

Gogebic-Ontonagon Intermediate School District  
CAREER-TECHNICAL EDUCATION

# STUDENT HANDBOOK



## Participating Schools

Bessemer Area School District  
Ewen-Trout Creek Consolidated School District  
Ironwood Area Schools  
Ontonagon Area Schools  
Wakefield-Marenisco School District  
Watersmeet Twp. School District

*Preparing Today's Students for  
Tomorrow's Careers*



Adopted 2012  
Revised August 2018

## TABLE OF CONTENTS

NON DISCRIMINATION POLICY.....	5
COMPLAINT PROCECURES FOR NONDISCRIMINATION.....	5
PROHIBITION AGAINST RETALIATION.....	7
PREFACE.....	8
PHILOSOPHY OF THE CTE CENTER.....	8
CTE COURSE OFFERINGS/STAFF.....	9
GOISD BOARD OF EDUCATION.....	10
ENROLLING IN A CTE COURSE.....	11
NONTRADITIONAL/DISABLED ENROLLMENT.....	11
LIMITED ENGLISH PROFICIENCY.....	11
WITHDRAWAL FROM THE CTE PROGRAM.....	11
STUDENT FEES AND CHARGES.....	11
CELL PHONES.....	12
INJURY AND ILLNESS.....	12
BLOOD BORNE PATHOGENS.....	12
STUDENT MEDICATION.....	13
ASTHMA INHALERS AND EPI-PENS.....	13
ATTENDANCE POLICY AND PROCEDURES.....	13
VOLUNTEER WORK AT HOME SCHOOL.....	13
BUILDING LEAVE.....	13
TECHNICAL EDUCATION CERTIFICATES.....	14

CLINICAL ROTATIONS (CNA).....	14
FIELD TRIPS/OTHER DISTRICT SPONSORED TRIPS.....	14
USE OF SCHOOL EQUIPMENT.....	14
STUDENT ORGANIZATIONS.....	14
CODES OF CONDUCT.....	15
INFORMAL DISCIPLINE.....	15
GROUND FOR SUSPENSION.....	15
SUSPENSION.....	17
GROUND FOR DISMISSAL FROM CTE CLASS.....	18
ARTICLES PROHIBITED AT SCHOOL.....	18
STUDENT BREAKS.....	19
DRIVING POLICY.....	19
STUDENT DRESS CODE.....	19
INTERNET/EMAIL/SOCIAL NETWORK ACCEPTABLE USE POLICY.....	20
FIRE DRILLS.....	20
TORNADO DRILL INSTRUCTIONS.....	21
EMERGENCY CLOSING AND DELAYS.....	21
DIRECTORY INFORMATION.....	21
SELECTIVE SERVICE NOTIFICATION.....	22
FERPA – UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT....	22
ACCESS TO STUDENTS.....	23

STUDENT COMPLAINTS.....	24
RIGHT TO KNOW.....	24
STUDENT VALUABLES.....	24
SEARCH AND SEIZURE.....	24
STUDENT PERSON AND POSSESSIONS.....	24
WEAPONS.....	25
STUDENT PROJECTS AS WEAPONS.....	26
STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION.....	26
BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS....	28
Notification.....	28
Implementation.....	29
Procedure.....	29
Non-Retaliation/False Reports.....	30
Definitions.....	30
DRUG PREVENTION.....	32
PENALTY FOR ABUSING THE DRUG FREE SCHOOL ZONE.....	32
EMERGENCY MEDICAL AUTHORIZATION PERMIT.....	33
FORMS:	
2260 F2...TITLE IX INTERNAL COMPLAINT FORM .....	34
7540.03...INTERNET ACCEPTABLE USE POLICY.....	35
STUDENT NETWORK AND INTERNET ACCEPATABLE USE AND SAFETY AGREEMENT .....	40
8330 F5 REQUEST TO INSPECT AND REVIEW STUDENT RECORD.....	42

## NONDISCRIMINATION POLICY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. For more information contact the Title IX Coordinators, Ashley Nevins or Alan Tulppo, at 200 S. Elm Street, Ewen, MI 49925, or (906) 575-3438.

### **COMPLAINT PROCEDURES FOR NONDISCRIMINATION**

#### Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator, (see attached Form 2260 F2 page 33)

Career and Technical Education Director  
Gogebic-Ontonagon Intermediate School District  
202 Elm St., P.O. Box 218  
Bergland, MI 49910  
906-575-3438

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, 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>.

#### Section II

A person who believes s/he has a valid basis for a complaint, may discuss the matter informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

##### Step 1

Investigation by the District Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and

describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall interview any witnesses and review other evidence provided by the complainant. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

## Step 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

## Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative 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 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 in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator 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 Civil Rights Coordinator's office.

## **PROHIBITION AGAINST RETALIATION**

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal 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.

## **PREFACE**

Area Career & Technical Education Programs for secondary students are an approach toward meeting the needs of more high school students. Whether you succeed or fail will depend upon your willingness to apply what you are learning in a variety of applications & settings.

You will be treated with respect while you are with us. Your classmates, instructors and administration expect the same from you. If you have questions regarding our policies and procedures see your program instructor or stop in the main office. We are glad to have you with us!

The opportunities for you here are great, from the standpoint of instruction, equipment and programs, this center is well equipped. You will be able to obtain at least one marketable skill in a particular field before graduation from high school. Assuming a positive attitude combined with this newly acquired skill can lead to employment opportunities. We hope that you will enjoy and profit from this educational experience.

## **PHILOSOPHY OF THE CAREER/TECHNICAL EDUCATION PROGRAM**

This center is dedicated to the belief that the occupations of all human beings should be given dignity and worth; all human beings can learn; and all have feelings and sensibilities which can add to or detract from their ability to profit from instruction in this ever-shrinking world. All human work is tied, ever more closely, to respect and concern for others, under the laws of the land and the individual's own moral sense of responsibility.

We believe that the additional, in depth experiences which you will gain at this extension of your home school combined with the home-school classes, will better equip you with the disciplines and training necessary for the continued forward progress of this nation and for your continued growth as a responsible citizen.

The Mission of GOISD is to create opportunities for students by leading, supporting and enriching our schools & communities.

We are the Gogebic-Ontonagon Intermediate School District. We anticipate the educational needs and opportunities for students, schools and communities in Gogebic and Ontonagon Counties by identifying, developing, and implementing programs/practices resulting in improved quality of life.



# CTE

## *COURSE OFFERINGS*

### GOGEBIC COUNTY

Agriculture	Mr. Bob Genisot
Computer Programming/Robotics	Mr. James Halverson
Computer Programming/Web Design	Mr. James Halverson
Construction Trades	Mr. Ray Niemi
CNA	Ms. Amanda Sprague
CADD	Mr. Dennis Svoke
Welding	Mr. Michael Lutz
BMA	Ms. Theresa Paakola

### ONTONAGON COUNTY

Agriculture	Mr. Bob Genisot
Accounting	Mr. Tony Basanese
CADD	Mr. Dennis Svoke
Computer Programming/Robotics	Mr. James Halverson
CNA	Ms. Amanda Sprague
Welding	Mr. Michael Lutz

Gogebic-Ontonagon Intermediate School District  
Career-Technical Education P.O.  
Box 218  
Bergland, MI 49910  
(906) 575-3438

Superintendent  
CTE Administrator  
CTE Secretary  
CTE Coordinator

Mr. Bruce Mayle  
Ms. Ashley Nevins  
Ms. Dawn O'Leary  
Ms. Paulette Niemi

GOISD BOARD OF EDUCATION

Mr. James Fyfe  
Mr. Bill Steiger  
Mr. Russell Bailey  
Mr. Edwin Martinson

Mr. Clarence Minkin  
Mr. Dennis Morin  
Ms. Ann Wuorinen

## **ENROLLING IN A CAREER-TECHNICAL EDUCATION COURSE**

Students should carefully analyze their interests, aptitudes, abilities, career pathway choice and future plans with their parents and counselor before enrolling for Career Technical Education courses. Courses at the center are designed to provide job skills for employment and a foundation for further training after high school including two year technical and four-year college degrees. The Career-Technical Education Program accepts students in grades 10 – 12. Students should make every effort to tour or shadow CTE programs and then see their home school guidance counselor to reserve a placement in the CTE course of their choosing. It is advisable to students to choose two courses of interest in the even that their primary choice is over-enrolled. If you need help with this process or are having difficulty with enrollment, please contact the Career-Technical Education office at (906) 575-3438 ext. 200.

## **NONTRADITIONAL/DISABLED ENROLLMENT**

Students are encouraged to enroll in classes considered nontraditional for their gender (i.e., females in Welding). All students, including those interested in nontraditional programs, and disabled students, are encouraged to enroll according to their interests, aptitudes, abilities and chosen career pathway.

## **LIMITED ENGLISH PROFICIENCY**

Students determined to have an appreciable barrier to learning due to Limited English Proficiency will receive support services relative to changing or modifying curriculum, textbooks, hardware, software, etc.

## **WITHDRAWL FROM A CTE PROGRAM**

To withdraw from a Career-Technical Education Program, the student should see the instructor and/or local school counselor. Let it be understood that students who withdraw at any time other than the end of a semester will not receive credit.

## **STUDENT FEES AND CHARGES**

Fees and charges may be assessed to students to cover the cost of materials used for student projects, or food, lodging and registration fees on field trips or competitions, etc. Also students will be charged the replacement cost of books or equipment they lose or damage or monies and fees owed. Grades may be withheld until these issues are resolved.

## **CELL PHONES**

Students are not to use cell phones at any time in the buildings for any reason including: calling, texting, messaging, pictures, looking up phone numbers, etc. Students may possess a cell phone, however, it must be out of sight and stored in a pocket, purse, jacket, or book bag and turned off. Cell phones may be used outside the building before and after class. Cell phones being used by students in the building will result in assignment disciplinary action unless the student has direct permission from his/her instructor or administrator. Repeat offenders may be subject to additional disciplinary action. A student who possesses a cell phone is responsible for its care. At no time shall the Gogebic-Ontonagon Intermediate School District be responsible for preventing theft, loss or damage to cell phones students choose to bring onto school property.

## **INJURY AND ILLNESS**

All student injuries must be reported to the student's teacher and the GOISD office. If medical attention is required, the office staff will immediately contact the student's parent/guardian and depending on the severity of the injury will transport the student to the emergency room or call for an ambulance. The student must fill out an accident report which must be signed by the student, student's parent/guardian, the instructor and the CTE Director and/or designee. Let it be understood that all medical responsibilities as they relate to injuries received during the Gogebic-Ontonagon Intermediate School District Career Technical Education classes are the responsibilities of the parents or guardian of the student. Students involved in a legitimate program related accidental injury sustained while participating in an instructor approved activity as determined by a review of the accident report and the circumstances surrounding the accident are to submit all medical bills to their insurance provider or the insurance provider of their parent/guardian. In such cases regarding legitimate injuries as stated above, the GOISD may remit the balance of medical bills not covered by the student's insurance provider.

A student who becomes ill during the school day should request permission from the teacher to go to the school office. Office personnel with input from the student's parent/guardian and their home school principal will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental and administrative permission. In all cases, students must sign out in the office before leaving school grounds.

## **BLOOD BORNE PATHOGENS, COMMUNICABLE DISEASES AND THE MOST APPROPRIATE EDUCATIONAL SETTING**

The parent/guardian of a student diagnosed as having a communicable disease shall be determined within parameters set by applicable Federal, State and local laws and relevant regulations and guidelines. Administration will make a decision on the most appropriate setting, taking into consideration input from the student, his/her parent/guardian, the student's physician, public health personnel and school staff. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality.

## **STUDENT MEDICATION**

No student is allowed to sell, distribute, possess or consume any prescription or non-prescription medication or substance on school grounds or at a school-related function. Any deviations must be approved by the building and CTE Administrator and will include authorization from the home school and/or the student's parent/guardian. Violations of this policy may result in disciplinary action.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **ATTENDANCE POLICY AND PROCEDURES**

Regular attendance at the Gogebic-Ontonagon Intermediate School District Career Technical Education Program is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for future employment.

While keeping records of student attendance is a school function, the primary responsibility for insuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes that will be helpful to the present and future endeavors of the student.

## **VOLUNTEER WORK AT HOME SCHOOL**

It is possible in some cases that the home school may request a student to assist with certain activities at the home school during the time when the student would be attending the Career Technical Education Program. Students are permitted to participate in these activities ONLY with a written or telephone request from the home school Principal's Office AND if the student is caught up with all class work and has the permission of his/her CTE instructor. Home school instructors are not to request student's stay at their home school when they should be attending a CTE program, independent of the home school Principal and/or designee's permission. Under no circumstance may a student do volunteer work anywhere other than his own home school with the appropriate permissions granted.

## **BUILDING LEAVE**

It is mandatory that a student leaving the building must first obtain their instructor's permission and obtain a pass from the school office. All doctor, dentist, or agency appointments must be verified by parent/guardian, doctor or agency before the student can leave the building. If a student is leaving the building at their teacher's request, he/she must bring a pass from their home school for approval before leaving. Let it be understood that **in all cases** students **MUST**

SIGN OUT in the office before leaving the building and MUST SIGN IN upon their return. If a student leaves without their instructor's permission and approval from the school office, he/she will receive a chargeable absence, and/or disciplinary consequences.

## **TECHNICAL EDUCATION CERTIFICATES**

Career-Technical Education Certificates will be issued to all students who successfully complete their CTE program with a grade of a "C" or better. All certificates will be issued yearly upon successful completion of the student's course.

## **CLINICAL ROTATIONS (CNA)**

Students enrolled in CNA will be assigned to clinical rotations. Criteria for placements include:

- a. Approval of instructor.
- b. Technical skill level.
- c. Student is on schedule to complete their required segmented curriculum.
- d. Maturity level.
- e. Discipline and attendance history.

## **FIELD TRIPS/OTHER DISTRICT SPONSORED TRIPS**

All field trips, competitions, and other district sponsored trips are considered school sponsored activities even though they are off school grounds. Students on trips are expected to obey the Grounds for Suspension/Grounds for Expulsion policies and will be held accountable for any violations. All students must fill out and return a parent permission slip in order to participate in field trips that involve them missing any time from their home school. These forms must be turned in per their instructor's instructions but in all cases, at least one day prior to the field trip. Students may be prohibited from attending field trips for any of the following reasons:

- a. Failure to receive appropriate permission.
- b. Failure to complete appropriate coursework.
- c. Disciplinary, attendance, or safety concerns, etc.

Students NOT attending field trips must stay at their home school the day of the field trip and report to the Principal's office.

## **USE OF SCHOOL EQUIPMENT**

Students must have the permission of their instructor before using classrooms or shop equipment. No student may remove equipment or materials from any CTE class.

## **STUDENT ORGANIZATIONS**

Some CTE programs are affiliated with and participate in various CTE clubs or organizations. Students are required to participate in these activities whenever possible. Instructors or administration associated with these events are permitted to set participation guidelines which will determine if students are permitted to participate in club, organization, competition or field

trip experiences. These guidelines may include, but are not limited to, attendance, disciplinary violations, incomplete assignments or class work.

## **CODES OF CONDUCT**

As a CTE student you are expected to treat staff members and other students with respect and behave as a responsible young adult in a work setting. You are also expected to respect the property of the school as well as other students and communicate in a manner that is appropriate in an educational setting. To be successful in your CTE program:

1. Upon arrival report directly and immediately to your class and begin working.
2. Follow all dress and safety requirements for your class.
3. Attend your class every day and be punctual as an employee in a work setting.
4. Use all equipment safely, make good use of your time and demonstrate a positive attitude. Be cooperative, dependable and show initiative. With your words and actions treat all staff members and fellow students with respect.
5. Work cooperatively and respect others regardless of the other person's ability, gender, race, religion or ethnic backgrounds.
6. Help maintain a school environment that is safe, positive and productive.
7. Act at all times in a manner that reflects pride in yourself, your family and our school.

## **INFORMAL DISCIPLINE**

The school will make every effort to solve minor disciplinary problems without excluding a student from class utilizing informal discipline. Informal discipline may include loss of breaks, drop in daily performance grade, loss of class privileges, additional written or clean up assignments, in school detention, etc.

## **GROUND FOR SUSPENSION**

Every effort should be made by the staff to solve disciplinary problems within the class setting and without excluding a student from class. If this cannot be done, exclusion from the class may be necessary. The entire disciplinary code applies to all students when they are attending the CTE program as well as when they participate in school sponsored activities i.e. field trips, competitions, and class trips, etc. A student engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment may also result in exclusion from class. Any student who is in violation of these rules will also be referred to their home school, where additional disciplinary actions will be taken. These exclusions fall into the following categories:

1. In School Suspension – Minor violations of school rules may result in an in school suspension during which time students will be isolated from their peers and be expected to complete the assigned tasks.
2. Suspension – Students will be required to stay at their home school and will not be allowed to attend their CTE class.

3. Expulsion – Permanent exclusion of a student from school.

Violations in the following areas of misconduct may result in a warning, an in-school suspension or 1 – 3 days suspension at the discretion of the CTE Administrator.

Completion of reinstatement conditions or a conference with the parent/guardian may be requested by the CTE Administrator or designee prior to reinstatement. It is impossible to list every scenario that may disrupt the educational process, however, the most frequent situations or circumstances resulting in suspension include:

1. Use of profanity or obscene language.
2. Use of cell phone in the school building without direct instructor permission.
3. Inappropriate dress or grooming which is detrimental to the educational atmosphere of the school. (see Student Dress Code)
4. Leaving the classroom, building or grounds without permission.
5. Inappropriate touching or displays of affection by students.
6. Violation of the compulsory attendance law, including excessive tardies, absences, or skipping schools.
7. Violation of the Bullying, Harassment, Intimidation Policy.
8. Fighting
9. Throwing snowballs
10. Disrespecting, damaging or vandalizing school property and/or equipment.
11. Insubordination and/or persistent disobedience or rudeness toward school personnel.  
This includes failure to comply with a teacher or administrative directive in school or while attending school sponsored functions including, fieldtrips, competitions, college visits, etc. Any type of verbal threat or non-contact action directed toward a staff member, student or other person associated with the district.
12. Violations pertaining to cheating/plagiarism will result in a “0” on the student’s class assignment, project or test and/or additional disciplinary action.
13. Disregard for classroom rules including, hazardous safety practices, tampering with other students equipment or personal belongings or failure of students in Trade and Industrial areas to wear safety equipment (i.e. safety glasses, boots, helmets, shields, etc.)
14. Disrespect, insubordination, or inappropriate behavior in dealing with administration, teaching staff, or support staff including secretaries, paraprofessionals and custodial staff.
15. Theft or inappropriate use of another students property, school property or school facilities.
16. Being in an unauthorized area during school time.
17. Inappropriate use of the internet, e-mail services or social networks.
18. Possession of articles prohibited in school may result in their confiscation and/or disciplinary action.
19. Violations of the Drug Free School Zone policy.
20. Possession, sale, or distribution of prescription or non-prescription medications.
21. If a student assists another student in violating any school rule or policy.
22. Impersonating a parent when verifying absences.

## SUSPENSION

The Career-Technical Education Administration of the Gogebic-Ontonagon Intermediate School district is delegated the authority to suspend students. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her and shall have an opportunity to respond to the charges, prior to any action taken.
2. The parent/guardian will be notified by mail or phone regarding any disciplinary action.
3. A discipline report shall be mailed to the parent or guardian, the home school and a copy placed in the student's file.
4. A conference with the parent or guardian may be requested by the CTE Administrator before a student is reinstated.
  - a. Parents may request a conference with the CTE Administrator. Such requests shall be made within five (5) school days of the onset of the suspension. The CTE Administrator shall affirm or modify the terms of his/her action within five (5) school days from the date of the conference.
  - b. The CTE Administrator's decision may be appealed to the Gogebic-Ontonagon Intermediate School District Superintendent. The Superintendent will affirm or modify the decision of the CTE Administrator within two (2) school days from hearing the appeal.
  - c. The Superintendent's decision may be appealed to the Board of Education. This appeal must be submitted in writing, within five (5) school days of the decision of the Superintendent. This written appeal shall include a request to be placed on the agenda of the next scheduled school board meeting and whether an open or closed hearing is preferred.
  - d. The Board of Education shall hold a hearing at the next regular scheduled board meeting after receipt of the appeal and shall notify the parents that the hearing shall be conducted under the following rules and procedures including those specified by the Board Policy.
    - a. Written notice shall be given of the time, place, and date of the hearing to the parent/guardian.
    - b. The student or parent may be represented by an attorney or advisor of their choosing.
    - c. Witnesses may be present at the hearing and the student or his representative may question witnesses testifying against the student.
    - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
    - e. There may be present at the hearing the CTE Administrator, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
    - f. The Board of Education shall render a written opinion of its determination with two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned and be final.

Disabled students covered by the individuals with the Disabilities Education Act (IDEA) and/or the Americans with Disabilities Act (ADA) or Section 504 shall be expelled only in accordance with Board Policy 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 that are available in the Principal's Office at the student's home school.

### **GROUND FOR DISMISSAL FROM CTE CLASS**

In addition to suspension, the following areas of misconduct may involve referral to law enforcement authorities and/or expulsion from the CTE class. A student may be expelled for violation of rules of conduct whenever suspension is deemed to be an ineffective deterrent or inappropriate punishment for the severity of the behavior. Expulsion normally occurs following a habitual disregard for school policy including all areas listed under Grounds for Suspension; however, expulsion may be recommended for one incident or severe gross misconduct or safety violation. These categories, while specific in nature, are not comprehensive and cannot address every behavior or scenario that may require expulsion.

1. Extortion, theft, coercion, gross indecency, gambling and/or blackmail.
2. Malicious destruction of books, materials, equipment, or the school building.
3. Trespassing or unauthorized presence in the building or on school property.
4. Possession of weapons or explosives.
5. Violations of the Drug Free School Zone policy.
6. Violations of national, state and local laws, approved safety and fire codes and laws pertaining to civil disobedience.
7. Possession, sale or distribution of prescription or non-prescription medications.
8. Violation of the Bullying, Harassment, Intimidation policy.
9. False fire alarms, arson or intentional calls to falsely report a dangerous condition (bomb threat, etc.)
10. Additional behaviors which may cause expulsion include: physical assault, falsifying identification, forgery, falsifying reports or setting off alarms, repeated abuse of the school internet policy, serious insubordination, unauthorized use of school property, refusal to accept discipline, aiding or abetting violation of school rules, inappropriate displays of affection, serious violations of school/classroom rules, disrupting the educational process, etc.

Any student engaging in criminal acts at school or at a school sponsored activity 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.

### **ARTICLES PROHIBITED AT SCHOOL**

Laser pointers, squirt guns, electronic devices or any other item that interferes with the educational process are not permitted at school. These items will be taken by the classroom teacher, paraprofessional and/or CTE Administrator and will be brought to the office. Items judged to be inappropriate in the school setting or disruptive to the educational process will be

confiscated and returned only at the parent's request. Earphones/headphones may only be used in class with teacher permission. Students may bring cell phones to school, however, they must be turned off, out of sight.

### **STUDENT BREAKS**

At the discretion of each instructor, students may be given a break at some point during their class time. All breaks are a privilege and not a right. Inappropriate behavior during break time includes: inappropriate language, vandalism, excessive noise, disrespect for the Career Tech staff or other students, leaving designated areas, leaving the school grounds without permission and/or failure to follow the rules may result in cancellation of breaks for a time to be determined by administration. Additional consequences may be assigned depending on the severity of infractions.

### **DRIVING POLICY**

Students will be expected to go directly to their classroom/lab as soon as they arrive and to board their bus for return promptly after class dismissal. Students **MUST** ride the bus to and from their home school. Any student caught driving his or her own vehicle or riding with another student will be given:

1. First offense – Warning. Students must return to their home school immediately with their car.
2. Second offence – 3 days suspension
3. Third offense – Permanent student dismissal

### **STUDENT DRESS CODE**

The following guidelines will apply to all students. In general, inappropriate dress, grooming or fashion (including jewelry, accessories or hair styles), which cause undue attention to an individual student and/or is disruptive to the educational atmosphere of the school or poses a safety threat will not be permitted. These guidelines are designed to promote a safe and orderly environment to reduce inflammatory dress and to ensure that students are not inappropriately exposed. Due to the nature of some classroom activities and for safety concerns some teachers may place further restrictions on this dress policy. Failure to comply with the dress code guidelines will result in the student being sent home to change, turning the item inside out, or other disciplinary action at the discretion of the CTE Administrator. A student sent home to change inappropriate clothing will be charged an unexcused absence for the time they are out of the school. Examples of inappropriate dress include, but are not limited to:

1. Obscene, racially, demeaning, profane, sexual content, drug/alcohol related, gang related, inflammatory or double meaning messages on any clothing. This includes clothing suggesting illegal substance abuse (alcohol, tobacco, drugs, etc.)
2. Hoods, hats and sunglasses are to be removed while in school. Hats may be worn in shop areas including the Building Trades class with the permission of the instructor.
3. Mutilated clothing is not permitted. Bare midriffs, bare backs and excessively low cut tops are not permitted and may include: revealed bra straps, spaghetti straps, halter tops, tube tops, etc.
4. Apparel must be worn so that no under clothing shows when standing or sitting.
5. Hemmed shorts are permitted if they are not mutilated and approach the knee. Skirts should also approach the knee. In all cases jeans, pants, and shorts must not be excessively revealing and must be worn at waist level.
6. All students must wear shoes.
7. Cutoff jeans, cut off sweat pants, and spandex is not permitted.
8. Students must comply with dress requirement to allow them to participate in each program i.e. welding students must wear pants, etc.

Students are permitted personal expression within these guidelines. While fashion changes, the reason for being in school do not. Students are in school to learn.

### **INTERNET/EMAIL/SOCIAL NETWORK ACCEPTABLE USE POLICY**

All students will be required to fill out and abide by a Student Network & Internet Acceptable Use & Safety Agreement outlined in our Board Policy (page 35 – 39). Inappropriate use of the internet or e-mail services from any lab or classroom may result in cancellation of the student accounts and/or disciplinary action. Examples of inappropriate use include but are not limited to: Intentionally bypassing a filtered website and/or using a proxy avoidance site, cyber bullying, downloading games or programs or viewing vulgar or profane language, sexually graphic material, obscene lyrics or using internet chat rooms, instant messaging programs, etc.

### **FIRE DRILLS**

When the fire alarm sounds, students are to leave the building according to directions given by your instructor, as to the exits in your classroom area. Students are to walk rapidly, but not run. Once outside, students are to gather as a class a safe distance from the building so the instructor can take roll. Do not enter the building until your instructor gives permission to do so.

**TORNADO DRILL INSTRUCTIONS**

In the event of a tornado warning, students and staff will be notified over the public address system or by someone from the office staff indicating that a tornado warning is in effect and students are to move to their designated area within the building (each teacher knows the location of their designated area). Students are to remain at their designated area until the allclear signal is given.

**EMERGENCY CLOSING AND DELAYS**

In Gogebic County, when Ironwood Area Schools close or delay school opening because of inclement weather or other conditions that make it necessary to close school, there will be **No High School Career-Technical Education Classes** held at Gogebic Community College or Luther L. Wright High School.

In Ontonagon County, when Ontonagon Area Schools close, there will be **No High School Career Tech classes** held that day. If Ontonagon Area Schools delay the opening of school, CTE classes will run as usual unless your school is notified differently.

\*\*\*\*\*

**DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's 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 and place of birth;
- D. dates of attendance;
- E. date of graduation;

- F. awards received;
- G. school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within 30 days after receipt of the District's public notice.

### **SELECTIVE SERVICE NOTIFICATION**

The Gogebic-Ontonagon Intermediate School District, in cooperation with the Selective Service System, would like to remind all male students of their legal obligation to register with the Selective Service within 30 days before or after their 18<sup>th</sup> birthday. Failure to register is a serious federal criminal offense carrying penalties of up to \$250,000 in fines and/or five years in jail. Registering is also a requirement to be eligible for federally funded job training programs, college student loans, and employment with the federal government and many state, county and municipal governments. Since we do not want any young man to suffer any adverse consequences, we urge full compliance with the requirements of this important civic responsibility.

Selective Service has made it even easier for men to register. Many of you will receive a registration card in the mail, which you simply fill out, stamp and drop in the mail. Most men will receive this card a few weeks before their 18<sup>th</sup> birthday. If you do not, you can fill out a registration card at any U.S. Post Office or register online at <http://www.sss.gov/>

### **FERPA – UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

#### *Access to Student Records*

Access to student records shall be granted to designated school officials and personnel who have a legitimate interest in the information. No information regarding a student shall be released to any person or party other than the student or his/her parent or legal guardian, without the written consent of the parent, an age 18 or older student, or an emancipated 17-year-old student. Written consent will be accomplished by filling out a Sharing of Information form, signed by the appropriate parties, which is available in the Principal's Office. Under no circumstances may an age 16 or younger student authorize third party access to their records to any individual without their parent's or legal guardian's signature on a Sharing of Information form.

1. School records shall be divulged to the officials of a school or system in which the student intends to enroll if:
  - a. The student or parents are notified.

- b. The student or parents are allowed a copy of the transmitted material, if desired.
  - c. The student or parents are given an opportunity for a hearing to challenge the contents of the transmitted material.
  - d. The appropriate sharing of information form has been filled out and signed by the appropriate parties.
2. Information also may be divulged in compliance with a judicial order or subpoena before compliance.
  3. If the CTE Center has records pertaining to a minor student and one of the student's parents has obtained a personal protection order (PPO) prohibiting the other parent from accessing information contained in those records (i.e. the other parent's address, telephone number, and other personal information, the CTE center shall not release that information to the parent who is subject to the personal protection order.

#### *Method of Requesting Records*

Request for access to student records, files or data must be made in writing on a "SHARING OF INFORMATION" form (8330 F5) signed by the student (if 18 or older) and the parent/legal guardian (if the student is under 18). Once received, access shall be granted as soon as possible by the CTE Administrator. Special arrangements shall be made with the CTE Administrator if the request is made other than school office hours. In no event shall the request be granted longer than 45 days after the request is made. The examination of records shall be made in the school office in the presence of the CTE Administrator. Photo copies of records will be provided if so designated on the sharing of information form.

#### *Challenges and Hearings*

A student 18 or older or a parent/guardian of a student under 18 may challenge content of applicable school records on the grounds that it is inaccurate, misleading or otherwise inappropriate. If desired by the student or parent, a hearing shall be conducted to provide an opportunity for the correction or deletion of contents. A hearing will be held by the CTE Administrator at a date mutually agreed to. If the parent or student is not satisfied with the results of this hearing, he/she may appeal to the ISD Superintendent who will conduct a hearing within ten calendar days after the appeal is received. If the parent or student is not satisfied with the decision of the Superintendent, he/she may appeal to the ISD Board of Education at the regular board meeting by arranging with the Superintendent to place his/her appeal on the agenda. Hearings at all levels shall be private unless the parent or student requests a public hearing in writing. All parties may be represented by an attorney or layman and may present evidence and cross-examine at this hearing.

### **ACCESS TO STUDENTS**

All persons or parties requesting access to students including: law enforcement personnel, media, post-secondary education, and military representatives, etc. must receive prior approval through the GOISD office. The administrator will sit in loco parentis in meetings with students by law enforcement personnel.

## **STUDENT COMPLAINTS**

If a student has a problem of any kind or a problem with a teacher, paraprofessional or any staff member, they are to report it to the CTE Administrator. If the problem is with the CTE Administrator, they are to report to the Gogebic-Ontonagon Intermediate School District Superintendent located at P.O. Box 20, 200 Elm Street, Ewen, MI 49925. Phone: (906) 575-3438 ext. 101.

## **RIGHT TO KNOW**

In order to insure student safety, all students will be in-serviced by their instructor regarding dangerous or toxic chemicals, liquids or substances located in their classroom or shop area. Students will sign off indicating they have been in-serviced regarding the proper use of these substances and are aware of the location of the Material Safety Data Sheets that lists the ingredients of each substance and recommend treatment if the substance comes in contact with the skin, eyes, etc.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to class. Items such as jewelry, expensive clothing, large amounts of cash, electronic equipment and the like, are tempting targets for theft and extortion. Students who are issued safety glasses, gloves, scrubs, etc. are responsible for their safekeeping. If they are lost or stolen, students are responsible for replacing them. Glasses, boots, gloves and student projects should be locked in a safe manner. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to student's valuables. The school will assist students in reporting stolen or vandalized valuables to the proper authorities and will take disciplinary action when possible.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers and backpacks used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

## **STUDENT PERSON AND POSSESSIONS**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the CTE Director. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the CTE Director in the presence of the student and a staff member other than the CTE Director. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The CTE Director shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The CTE Director shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student

## **WEAPONS**

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from District property and District sponsored events.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a director as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)

These restrictions shall not apply in the following circumstances to persons who are properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if s/he is dropping the student off at the school or picking up the child from the school.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises.
- C. A retired police or law enforcement officer or a retired State court judge.

### **STUDENT PROJECTS AS WEAPONS**

Any project constructed by a student that would qualify as a weapon or anything similar to a weapon **are not permitted**.

### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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

- A. political affiliations or beliefs of the student or his/her parents-;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close, family relationships;

- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

To ensure the rights of parents, the Board directs building and program administrators to:

- A. notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parents to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parent the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one (1) to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Board Policy.

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

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

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

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

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the Gogebic-Ontonagon Intermediate School District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **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 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.

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

The Director, Special Education Director and/or Special Education 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.

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**

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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. 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

## **DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";      F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

## **PENALTY FOR ABUSING THE DRUG FREE SCHOOL ZONE**

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent is authorized to install metal detectors and other security devices which would assist in the detection of guns and dangerous weapons in school buildings and on District property.

**EMERGENCY MEDICAL AUTHORIZATION PERMIT**

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.

This authorization is valid for the current school year or until such time as I withdraw the authorization.

Authorized \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

Child's Name \_\_\_\_\_

(Last) (First) (Middle)

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ Telephone \_\_\_\_\_

Parent or Guardian Names \_\_\_\_\_

Home Address \_\_\_\_\_

Mother's Employment \_\_\_\_\_ Telephone \_\_\_\_\_

Father's Employment \_\_\_\_\_ Telephone \_\_\_\_\_

Doctor Preferred \_\_\_\_\_ Telephone \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Dentist Preferred \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist's Address \_\_\_\_\_

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

**Important Medical Information**

Allergies

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**FORMS**

Form 2260 F2

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
COMPLAINANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE RECEIVED BY  
DISTRICT'S CIVIL  
RIGHTS COODINATOR

**7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, 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 Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network 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 Internet. 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 or other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.  
</
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.  
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  - 1. Students shall not use the Network 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, national origin, sex, sexual orientation, age, 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 wireless 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.  
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2. Use of the Network 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:

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- 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.

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- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

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- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

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- G. Students are expected to abide by the following generally-accepted rules of network etiquette:

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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 computers/network. 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 Internet.

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3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

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4. Never agree to get together with someone you "meet" on-line without prior parent approval. </li>  - 5. Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space. </li>  - 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. </li>
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are 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. </p>

I. Malicious use of the Network 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 Network 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 or Director 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). </p>

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. </p>

K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. 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 Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational. </

L. Students must secure prior approval from a teacher or the Administrator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs." </

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Administrator. All such authorized communications must comply with these guidelines.

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N. Privacy in communication over the Internet and the Network 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 computers/network. 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 Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, 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 Network 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 Network 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.

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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."

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Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

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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 the school principal or Superintendent immediately.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY  
AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18 and over) may sign their own forms.

**Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or 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 which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's 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 to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

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

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

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

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet 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.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would best in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name be 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.

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

### **Student**

I have read and agree to abide by the Student Network and Internet 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 in appropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

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

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

**REQUEST TO INSPECT AND REVIEW STUDENT RECORD**

Name \_\_\_\_\_  
(Parent or Guardian)

Address \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
(Student)

School \_\_\_\_\_

( ) As the parent of the above named child, I am requesting access to review and inspect my child's school record. My child is under eighteen (18) years of age and presently enrolled in the above named school.\*

( ) As a student of majority age, I am requesting access to review and inspect my school record.

The specific records I wish to review are \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Or, my child is eighteen (18) years of age or older but is considered a dependent under Section 152 of the Internal Revenue Code.