the Center.
- ✓ Students shall provide the Center with a copy of the driving permit to keep in their file.
- ✓ Riders must be included on the driving permit form.
- ✓ Parking lot speed limit is 10 m.p.h.
- ✓ Upon arriving to school student must immediately report to their program.

- ✓ Paperwork must be **filled out completely** before a parking permit is issued.
- ✓ The student lot will be the east side of the north parking lot.
- ✓ Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for student.
- ✓ When the school provides transportation, students shall not drive to school-sponsored activities.

### ***Parking Stickers***

Any student driving to the Center **MUST** have a Van Buren Technology Center parking sticker. Parking stickers can be picked up in the Student Services Office after listening to the driver orientation presentation given to them by a member of the Student Services Office. Students must bring a copy of their driving permit from their home school office before the Technology Center will issue a parking sticker. There will be a **\$3 charge** to replace a lost parking sticker. Parking spaces may be assigned and we may limit the number of parking based on availability of spaces. If they have all been assigned, no more parking stickers will be given out.

### ***Visitors***

Visitors, particularly parent/guardians, are welcome at the Center. Students who wish to bring an out-of-school visitor must obtain written permission from an Administrator 24 hours prior to the visit. In order to properly monitor the safety of students and staff, each visitor must buzz in the front doors and report to the office upon entering the Center to obtain a pass. Any visitor found in the building without a pass shall be reported to administration. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the Center in order to prevent any inconvenience. Students who wish to bring another high school student **must** go through their high school guidance office to set up a visit. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### ***School Volunteers***

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the Technology Center Director before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Technology Center Director.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. Volunteers may be asked or required to submit a criminal background check and/or finger printing.

### ***Sign Out***

Any student who arrives at the Van Buren Technology Center late because they were transported in a private vehicle must report to the office upon their arrival and check in with the Student Services Secretary. No student will be allowed to leave school prior to dismissal time either without a written request signed by the parent/guardian, a person whose signature is on file in the Technology Center Office or the parent/guardian coming to the Center Office to request the release. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent/guardian and home school administrator. Any student who leaves the Center early due to illness, pre-arranged absence, medical appointment, or who will not be riding school provided transportation home, must check out with the Student Services Secretary in the Student Services Office. Any student who wishes to sign out early and use transportation other than that provided by their home school must have prior permission from their home school administrator, the Technology Center administrator and must check out at the time of their departure with the Student Services Secretary. The Van Buren Technology Center is a closed campus and students are not to leave the building without administrative approval.

### ***Withdrawal from School***

Any student who wishes to withdraw from the Center should contact their home school guidance counselor. The home school counselor will contact the Center.

### ***Student Valuables***

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### ***Student Sales***

No student is permitted to sell any item or service in school without the approval of an Administrator. Violation of this may lead to disciplinary action.

### ***Advertising Outside Activities***

No announcements or posting of outside activities will be permitted without the approval of an Administrator. A minimum of 24 hours notice is required to ensure that the Administrator has the opportunity to review the announcement or posting.

### ***Use of School Equipment and Facilities***

Students must receive the permission of the teacher before using any equipment or materials in the classroom, and the permission of an Administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### ***Lost and Found***

All lost and found articles are located in the Student Services Office. Lost articles should be reported to the Student Services Office at once. Found articles will be held for a reasonable length of time. Unclaimed items will be given to charity at the close of the school year. Students should check immediately after having lost an article, then check again three or four days later. The Technology Center is not responsible for lost or stolen articles. If students bring something of value to the Center, they are responsible for it.

### ***Student Use of Electronic Devices***

Students are not permitted to play music devices or electronic equipment at the Van Buren Technology Center. Audio and electronic equipment may be brought into the Center for repair if it has been prearranged or approved by the Instructor and the Dean of Students. Students are permitted to use cell phones, electronic communication devices, or other personal communication devices in school for educational purposes under the direction of the teacher or for health or other unusual reasons approved by the Board of Education and with permission from an Administrator.

### ***Medication***

Every effort should be made to dispense medication prior to attending the Technology Center. In those circumstances where a student must take prescribed medication during the time they attend the Center, the following guidelines are to be observed:

- 1) Parent/guardians should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 2) The Medication Request and Authorization Form 5330 F1 must be filed with the respective building Administrator before the student will be allowed to begin taking any medication during school hours. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student. This

does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

- 3) All medications must be turned into the Student Services Office in a clearly labeled prescription bottle. Administration of medication will comply exactly with the direction of a student's physician, as to dosage and time schedule. The parent/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- 4) A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release. No staff member will be permitted to dispense non-prescribed, over the counter medication to any student.

#### *Self-Administration of Medication*

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### *Animals on School Property*

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by an administrator in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **IV. TECHNOLOGY CENTER POLICIES**

#### *School and Student Rights*

Students entering the Van Buren Technology Center will receive career development, technical training, job placement assistance and academic instruction. In order to provide a productive training environment, students must recognize their rights and those of the school system.

#### *Civil Rights of Minors*

The constitutional rights of individuals assures the protection of due process of law.

1. The philosophy of the exercise of disciplinary authority will be fairness to all parties concerned.
2. Every effort shall be made, by administrators and staff members, to resolve problems through effective utilization of Van Buren Technology Center resources in cooperation with the student and his/her parent/guardian.
3. A student must be given an opportunity for a hearing if the student or his/her parent/guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or to contest alleged prejudice or unfairness on the part of the school district official responsible for the discipline.
4. The hearing authority may request the student and parent/guardian to attempt conciliation first; but if the student and parent/guardian decline this request, the hearing authority shall schedule the hearing as soon as possible.

5. The following procedural guidelines will govern the hearing:

- a. Written notice of charges against a student shall be supplied to the student and his/her parent/guardian.
- b. Parent/guardian shall be present at the hearing.
- c. The student or parent/guardian may be represented by legal counsel.
- d. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.
- e. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- f. The hearing shall be conducted by an impartial hearing authority who shall make his/her determination solely upon evidence presented at the hearing.
- g. A record shall be kept of the hearing.
- h. The hearing authority shall state, within a reasonable time after the hearing, his/her decision, if any, as to disciplinary action.
- i. The findings of the hearing authority shall be put in writing and sent to the student and his/her parent/guardian.
- j. The student and parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.
- k. This policy is not intended to conflict with current court decisions.

### ***Student Rights and Responsibilities***

The rules and procedures of the Center are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (*a fair hearing*) before a student is removed because of his/her behavior.

Parent/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parent/guardians are encouraged to build a two-way link with their student's instructors and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from a Career Guidance Counselor.

### ***Homeless Child's Right to Education***

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is: Student Assistant Coordinator

### ***Mandated Reporters***

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### ***Adult Status***

Adult students (18 or older) are expected to follow school rules. If residing at home, adult students should include their parent/guardians in their educational program. Eighteen year old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

- ✓ *Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.*
- ✓ *Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.*
- ✓ *Students 18 years and older may sign themselves in and out of school and may verify their own absences and tardies.*
- ✓ *Students 18 years and older may provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for documented absences.*

Eligible students who wish to assert these rights should register their intent on the appropriate form and turn it into the Student Services Secretary at the Technology Center. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### ***Special Education***

Special Education services are available to students as specified in their Individualized Education Plan (IEP). To inquire about special education testing or available services, parents/guardians should contact the Special Needs Coordinator at (269) 539-5327.

### ***Education of Students with Disabilities***

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parent/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Dean of Students at (269) 539-5000.

### ***Homebound and Hospital Instruction***

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact: Coordinator of Specialized Instruction (269) 539-5327.

### ***Student Rights of Expression***

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A) Material cannot be displayed if it:

- 1) is obscene to minors, libelous, indecent or vulgar;
- 2) advertises any product or service not permitted to minors by law;
- 3) intends to be insulting or harassing;
- 4) intends to incite fighting or presents a likelihood of disrupting school or a school event.

B) Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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**Students must have approval 24 hours in advance from the Dean of Students  
before displaying any materials.**

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### ***Student Concerns, Suggestions and Grievances***

If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to an administrator. A student has the right of a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### ***Attendance Guideline***

The Van Buren Technology Center provides career and technical education with the goal of producing students that meet and exceed industry standards. Frequent absences hinder a student from learning the necessary skills required to become employable. Therefore, a good attendance record is critical.

Good attendance results in opportunities for student organization participation, job placement, internships, clinical, and many other special work-based learning opportunities. Students who wish to participate with job placement, paid cooperative education or apprenticeship experiences must have 90% attendance record for six weeks prior to job placement (subject to administrative review).

Students attending the Van Buren Technology Center are subject to both the attendance policies of their own high schools and that of the ISD. The limit on the number of absences permitted in order to receive credit is determined by each high school's policy; however, should attendance at the Technology Center become an issue in student success, a contract may be required in an attempt to create successful learning. Failure to meet the terms of the contract may result in being dismissed from the Technology Center and/or not being allowed to return for the following year.

### **Procedure For Reporting Absences**

If a student is going to be absent, the student or the student's parent/guardian has the responsibility of contacting their instructor and or the attendance secretary, at 269-539-5347, prior to the start of class. This contact should include the reason for absence and length of absence, if known. If an extended absence is anticipated, an estimated length of time should be provided. All documentation must be turned into the Student Services office at the Technology Center.

Days when a local school is not sending students to the Technology Center, do not require a contact to report an absence.

If an extended absence is due to a vacation it will be considered "undocumented" unless a signed copy of the local district's form is submitted to the Student Services Office.

This attendance policy is based on a per semester total. A student who is sent back to their home school may not be eligible to re-enroll in classes.

A student must be in attendance for at least ½ of their class period to be considered present. A student that signs in after this time frame will be considered absent.

The Technology Center will follow the attendance intervention protocol outlined below. All efforts will be made to develop an intervention plan that solves chronic absenteeism.

### **Attendance Intervention Protocol**

1. After three absences, the teacher will place a phone call to the student's home to discuss the matter with the parents.
2. After six absences, a letter will be sent home requesting a conference between the parents, the student and a school official. At the conference, a plan-of-action, which will include an attendance contract, will be developed.
3. After eight absences, notification will be sent to the parents via the contact choice they chose in School Messenger.
4. After ten absences, if a student is failing and has failed to meet the terms of the plan-of-action and the attendance contract, the student may be dismissed from the Technology Center.

### **Definitions of Absences in Power School:**

D - Documentation submitted to Student Services from a health care provider, court system, armed services or funeral home	C - Co-op
E - Parent/Guardian phoned-in the absence	J - Job Shadow
T - Tardy	W - Work Experience
O - Undocumented	R - School Related
F - Field Trip	S - Out-of-School Suspension
H - In-School Restriction	Z - Snow Day
	V - Vacation

### **Truancy**

The laws of the Michigan Revised School Code are followed in regards to truancy, and the ISD will refer the matter to the student's local school.

## **Release Time for Religious Instruction/Observance**

A student will be released from school, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Dean of Students at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study or work requirement.

## **Tardiness**

Students arriving at the Center are expected to enter their program area immediately after bus arrival and remain in their program throughout the school day. With school buses arriving from many districts, it is necessary to keep the hallways clear and accessible for incoming students. If a student is late arriving at school, he/she is to report to the Student Services Office and sign in with the Student Services Secretary before proceeding to his/her program area. A student who does not report directly to their program, without a valid reason, will be marked tardy. Students have three (3) minutes from the time the home school bus drops students off at the Technology Center to make it down to their program area.

Punctuality is emphasized in each program. Tardiness may result in loss of points for career and employability and may prevent students from participating in job placement opportunities.

- ✓ **Students considered tardy 3 times will lose their parking permit for a minimum of two weeks. Any further incidences of tardiness could result in the permanent loss of their parking permit and entry into the disciplinary process.**
  
- ✓ **Students who drive to the Technology Center and arrive after their home school busses scheduled arrival time are considered tardy.**

## ***Dress and Grooming***

In developing acceptable habits of dress and grooming, it is necessary that the dress policy reflect that of business and industry. Uniforms, similar to those worn in business and industry, will be required in many laboratories. Students' personal hygiene should reflect appropriate employability standards. A student may be suspended from a program or removed if they do not conform to such standards. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop laboratories.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment – As deemed by the Dean of Students.

- Appropriate footwear must be worn at all times – Deemed appropriate by the program.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students who question whether or not certain attire or grooming is appropriate should check with their Instructor. Students who are representing the Center at an official function or public event may be required to follow specific dress requirements.

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices, network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board's standards. Students must complete a mandatory training session/program before being permitted to access the Education Technology and/or being assigned a school e-mail address.

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Education Technology. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network. Students may not intentionally disable any security features of the Education Technology.
- D. Students may not use the Education Technology to engage in "hacking" or other unlawful activities.
  1. Students shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation or transgender identity, age, height, weight, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

2. Use of the Education Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

[Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

- a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - d. posting misleading or fake photographs of students on websites.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Education Technology for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of online etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Education Technology.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Check e-mail frequently and delete e-mail promptly to avoid excessive use of the electronic mail disk space.
  6. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

- H. Use of Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Education Technology in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally  
  
wasting limited resources. Students must immediately notify the teacher, building principal, or Technology Administrator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the school-owned equipment or contracted online education services is prohibited; all downloads must be to an external device. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the District's Education Technology with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.
- L. Students must secure prior approval from a teacher or the Administrator for Technology before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- N. Privacy in communication over the Internet and through the District's Education Technology is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Education Technology, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Educational Technology constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Educational Technology and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- R. Students may not establish or access web-based e-mail accounts on commercial services through the Ed-Tech Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- S. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of a school administrator or Superintendent immediately.

### ***Student Code of Conduct***

A major component of the educational program at the Van Buren Technology Center is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- ✓ abide by national, state, and local laws as well as the rules of the school;
- ✓ respect the civil rights of others;

- ✓ act courteously to adults and fellow students;
- ✓ be prompt to school and attentive in class;
- ✓ work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- ✓ complete assigned tasks on time and as directed;
- ✓ help maintain a school environment that is safe, friendly, and productive;
- ✓ act at all times in a manner that reflects pride in self, family, and in the school.

### ***Suspension or Dismissal from Technology Center***

Suspension is defined as a temporary removal of a student from school for a specific or indefinite period of time by administrative action. Michigan Department of Education guidelines give the following reasons for suspending students:

1. very bad conduct;
2. continually breaking school rules; or
3. when the judgment of the school demands it.

These procedures will be followed when students are suspended:

1. Instructors may temporarily remove students from their classes for the balance of any class period. Suspension for a longer period of time may only be made by an administrator.
2. A student shall be fully informed of the charges brought against him/her, including the rationale for the action taken.
3. The student will have the right to present any relevant information that will support his/her defense to the Van Buren Technology Center Dean of Students.
4. If the student is suspended, the Dean of Students shall immediately make a reasonable effort, preferably by telephone, to notify either parent /guardian and local school administrators of the action taken. If telephone contact cannot be made, a note sent home with the student will be considered "reasonable effort." Written notification of such contact or attempted contact shall be maintained by the administrator.
5. Verbal notification shall be followed by written communication to the parent/guardian stating the charges, reasons, and conditions of the separation or suspension. A copy of the letter shall be placed in the student's cumulative file.
6. If the parent/guardian is dissatisfied with the action taken, he/she may appeal to the Dean of Students.
7. The Administrator's decision may be appealed to the VBISD Superintendent. The parent/guardian should submit a written request within two school days to the Superintendent to review this decision.

### ***Suspension Status***

Students suspended from the Van Buren Technology Center are usually suspended from their home school as well. In addition, students suspended from their home schools are not to attend the Technology Center. Each situation will depend upon the local school district's policies which may affect the length of suspension or whether it is an in-school restriction or out-of-school suspension. Students are not to be found on the Technology Center grounds while serving an out-of-school suspension, unless a conference is required. Students on in-school restriction at the Center, are to report directly to their program area to check in and then go immediately to the Student Services Office or to the in-school restriction area.

### ***Factors To Be Considered Before Suspending or Expelling a Student***

Prior to suspending or expelling a student for any of the statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- 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 (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. 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 (*Superintendent*) 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 (*Superintendent*) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

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.

### ***Restorative Practices***

The Van Buren Technology Center shall consider using restorative practices as an alternative or in addition to suspension or expulsion.

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.

### ***Guidelines for Suspension and Expulsion***

The following administrative guidelines should be followed to provide a fair hearing for each student charged with an offense leading to suspension or expulsion.

#### **A. Emergency Removal**

A student may be removed or excluded from a classroom or a school when he/she poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal must be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

If a member of the school faculty removes a student, under his/her supervision from a classroom or activity, he/she must submit to the Dean of Students written reasons for the removal the day the removal occurs.

A hearing must be held by the Dean of Students in accordance with the suspension or expulsion requirements depending on the probable outcome of the hearing. The person who caused, ordered, or requested the removal should be present.

Written notice must be provided to the student and the parent/guardian as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures applicable to suspension must be applied. If the probable outcome is expulsion of the student, the hearing procedures applicable to an expulsion must be followed:

## **B. Teacher Initiated Suspension**

A teacher may suspend a student from class, subject, or activity for up to one (1) class period for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the Dean of Students and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent/guardian-teacher conference regarding the suspension. If feasible, the counselor shall attend the conference. The Dean of Students may attend upon request of the teacher or parent/guardian. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the Dean of Students.

## **C. Short-Term Suspension**

The Dean of Students may impose a suspension of up to ten (10) days duration, but shall notify the student's parent/guardians of the suspension by telephone or by regular mail and shall send a copy of the notification home with the student and shall include the parent/guardian rights to appeal by enclosing this policy with the suspension notice.

### **1. Preliminary Hearing**

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The Dean of Students or designee shall provide the student with an oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parent/guardians may be informed of the charges and the preliminary hearing if the Dean of Students so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

### **2. Sending a Student Home**

Unless the student is an immediate threat to the safety of the school, he/she should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the Dean of Students shall attempt to reach the student's parent/guardians to request they pick up their child. If they are unable to do so, the student should remain in the building administration office until school is dismissed.

The Dean of Students may forego the previous provision in the event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order or protect people on school property. In such an emergency situation, the Dean of Students shall contact the Superintendent.

### **3. Responsibility for School Work**

- a. For an in-school restriction, credit will be given for all classroom assignments that can be completed during the in-school restriction or as homework.
- b. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school.

Failures shall be given for any classroom work that cannot be attended such as laboratories or skill sessions.

### **4. Appeal**

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Dean of Students within two (2) school days of the parent/guardians' receipt of the

written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- A. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- B. Upon review, the Dean of Students may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent/guardians if, in the Dean of Students opinion, this is appropriate.
- C. The Dean of Students will reach the decision and inform the parent/guardians in writing within ten (10) school days after the receipt of the written request.
- D. The decision of the Dean of Students may be appealed in writing to the Director within two (2) school days of the parent/guardians' receipt of the decision. The Director will reach a decision and inform the parent/guardians in writing within ten (10) school days after the receipt of the written request. E. The Director's decision shall be considered final. The parent/guardians may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Director. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parent/guardians' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) days of receipt of the written request.

#### **5. Long-Term Suspension and Expulsion**

If, in the Dean of Students opinion or as required by statute, the alleged infraction warrants a long-term suspension or expulsion, he/she shall refer the case to the LEA Superintendent and ISD Superintendent and submit the following documentation:

1. the rule(s) alleged to have been violated
2. the charges against the student
3. approximate date of the violation
4. recommendation (s) for long-term suspension or expulsion
5. copy of suspension
6. chronology of disciplinary/corrective actions and witness statements

#### **6. Disabled Students**

Upon request, the Student Services Administrator shall also submit:

1. letter to parent/guardians
2. statements from professional staff re: student's efforts, attitudes, or particular problems
3. statement from counselor re: help to student, attempts at remediation or corrections, etc.

In accordance with Board Policy 2460.01, a student in Special Education must be referred to the I.E.P.C. and those disabled under 504 must be referred to the 504 Coordinator to determine if the behavior is related to the disability. No special education Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

#### **7. Student's Record**

Records of the suspension or expulsion may be made part of the student's permanent record and transcript, but prior consultation with the parent/guardians is advised. Record of the offense may be kept during the student's remaining school career only if the information is reasonably necessary for the student's welfare.

## **8. Waiver**

It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both student and parent/guardians. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of considerable period of time, since it operates to close off the student's rights.

### ***Discipline***

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Dean of Students responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have it match the severity of the incident.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline:**

Informal discipline takes place within the school. It includes:

- a) writing assignments
- b) change of seating or location
- c) temporary "time out" from classroom environment
- d) in-school restriction (up to 3 days)

In-school restriction - assigned students will attend a continuous 2½ hour period. Each student shall arrive with sufficient education materials to be busy during this 2½ hour study period. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

- a) students are required to have class assignments with them;
- b) students are not to communicate with each other unless given special permission to do so;
- c) students are to remain in their designated seats at all times unless permission is granted to do otherwise;
- d) students shall not be allowed to put their heads down or sleep;
- e) no music devices, cards, magazines, or other recreational articles shall be allowed in the room;
- f) no food or beverages shall be consumed.

#### **Formal Discipline:**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parent/guardians may appeal the suspension, in writing to the Dean of Students and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parent/guardians will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while under the Center's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### ***Discipline Referral Process***

In order to maintain a productive program environment, it is necessary to have clear and specific rules. These rules identify organized, consistent, orderly, safe, and reasonable methods of operating programs. With any set of rules or expectations, it is appropriate to have consequences. Students who are able to meet or exceed program rules and behavior expectations may expect positive or productive consequences. Examples of positive consequences are praise, good grades, letters to parent/guardians, and awards.

Students who do not follow Center or program rules and behavior expectations will receive assistance and training through a progressive disciplinary system. Disciplinary referral at the Center is a step-by-step preventive approach to inappropriate behavior relating to program rules, insubordination, and classroom disruption. Students who demonstrate difficulty following program rules, disrupting class, exhibit chronic behavior or are insubordinate, will follow the attached disciplinary referral process.

### ***Disciplinary Steps***

#### **Instructor Intervention**

1. Verbal warning (*Instructor*)  
Identify correct behavior (*Instructor*)
2. Instructor/student conference and student action plan (*Instructor*)  
i.e., assigned work stations  
i.e., temporary removal from program  
i.e., extra assignments
3. Parent/guardian conference (*telephone and by Instructor*)
4. Removal from the program area for up to a 1 day time-out (*Instructor*)

#### **Administrative Action**

1. In-school restriction (*3 days-Administrator/Student Services Interventionist*)
2. Out-of-school suspension (*Up to 5 days-Administrator*)  
Parent/guardian conference (*Administrator*)
3. Out-of-school suspension (*Up to 10 days-Administrator*)  
Parent/guardian conference (*Administrator*)
4. Return to home school or expulsion



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 student competitions 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.

### **Reporting**

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should the Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (3) days after adopting modification.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **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 Director or other administrator. 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 building 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 email, 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 school 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(s) 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 perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school 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, but formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Director (or other designated administrator) 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 Director 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 Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

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 Board 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: (Anti-Bullying)**

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 educational, 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 (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. 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. Some examples of bullying are:

- A. **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- C. **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, emails, social media postings, 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 person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school 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.

## **ANTI-HARASSMENT**

### **General Policy 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 unlawful 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:

- A. 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.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **DEFINITIONS: (Anti-Harassment)**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) 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:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyber stalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property

## **Harassment**

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:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. 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:

- A. 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.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. 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:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. 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.

- D. 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.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures, indecent exposure (including mooning).
- G. 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.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. 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.
- J. 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, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**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**

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, director or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, director, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed 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.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Director 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 Director shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

## **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."

**Dave Manson**

**Barb Matthews**

**Van Buren Intermediate School District**

**Van Buren Intermediate School District**

*Director of Special Education*

*Director of Operations and Finance*

269-674-8091

269-674-8091

490 South Paw Paw Street

490 South Paw Paw Street

Lawrence, MI 49064

Lawrence, MI 49064

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's web site.

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 student, other member of the School District community or third party 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 visitor 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 person alleging the 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. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. 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) school 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.

### **Investigation and Complaint Procedure**

Any student 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 or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines 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 a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **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 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.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated 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 or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student 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.

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

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 students 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 student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. 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.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student 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.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student Records policy.

### **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 student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student 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, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. 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, administrator, or other District employee at the student's school, 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. 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:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Board 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 discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school 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 ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student 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 its 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 records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the 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 law.

## **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 Board 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 reoccurrence, 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 student with a disability who is twenty-six (26) years or younger or a student 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 Board 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.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where

appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

## Consequences

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### *Examples of Consequences*

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

### *Examples of Remedial Measures Strategies for Individual Behavioral Change:*

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal.  
The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate

- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

*Strategies for Environmental Change (Classroom, School Building, or School District):*

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- Change process to improve school culture
- School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain compatible strategies)
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for staff in key disciplinary roles
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Increased involvement of parent-teacher organizations
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan
- Peer support groups
- Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer)
- Engage in community awareness events and planning sessions

The Van Buren Intermediate School District's board of education requires the Director and/or the director's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Van Buren Intermediate School District's board of education requires the director and/or the director's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Van Buren Intermediate School District's board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Van Buren Intermediate School District's board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Van Buren Intermediate School District's board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

## DEFINITIONS – DISCIPLINE SITUATIONS

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### Misconduct

1. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school

- day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
2. Being involved with any public school fraternity, sorority, or secret society.
  3. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  4. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  5. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) use of device is provided in a student's individualized education program (c) endanger the health or safety of students, staff, or school property.
  6. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

**Weapon-Free Schools** - In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [**regardless of blade length**], iron bar, or brass knuckles. However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least one of the following:
  - a. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct and indirect delivery to another person as a weapon.
  - b. The weapon was not knowingly possessed by the pupil.
  - c. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
  - d. The weapon was possessed by the pupil at the suggestion, Request, or direction of, or with the express permission of, school or police authorities.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

### **Gang & Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Aiding or Abetting Violation of School Rules** - If a student assists another student in violating any school rule, they may be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Classroom Disruption** - The act of causing and/or being involved in behavior which disrupts the educational process of other students in the classroom. Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Center. Persistent violations of rules could result in suspension or expulsion.

**Closed Campus** - Students are not permitted to leave the Van Buren Technology Center or grounds during instructional hours without prearranged, written permission from a parent/guardian, or school personnel.

**Computer Misuse** - Only authorized software/programs are to be used with school owned equipment. This is to prevent an unwanted virus from entering the system and to ensure that copyright laws are maintained. Computer related violations will result in suspension from school and possible removal from the program area. Violators will receive 2 weeks loss of computer usage for their 1<sup>st</sup> offence.

**Disobedience** - School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**Displays of Affection** - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior will result in suspension from school or possibly expulsion.

**Disruption of the Educational Process** - Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, etc. Violations of this rule will result in suspension or expulsion.

**Falsification of School Work, Identification, Forgery** - Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable. Plagiarism and cheating will subject the student to academic penalties as well as disciplinary action. Upon the occasion that an instructor should determine that a student has misrepresented the work of another as his/her own, or has been found to be cheating in the taking of a test or submission of work, the instructor shall award the student a failing grade for the work or test in question. Instructor shall also notify the administration and the student’s parent/guardian, and inform them that the next incident may result in the student losing credit for the marking period or semester, at the discretion of the administrator.

**Fighting** - The spontaneous act of inflicting or attempting to inflict bodily injury to another person, or verbal or other actions which deliberately provoke aggressive action by another student.

**Gambling** - Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**Miscellaneous Situations** - The Van Buren Technology Center reserves the right to set forth, as part of a code of conduct, those rules and regulations necessary and proper for facilitating a training environment. When situations arise not described in this handbook, the administration will then decide upon the disciplinary action necessary.

**Obscenity/Profanity** - Use of obscene or profane language, in oral or written form, in pictures, in caricatures, or in gestures.

**Parking Violations** - Refusal to report to the office upon receiving a parking violation is considered insubordination. Loitering in the parking lot is a violation of school policy. Students must report to the building immediately upon parking.

**Persistent Absence or Tardiness** - Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.

**Possession of Electronic Equipment/Laser Pointers** - Most electronic equipment necessary in the Center is supplied by the Center. Students are **NOT** permitted to **bring radios, boom boxes, portable televisions, pagers, laser pointers, cellular telephones** or the like without permission from the Administrator. **The property will be confiscated and disciplinary action will be taken.** Violations of this rule could result in suspension or expulsion.

**Refusal to Obey a Directive/Insubordination** - Actions that directly defy reasonable order or instruction of Van Buren Technology Center personnel.

**Refusing to Accept Discipline** - The Center may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**Student Disorder/Demonstration** - Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student feels there is need to organize some form of demonstration, he/she is encouraged to contact the Administrator to discuss the proper way to plan such an activity. Students who disrupt the Center may be subject to suspension or expulsion.

**Student Identification** - All persons must, upon request, identify themselves to proper school authorities in the Van Buren Technology Center, or on the grounds.

**Tobacco Possession** – Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarette, vapor products, and/or nicotine in **ANY FORM**, on school premises or during any school activity. Tobacco possession on school grounds is against the law. Students will receive a \$50 fine and a 3 day out-of-school suspension.

**Unauthorized Use of School or Private Property** - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule will result in suspension or expulsion.

**Verbally Threatening a Staff Member/Person Associated with the District** - Any statement or noncontact action that a staff member, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats will result in a mandatory suspension for up to 180 days.

**Verbally Threatening a Student** - Any statement or non-contact action that a student feels to be a threat will be considered a verbal assault. Verbal threats may result in a suspension or expulsion for up to 180 days.

## DEFINITIONS – CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

**Bomb Threats** - will result in a suspension or expulsion for up to 180 days.

**Damaging Property** - Vandalism and disregard for school property will not be tolerated. Violations will result in suspension or expulsion.

**Electronic Crime** - The use of any computer process in an illegal manner.

**Explosives** - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are dangerous and forbidden. Violations of this rule could result in suspension or expulsion.

**Extortion** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

**False Alarms and False Reports** - A false alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**Harmful Substances and Other Materials** - Van Buren Intermediate School District recognizes and abides by the standards of the Safe and Drug Free Schools and Communities Act and the Drug Free Workplace Act. These standards prohibit the unlawful manufacture, possession, use, sale, distribution, or concealment of illegal drugs, alcohol, controlled substance, or cannabis (including marijuana and hashish), fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This would include any school activity and transportation to school events. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. We urge students, parents, guardians, and care providers to work hand-in-hand with our district to ensure that these important standards are upheld.

**\* Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.**

**The school official in charge will immediately remove from contact with other students, anyone suspected of being under the influence of alcohol or drugs, and there upon, shall contact the parent/legal guardian.**

**Intimidation** - Interfering with administrators or teachers in normal school operation by threatening with force or violence.

**Physically Assaulting a Staff Member/Person Associated with the District** - Physical assault on a staff member or other person associated with the Center which may or may not cause injury. **Injury to a staff member will result in charges being filed and subject the student to expulsion.**

**Physically Assaulting a Student** - Physical assault at school against a student which may or may not cause injury. Injury to a student member will result in charges being filed and subject the student to suspension or expulsion.

**Possession of a Weapon** - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length measured from the hilt, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Student Services Office.

**Purposely Setting a Fire** - Anything such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**Theft or Unauthorized Possession of Property** - When a student is caught stealing school or someone's property he/she will be disciplined and may be reported to the law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Dean of Students. The Center is not responsible for personal property. Theft may result in suspension or expulsion.

**Trespass** - being present in an unauthorized place or refusing to leave when ordered to do so.

**Use of an Object as a Weapon** - Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil Action. This violation may subject a student to expulsion.

**Use of Tobacco** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The Center as well as the State law prohibits the sale, distribution, use or possession of any form of tobacco (including smokeless electronic cigarettes and vapor products) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion and a \$50 fine.

**Vandalism** - Deliberate damage to school property or the personal property of students or school employees.

**SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

**School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

**Students**

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**SCHOOL VIOLENCE HOTLINE**

The Michigan Department of State Police and the Michigan Department of Education have established a statewide school violence hotline for the reporting of specific threats of imminent school violence or other suspicious or criminal conduct by juveniles. This hotline was mandated by the Michigan Legislature in Public Act 269 of 2000. This hotline is not intended to replace the 911 emergency number nor any other existing community operated tip lines.

Report school violence or suspicious criminal conduct to 1-800-815-TIPS.

**SCHOOL CLOSING**

If the Center must be closed or the opening delayed because of inclement weather or other conditions, the Center will notify the following radio and television stations:

- WCSY            98.3 FM
- WWMT-TV    Channel 3
- WOOD-TV    Channel 8
- Alert Solutions

Parent/guardians and students are responsible for knowing about emergency closings and delays. The closing must specifically say the Van Buren Technology Center. On occasion, other Intermediate School District buildings will be closed but the Technology Center will remain open. Please do not confuse the Technology Center with the Learning Center.

# APPENDICES



**NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES  
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE 1X, SECTION 504, AND ADA)**

**Nondiscrimination:**

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

The Board also does not discriminate in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities are available to all students, without regard to race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, ancestry, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

**Complaint Procedure:**

If an individual believes that s/he has been discriminated/retaliated against or denied equal opportunity or access to the District's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person is designated as the District's Compliance Officers (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

**Dave Manson**

***Director of Special Education***

**269-674-8091**

**490 South Paw Paw Street  
Lawrence, Michigan 49064**

**Barb Matthews**

***Director Operations and Finance***

**269-674-8091**

**490 South Paw Paw Street  
Lawrence, Michigan 49064**

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325 Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

## Internal Complaint Procedures

Members of the School District community, which includes students, or third parties who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below.

Due to the sensitivity surrounding complaints of unlawful discrimination or 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. Once the formal complaint process has begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR").

## Informal Complaint Procedure

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs. The COs will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO 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. Parties may request that the informal process be terminated at any time to move to the formal complaint process.

## Formal Complaint Procedures

A student who believes s/he has been subjected to unlawful discrimination/retaliation ("Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level.

Formal complaints should include the following information to the extent it is available: the identity of the individual believed to have engaged in; or be engaging in, the discriminatory/retaliatory conduct; 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, the CO shall interview the Complainant and 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.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory/retaliatory conduct ("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 policies and/or administrative guidelines, including Policy 2260 – Nondiscrimination. 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 CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. As part of the investigation, the CO will:

- A. interview the Complainant;
- B. interview the Respondent;
- C. interview any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consider 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 CO/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 discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have 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 shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the Superintendent's final decision may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. At the Board's discretion and as may be appropriate to the circumstances, the Board may meet separately with each of the concerned parties. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The CO will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the CO office.

**Prohibition Against Retaliation** The Board will not retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawfully by any Federal or State civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

No. \_\_\_\_\_

**TITLE VI/VII/IX INTERNAL COMPLAINT FORM**

NAME OF COMPLAINANT

TELEPHONE NUMBER

ADDRESS

RELATIONSHIP TO THE SCHOOL DISTRICT:

\_\_\_\_\_ STUDENT

\_\_\_\_\_ EMPLOYEE

\_\_\_\_\_ TEACHER

\_\_\_\_\_ OTHER \_\_\_\_\_ (POSITION)

\_\_\_\_\_ OTHER \_\_\_\_\_ (DESCRIBE)

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION):

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WHAT ACTION ARE YOU REQUESTING? (i.e. RELIEF SOUGHT):

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COMPLAINT

DATE

DATE RECEIVED BY  
DISTRICT'S CIVIL RIGHTS  
COORDINATOR

**INTERNAL COMPLAINT – STEP 1**  
**INVESTIGATION/CONFERENCE WITH CIVIL RIGHTS COORDINATOR**

A CONFERENCE WAS HELD ON \_\_\_\_\_, AT \_\_\_\_\_  
(Date) (Time)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT WERE DISCUSSED.

BRIEF DESCRIPTION OF ALLEGED COMPLAINT:

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DISPOSITION OF ALLEGED COMPLAINT:

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\_\_\_\_\_  
DISTRICT'S CIVIL RIGHTS COORDINATOR

\_\_\_\_\_  
DATE

=====

IF YOU WISH TO APPEAL THIS DECISION TO THE SUPERINTENDENT, SIGN BELOW AND DELIVER TO THE SUPERINTENDENTS OFFICE WITHIN FIVE (5) SCHOOL DAYS OF RECEIPT OF THE CIVIL RIGHTS COORDINATOR'S DECISION.

\_\_\_\_\_  
COMPLAINANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE RECEIVED BY  
SUPERINTENDENT'S OFFICE

**INTERNAL COMPLAINT – STEP 2**  
**APPEAL TO SUPERINTENDENT**

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: \_\_\_\_\_

DATE OF CONFERENCE: \_\_\_\_\_

DIPOSITION OF COMPLAIN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE

=====

**IF YOU WISH TO APPEAL THIS DECISION TO THE BOARD OF EDUCATION, SIGN BELOW AND PRESENT TO THE TREASURER'S OFFICE WITHIN FIVE (5) SCHOOL DAYS OF RECEIPT OF THE SUPERINTENDENT'S DECISION.**

\_\_\_\_\_  
COMPLAINANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE RECEIVED BY  
TREASURER'S OFFICE

**INTERNAL COMPLAINT – STEP 3**  
**APPEAL TO THE BOARD OF EDUCATION**

DATE RECEIVED BY BOARD OF EDUCATION (i.e. IN TREASURER'S OFFICE): \_\_\_\_\_

DATE OF MEETING WITH BOARD:  
\_\_\_\_\_

DISPOSITION OF ALLEGED COMPLAINT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT  
BOARD OF EDUCATION

\_\_\_\_\_  
DATE

3/16/10

## **NOTIFICATION TO PARENT/GUARDIANS ON BLOOD-BORNE PATHOGENS**

Dear Parent/Guardian:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parent/guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parent/guardians of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Director for Operations at the Van Buren Intermediate School District (269) 674-8001, extension 5345.

**NOTIFICATION TO PARENT/GUARDIANS REGARDING STUDENT RECORDS  
AND DIRECTORY INFORMATION**

In compliance with a federal law known as the "Family Educational Rights and Privacy Act ("FERPA") which gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

Barb Matthews is the District Records Control Officer and is responsible for the supervision of all student records. Her office is located at the Van Buren Conference Center, 490 S. Paw Paw St. or she can be reached by calling (269) 674-8091, extension 5349.

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 parent/legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent/guardian, or adult student has the following rights:

**1. RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

**2. RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

**3. RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**4. RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

**Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920**

**5. RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

**Director of Operation and Finance  
490 South Paw Paw Street  
Lawrence, MI 49064**

**6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without

consent, "directory" type information the Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"

- A. a student's name;
- B. address;
- C. date of graduation
- D. school photographs or videos of students participating in school activities, events or programs.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have 10 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

**Director of Operation and Finance**

490 South Paw Paw Street  
Lawrence, MI 49064

- A. inspect and review the student's education records
- B. request amendments if the parent/guardian believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent/guardian's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the District's policy and administrative guidelines on student records.

Each year the District will provide public notice to students and their parent/guardians of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. date of graduation;
- D. school photographs or videos of students participating in school activities, events or programs.

The District will make the above information available upon a legitimate request unless a parent/guardian, or adult student notifies the District Records Officer in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all of such information.

Whenever parent/guardians consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent/guardian may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parent/guardian consent.

# ***Production Release and Waiver – (Read Only)***

## **Van Buren Intermediate School District**

Dear Parent/Guardian:

Frequently, the Van Buren Technology Center is called upon to photograph students. Local newspapers request photos of outstanding students, brochures are published showing students engaged in program related activities, etc. We are asking that you sign a production release and waiver form. If you have any questions about this form, please do not hesitate to call our Student Services Office at (269) 674-8001.

I, on my behalf, or on behalf of my legal child or ward, and in consideration for my legal child or ward's participation in Van Buren Technology Center activities, give my permission for the Van Buren Intermediate School District, its staff or designated representatives, to make and reproduce still or motion picture photographs including digital images, videotape recordings, and/or sound recordings of my son/daughter's person, performance, or behavior for activities associated with the educational institution (*collectively, the "Products"*). I agree that the Products may be used for educational exhibits, projection, illustration, trade, advertising or publication purposes, radio and television broadcasts, and other similar purposes, including www postings. I also give the Van Buren Intermediate School District permission to use my son/daughter's full name, picture, and/or biography for publicizing and promoting educational media materials, programs, and institutions (*collectively, the "Promotions"*). I agree to indemnify and hold harmless the Van Buren Intermediate School District, its agents and representatives from any and all claims and/or damages in the event that the Products and/or the Promotions are or become subject to any claim, and I agree to waive any and all damages or remuneration, in any form whatsoever, in connection with the production and use of the Products and/or the Promotions.

Please read the above statement and sign the Parent/Student Signature Page of the handbook and return it with your son/daughter.

## Van Buren Technology Center Student Organization Eligibility Requirements

### Eligibility Checklist

✓ **Attendance:**

- 90% overall attendance for the current school year.
- 30 days prior to registration: no more than 3 absences (OA) and/or 90% overall attendance for the current school year. In addition, 30 days prior to competition: no more than 3 absences (OA) and/or 90% overall attendance for the current school year.

✓ **Discipline:**

- No in-house restrictions at the Technology Center.
- No out of school suspensions during current school year.

✓ **Grades:**

- GPA of 2.0 for the current year in Technology Center program(s)..
- *Excludes College classes.*

✓ **Home School Principal or designee approval of student's eligibility to participate in event, prior to event registration.**

### Regional, State and National Event Participation:

- ✓ **Must meet the Student Organization Eligibility requirements.**
- ✓ Must meet State and National guidelines for qualification.
- ✓ May compete in open and closed events (applicable/taught in program of instruction).
- ✓ Must participate in Professional Development workshops at events (if applicable)
- ✓ Follow individual CTSO's code of conduct.

Students will be allowed to advance to the next level per guidelines as funding permits.

Each student situation will be looked at on an individual basis and administration reserves the right to modify eligibility requirements as deemed appropriate.

**Failure to follow these guidelines will result in the Student not being eligible to participate in current and future events during the current school year.**

Students may appeal to the Administrator for Student Services.



*(Sample Letter)*

**VAN BUREN  
INTERMEDIATE SCHOOL DISTRICT**

**“INTEGRATED PEST MANAGEMENT PROGRAM”**

**ADVISORY TO ALL PARENT/GUARDIANS**

**Jeffrey C. Mills  
Superintendent**

Dear Parent/Guardian:

The Van Buren Intermediate School District has adopted an Integrated Pest Management Program. Inherent with this are the District’s efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alterations, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

You will receive advanced notice of the application of pesticide, other than bait or gel formulations at your child’s school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by law is the posting at the primary entrances to your child’s school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parent/guardians are also entitled to receive this notice by first-class United States mail postmarked at least three days before the application. **If you would like to be notified by mail, please contact Randy Olds, Maintenance Supervisor at the following number (269) 539-5233, or Michigan Relay Center 1-800-649-3777 (*Voice and TTD*). Please give your name, mailing address and what school your child attends.**

**In an emergency (*for example, bees nest*), pesticides may be applied without prior notice, but you will be provided notice following any such application.**

**You may review our IPM Program or pesticide application records for your child’s school by contacting Randy Olds at (269) 539-5233 or email: [rolds@vbisd.org](mailto:rolds@vbisd.org). This number or e-mail may also be used when school is not in regular session.**

Sincerely,

**Randy Olds,  
Maintenance Supervisor  
*Van Buren Intermediate School District***

**490 South Paw Paw Street, Lawrence, MI 49064 • Phone: (269) 674-8091  
Special Services Fax: (269) 674-8726 • VBTC Fax: (269) 674-8954  
VBISD Conference Center Fax: (269) 674-8030  
Michigan Relay Center 1-800-649-3777 (*Voice and TDD*)**



# VAN BUREN TECHNOLOGY CENTER CHECK OFF LIST

\*\*\*\*\*

The following forms **MUST** be returned to **LISA HASELBERGER**:

- \_\_\_\_\_ Student Information Sheet (Page 73 & 74)
- \_\_\_\_\_ Student Education Technology Acceptable Use and Safety Agreement (Page 75 & 76)
- \_\_\_\_\_ Acceptance of Rights and Responsibilities (18 Years old – Adult Status) (Page 77)
- \_\_\_\_\_ Parent/Guardian Student Signature (Page 83)

(Note: Please be sure to read the following pages before signing Parent/Guardian Student Signature Page)

- (must check off box Yes or No) Production Release & Waiver (Page 67)
- (must read and initial) Student Organization – Eligibility Requirements (Page 68)
- (must read and initial) Field Trip Permission (Page 16)
- (must read and initial) VBISD Anti-Bullying Policy (Page 35)
- (must read and initial) Search and Seizure Policy (Page 54)
- (must read and initial) Handbook Acknowledgment (Page 83)

\*\*\*\*\*

The following form should be returned to CAROL SMITH:

- Optional: \_\_\_\_\_ Parking Permit Pass/Sticker (Page 79)  
(must have **ALL Signatures** and **Car Information** complete before turned in)

\*\*\*\*\*

The following form should be returned to WENDY PIERCE:

- Optional: \_\_\_\_\_ Youth Screen (Page 81 & 82)  
(Fill in all info & **check off box DO want** or **DO NOT want** before returning)

\*\*\*\*\*

**Note** - Must have your signature and your parent signature unless you are 18 years old and have adult status.





## Van Buren Technology Center STUDENT INFORMATION SHEET

Full Name of Student: \_\_\_\_\_ Home School: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your Race? \_\_\_\_\_ Are you Hispanic/Latino? Yes or No  
(you may choose more than one)

Mother/Guardian's Name: \_\_\_\_\_ Home Phone: (269) \_\_\_\_\_  
(Please Print)

Mother/Guardian's Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Mother/Guardian's Email: \_\_\_\_\_ Father/Guardian's Email: \_\_\_\_\_

Father/Guardian's Name: \_\_\_\_\_ Home Phone: (269) \_\_\_\_\_  
(Please Print)

Father/Guardian's Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Primary Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Student E-Mail: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Student's Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Optional)

**IN CASE OF EMERGENCY**, please contact: *(Every effort will be made to notify a Parent/Guardian)*

NAME OF ALTERNATE CONTACTS - (Please Print)	RELATIONSHIP	PHONE NUMBER
1. _____	_____	(____) _____
2. _____	_____	(____) _____

*Please return this form to Lisa Haselberger – Thank You!*



## Van Buren Technology Center STUDENT INFORMATION SHEET

### Important Medical Information

Allergies: \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_  
\*(please provide information such as: asthma, limited vision, seizures, etc.)

Current Medications or Treatments: \_\_\_\_\_

Previous Operations or Hospital Confinements: \_\_\_\_\_

Other: \_\_\_\_\_

Doctor Preferred: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Doctor's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Dentist Preferred: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Dentist's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ I.D. No. \_\_\_\_\_

*Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant to the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child listed below and to do all other necessary things as I might or could do to provide for the child's health and safety, if I were present.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to Lisa Haselberger – Thank You!*



## VAN BUREN TECHNOLOGY CENTER STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.**

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

### **Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

### **Parent/Guardian:**

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.



# VAN BUREN TECHNOLOGY CENTER STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board. Please check each that applies:

- I give permission for the Board to issue an Internet/E-Mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.  
I understand only my child's first name will accompany such class work.

**Please complete the following information:**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Please complete the following information:**

Student's Signature's: \_\_\_\_\_ Date: \_\_\_\_\_

**\*NOTE: Teachers and building director/administrators are responsible for determining what is unauthorized or inappropriate use. The Director/Administrators may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

*Please return this form to Lisa Haselberger – Thank You!*



**2017-2018**

**(Adult Status)**  
**VAN BUREN TECHNOLOGY CENTER**  
**ACCEPTANCE OF RIGHTS/RESPONSIBILITIES**

I recognize that as a student of majority age I may assume the rights as well as the expected responsibilities of parents of minor students. I understand that I may sign all permission slips and forms requiring parent signature.

I further understand that I am responsible for proper attendance at school and for abiding by the Code of Conduct of the school and that my parents shall be contacted if I am found in violation of school rules.

( ) I consent to the school sending copies of any documents I am to sign to my parents named below:

\_\_\_\_\_ (print parent's name)

( ) I consent to allow my parents named below access to all my student records:

\_\_\_\_\_ (print parent's name)

Parent's Address: \_\_\_\_\_

City: \_\_\_\_\_ MI Zip: \_\_\_\_\_

Parent's Phone: ( ) \_\_\_\_\_

\_\_\_\_\_  
Student Signature - *(Must be 18 Years old and older only to be valid)*

\_\_\_ / \_\_\_ / \_\_\_

Date of Birth

\_\_\_\_\_

Date of Acceptance

*Please return this form to Lisa Haselberger – Thank You!*





Received By: \_\_\_\_\_

Date: \_\_\_\_\_

# VAN BUREN TECHNOLOGY CENTER PARKING PERMIT PASS/STICKER

DATE PERMIT IS VALID: \_\_\_\_\_ Temporary Pass: \_\_\_\_\_  
(Please enter date(s) needed)

\_\_\_\_\_ YEAR Long Parking Sticker: 17-18 School Year

Driver Name and Age: \_\_\_\_\_

Rider(s) Name and Age: \_\_\_\_\_

### REASON FOR PERMIT:

Field Trip: \_\_\_\_\_ Appt: \_\_\_\_\_ Other: \_\_\_\_\_

Program Attending: \_\_\_\_\_ (a.m./p.m.)

Home School: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### VEHICLE INFORMATION:

Year of Vehicle: \_\_\_\_\_ Make of Vehicle \_\_\_\_\_

Model of Vehicle: \_\_\_\_\_

Color of Vehicle: \_\_\_\_\_ License **Plate** Number: \_\_\_\_\_

Name and Address of Insurance Company: \_\_\_\_\_

Type of Insurance Coverage: \_\_\_\_\_

I hereby authorize my son/daughter to drive the above described vehicle(s) to and from School and verify that the information on this form is accurate to the best of my knowledge. I also understand that if it is determined the driving privilege has been abused, his/her driving permit will be revoked by the school administration. In connection with this request, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises, based on the reasonable suspicion of a school administrator that the vehicle or its contents may violate law or school rules. **EXCESSIVE TARDINESS, TRUANCY, SKIPPING CLASS, AND OTHER INFRACTIONS ARE GROUNDS FOR REVOKING A STUDENT'S DRIVING PRIVILEGE. THIS WILL REQUIRE THE STUDENT TO RIDE THE SCHOOL BUS OR TO ARRANGE ALTERNATE TRANSPORTATION.**

**\*PRINCIPAL'S SIGNATURE:** \_\_\_\_\_

**\*PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**\*RIDER(s) - PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

*Please return this form to Carol Smith in the Student Services Office – Thank You!*



**2017-2018**  
**YOUTH SCREEN**  
*Emotional Wellness Check*

Dear Parent/Guardian:

We are fortunate to have the opportunity to offer a wellness check-up, *Youth Screen* here at the Technology Center. *Youth Screen* focuses on screening your child for depression, anxiety, and alcohol/substance abuse because these are common, treatable conditions, and most youth who suffer from them go undiagnosed and untreated.

The *Youth Screen* is a voluntary national health and suicide screening program for youth. The goal of this program is to make voluntary mental health check-ups available for all American teens.

Students answer a screening questionnaire which is then reviewed by the Van Buren Technology Center Student Assistance Coordinator, who is a trained professional. This screening is **confidential** and if the student is identified as having any risk factors families are assisted in accessing a health professional who can provide a more comprehensive evaluation.

Suicide is the third leading cause of teenage deaths. Unfortunately, seven to twelve million youth suffer from a mental health condition, yet only one out of three ever receive help. This number is reducible if steps are taken to identify those at risk.

Please review and complete the attached form to either agree to the screening or forfeit the opportunity to have your child screened. If you have further questions with regard to *Youth Screen* please contact Wendy Pierce the Student Assistance Coordinator at 269-539-5254.

**Common Questions and Answers about Youth Screen**

**Are Youth Screen results confidential?**

Yes, screening is confidential. In order to protect your child's privacy, his/ her screening results and related files will be stored separately from his/ her academic records. Teachers will not be involved in the screening procedure. If program staff believes that your child is in some danger or is a danger to others, they are mandated by law to take action and notify appropriate personnel and/ or necessary authorities.

**What if I provide consent, but my child doesn't want to participate?**

Because we believe screening should be completely voluntary, your child may refuse to participate or refuse to answer any questions during the screening. We will notify you by letter if your child chooses not to participate or is absent on the day of the screening.

**Does Youth Screen recommend treatment?**

The Youth Screen Program and staff do not make any treatment recommendations. All possible treatment decisions are made by families in close consultation with a health professional of your choice after the completion of the Youth Screen Program. Treatment recommendations are beyond the scope of the Youth Screen Program.

**Can I see the questionnaire?**

Yes. If you wish to review the Youth Screen screening questionnaire, the assent form your child will **be asked to sign prior to his/her participation in the program, or any instructional materials related** to the screening, please submit a request to: Wendy Pierce, LMSW, at (269) 539-5254, [wpierce@vbid.org](mailto:wpierce@vbid.org) and you will be notified of the time and place where you may review these materials.

**Where does Youth Screen get its support?**

The Program is supported by foundations and local communities. It is operated as a non-profit public service and accepts individual donations to help provide free screening services to local communities. The program receives no funding from pharmaceutical companies.

# Youth Screen Parent Consent Form

Please return this form whether you want your teen to participate in the screening or not.

I have read and understand the description of the Youth Screen Program offered to the students enrolled at the Van Buren Technology Center. I understand that if I consent to my child's participation in Youth Screen, the screen will be offered at **NO** cost.

Please select **ONE** of the following options:

\_\_\_\_\_ I **DO want** my child to participate in the Youth Screen Program (complete the **entire** form)

\_\_\_\_\_ I **DO NOT** want my child to participate in the Youth Screen Program  
(complete only the **top portion** of form)

Student's Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Legal Guardian's Name (Print): \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ AM: \_\_\_\_\_ PM: \_\_\_\_\_ Home School: \_\_\_\_\_

If your child **WILL** participate, please provide the following information  
so we can contact you if necessary:

Street Address: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

Best times to reach you:

1) \_\_\_\_\_ Phone # during that time: \_\_\_\_\_

2) \_\_\_\_\_ Phone # during that time: \_\_\_\_\_

Program: \_\_\_\_\_ Home School: \_\_\_\_\_

AM: \_\_\_\_\_ PM: \_\_\_\_\_

*Please return this form to Wendy Pierce – Thank You*



*Van Buren Technology Center*  
**PARENT/GUARDIAN STUDENT**  
**SIGNATURE PAGE**

2017-2018

**PLEASE READ, INITIAL EACH LINE, THEN SIGN AT THE BOTTOM OF THE PAGE**

**PRODUCTION RELEASE WAIVER – (Page 67)**

I have read and understand the contents of the Van Buren Technology Center Production Release Waiver.

\_\_\_\_\_ YES, I agree to grant this production release waiver.      \_\_\_\_\_ NO, I don't agree to grant this production Release waiver.

**VBTC STUDENT ORGANIZATION ELIGIBILITY FORM– (Page 68)**

\_\_\_\_\_ I have read and agree to the terms on the student organization eligibility form. Further, I understand that participation in a student organization is a privilege and may be revoked at any time.

**FIELD TRIP PERMISSION– (Page 16)**

\_\_\_\_\_ I give permission to attend all field trips that pertain to my child's program. I give permission for my son/daughter to participate and be transported by a Van Buren Intermediate School District vehicle to any field trip sponsored by the Van Buren Technology Center during the current school year. All Technology Center rules apply on all field trips.

**VBISD ANTI-BULLYING POLICY– (Page 35)**

\_\_\_\_\_ I have read and agree to abide by the anti-bullying policy.

**SEARCH AND SEIZURE POLICY – (Page 54)**

\_\_\_\_\_ I have read and understand the search and seizure policy.

**HANDBOOK ACKNOWLEDGMENT**

\_\_\_\_\_ I have received and read the Van Buren Technology Center Parent/Guardian Student Handbook. I understand the rights and responsibilities and agree to support and adhere to the rules, guidelines, procedures and policies of the Van Buren Intermediate School District. I also understand that the current handbook supersedes all prior handbooks and other written material on the same subject matter.

*\*Failure to return this acknowledgment will not relieve the student or parent/guardian from being responsible for knowing and complying with the School and School District rules, policies and procedures.*

**Student Name:** \_\_\_\_\_  
*(Please Print)*

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/ Guardian Name:** \_\_\_\_\_  
*(Please Print)*

**Date:** \_\_\_\_\_

**Parent/ Guardian Signature:** \_\_\_\_\_

*Please sign & return to this page along with all other Handbook Forms to Lisa Haselberger.  
The rest of the book is yours to keep. – Thank You!*

