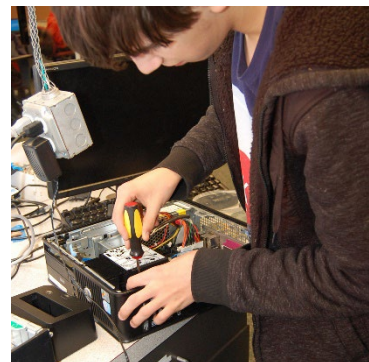
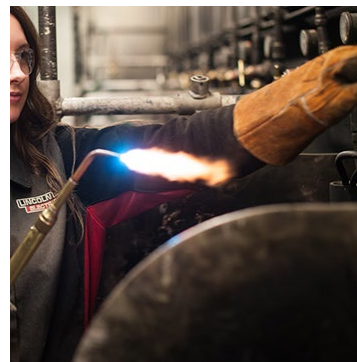




Career Tech

Northwest Education Services



2023-2024 Student Handbook

Welcome Students!

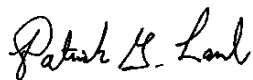
Congratulations and welcome to Northwest Education Services Career Tech. As a division of Northwest Education Services, we are proud of the twenty-two career and technical education opportunities our programs have afforded to students for more than 40 years within the Grand Traverse Region. We are pleased to support our local school districts by offering students the opportunity to participate in one of the finest career and technical education centers in the State of Michigan. We are excited about meeting all first-year students and continuing to work with returning second-year students.

Our mission is to prepare students with skills and learning experiences in high-skill, high-demand, and high-wage careers and post-secondary experiences. The entire staff is committed to ensuring that you, the student, enjoy a meaningful experience as you begin the journey to your future career. Our teaching is relevant to your career pathway. We encourage you to assume personal responsibility by working hard, asking questions, and taking advantage of the numerous opportunities available at Career Tech. It is a great place to learn.

As a student enrolled at Career Tech, you will have the opportunity to participate in a variety of extracurricular activities. We invite you to become involved in Skills USA, FCCLA, FFA, HOSA, NTHS, Student Council, M.I.T.E.S., and/or any of the additional student clubs, community projects and leadership organizations available at Career Tech. Involvement in these will enhance and benefit the entire school community. Your experience at Career Tech is what you make of it.

We believe that Career Tech graduates can find success anywhere in the world. We hope that you are as excited about your possibilities as we are! If you have a question or need some help, please stop and see me. I am looking forward to a great 2023-24 school year for all those connected with Northwest Education Services Career Tech! Please take time to browse our website, <https://www.northwested.org/career-tech>, for information about Career Tech programs.

Sincerely,



Patrick G. Lamb
Assistant Superintendent Career & Technical Education

Staff Directory

Main Office

Patrick Lamb, Assistant Superintendent
Maggie Johnson, Admin. Assistant
Matthew Griesinger, Assistant Principal
Matthew Nausadis, Assistant Principal
Jan Gac, Receptionist

231.922.6273

231.922.6260
231.922.6322
231.922.6369
231.922.6414
231.922.6276

plamb@NorthwestEd.org
msjohnson@NorthwestEd.org
mgriesinger@NorthwestEd.org
mnausadis@NorthwestEd.org
jgac@NorthwestEd.org

Placement Services

Pat Buron, Placement Coordinator
Jana Miseta, Teacher Consultant
Rachel Walmer, Teacher Consultant
Keri Puffer, Career Preparation
Chris Haines, Curriculum Supervisor

231.922.6300

231.922.6298
231.922.6381
231.922.6478
231.922.6312
231.922.6570

pburon@NorthwestEd.org
jmiseta@NorthwestEd.org
rwalmer@NorthwestEd.org
kpuffer@NorthwestEd.org
chaines@NorthwestEd.org

Attendance Line

231.922.6320

Student Services

Kati Maki , Admin. Assistant
Darcy Ceglarek, Admin. Assistant
Colleen Tennant, Admin. Assistant
Barry Bialik, Counselor
Karmin Olds, Counselor

231.922.6328

231.922.6296
231.922.6308
231.922.6547
231.922.6281
231.922.6278

kmaki@NorthwestEd.org
dceglarek@NorthwestEd.org
ctennant@NorthwestEd.org
bbialik@NorthwestEd.org
kolds@NorthwestEd.org

Academic Teachers

Sarah Bernstein, ELA
Taffetta Gle, ELA
Kelly Hawkins, ELA
Erin Kuhn, ELA
Raquel Torres, ELA
Andrew Belanger, Math
Deborah Menchaca, Math

231.922.6400
231.922.6350
231.922.6379
231.922.6344
231.922.6593
231.922.6312
231.922.6480

sbernstein@NorthwestEd.org
tgle@NorthwestEd.org
khawkins@NorthwestEd.org
ekuhn@NorthwestEd.org
rtorres@NorthwestEd.org
abelanger@NorthwestEd.org
dmenchaca@NorthwestEd.org

Career Tech Programs

Program	Instructor	Parapro	Phone	E-Mail Address
Agriscience	Brian Matchett	Julie Copiz	922.6284	bmatchett@NorthwestEd.org jcopiz@NorthwestEd.org
Auto Repair	Kevin Kimble	Mike Williams	922.7869	kkimble@NorthwestEd.org mwilliams@NorthwestEd.org
Aviation Maintenance	Scott O'Dell			sodell@NorthwestEd.org
Business Careers	Julie Gauthier	Sandra Chavalia	922.6311	jgauthier@NorthwestEd.org schavalia@NorthwestEd.org
Collision Repair	John Ballew	Dan Bowers	922.6290	jballew@NorthwestEd.org dbowers@NorthwestEd.org
Construction Trades	Thomas Sensabaugh	Frank Treadwell	922.6479	tsensabaugh@NorthwestEd.org ftreadwell@NorthwestEd.org
Culinary Arts	Amy Brooks	Geoff Jones Lisa Schulte	922.6285	abrooks@NorthwestEd.org gjones@NorthwestEd.org lschulte@NorthwestEd.org
Early Education	Melanie Dahlman	Jackie Orth	922.6366	mdahlman@NorthwestEd.org jorth@NorthwestEd.org
Electrical Occupations	Jessie Fyock George Shumar	Josh Standfest	922.6292 922.6480	jfyock@NorthwestEd.org gshumar@NorthwestEd.org jstandfest@NorthwestEd.org
Engineering Academy	Debbie Oliver Michael George III Deb Menchaca		922.7845 922.7850 922.6302	doliver@NorthwestEd.org mgeorge@NorthwestEd.org dmenchaca@NorthwestEd.org
Film & New Media	Zac Wendland	Jodie Rose	922.6387	zwendland@NorthwestEd.org jrose@NorthwestEd.org
Graphic Arts	Rebecca Kinnee Sarah Schwendeman	McKenzie Schaub Nathan Wolfe	922.6294 922.6310	rkinnie@NorthwestEd.org mschaub@NorthwestEd.org sschwendeman@NorthwestEd.org nwolfe@NorthwestEd.org
Health Sciences	Dawn Anton Elizabeth Miller Sarah Bullard		922.6355 922.6299 922.6483	danton@NorthwestEd.org emiller@NorthwestEd.org sbullard@NorthwestEd.org
Information Technology	Colin O'Brien		922.6356	cobrien@NorthwestEd.org
Power Equipment	Jared Diephouse	Matt Dorman	922.6286	jdiephouse@NorthwestEd.org mdorman@NorthwestEd.org
Precision Machining	Peter Povolo		922.1302	ppovolo@NorthwestEd.org
Public Safety	Tom Lennox		922.6458	tlennox@NorthwestEd.org
Robotics & Automation	Tim VanderMeulen	Ali Junga	922.7820	tvandermeulen@NorthwestEd.org ajunga@NorthwestEd.org
Teacher Academy	Susan O'Connor		922.6446	soconnor@NorthwestEd.org
Web & App Development	Bruce Provencher		922.6279	bprovencher@NorthwestEd.org
Writers Studio	Teresa Scollon		922.6579	tscollen@NorthwestEd.org
Welding	Mark Stein	Austin Tondu	922.6291	mstein@NorthwestEd.org atondou@NorthwestEd.org

2023-24 Calendar

IMPORTANT DATES TO NOTE

September 6	First Day of School
November 7	Regional In-Service – NO STUDENTS
November 23 and 24	Thanksgiving Break – NO SCHOOL
December 22 – January 2	Winter Break – NO SCHOOL
January 15	Teacher Work Day – NO STUDENTS
March 25 – April 1	Spring Break – NO SCHOOL
May 27	Memorial Day – NO SCHOOL
June 10	Last Day for students (depending on snow days)



End of 1 st Nine Weeks	November 3
End of 1 st Semester	January 19
End of 3 rd Nine Weeks	March 22
End of 2 nd Semester	June 10 (depending on snow days)

This student/parent handbook is based in significant part on policies and administrative guidelines adopted by the Northwest Education Services Board of Education. Those Board policies and administrative guidelines are incorporated by reference in the provisions of this handbook. Policies and guidelines of the organization are periodically reviewed and updated in response to changes in the law and other circumstances. Complete policy documentation can be found on the district's website at www.NorthwestEd.org or by contacting the Northwest Education Services administration office or your school supervisor/principal. A student handbook has the force and effect of Board Policy, per **Board Policy 5205**.

ENROLLMENT

ENROLLING AT CAREER TECH

To be officially enrolled at Career Tech, you must contact your district counselor or enroll with a Career Tech counselor. Students and parents are strongly encouraged to attend an orientation session and complete enrollment by completing the online student forms, once student portal sign-ins have been issued.

MATERIALS/LAB FEES

Program instructors will issue all textbooks, safety equipment, uniforms, supplies, or other items needed by the program. Students may be charged for materials that go into projects they make and wish to keep.

2023-2024 DAILY SCHEDULE

School staff will supervise students on school grounds 60 minutes before their assigned AM/PM session begins and 60 minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

ATTENDANCE POLICY

The following standards reflect **Board Policy 5301**.

RESPONSIBILITIES OF THE STUDENT

Attendance records will be maintained on a per-semester basis. The policy applies to all high school and adult students enrolled. Students will earn credit by being present in class and successfully completing required coursework. Your skill level, work ethic, and attendance record are very important in determining your potential as an employee. **IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY THEIR ATTENDANCE ON POWERSCHOOL.**

Achieving perfect attendance will grant you special recognition. A letter will be sent to your family and home school. Perfect attendance means no personal absences or make-up days and less than three tardy notices per semester.

ATTENDANCE HOTLINE

Students are expected to attend school every day school is in session. Students are to arrive before class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Student Services (922-6320) **as well as** the student's home school attendance office. Parents can expect to be notified by an automated phone system, School Messenger, for any unreported absences. Parents are given 48-hours to report or verify student absences. The phone number and message system are available 24 hours a day.

IF ABSENT:

1. **Parents call 922.6320 the day of your student's absence.** Absences not verified by a parent within **48 hours** can't be made up or excused.
2. **Student absences will be reported to the home school on a daily basis.**

Home high school-related absences must be verified by the home high school. Failure to do so will result in the absence being charged against you.

HOME HIGH SCHOOL RELATED ABSENCES (No Penalty)

1. Snow days called by sending school or Career Tech
2. School sponsored activities as determined by home school
3. College visitation with home school approval
4. Home high school calendar conflicts
5. Armed services: ASVAB testing or physical

INCLEMENT WEATHER DAYS (No Penalty)

In the event that school is canceled, delayed, or closed early because of inclement weather or some other event, school officials will notify local media and post an alert on the North Ed social media and website at www.northwested.org. A snow day is a day when Traverse City Area Public Schools are closed. In these instances, NorthEd programs are also closed.

For the most current information, please check the North Ed website (www.northwested.org), a local broadcast news or radio station, or call the TCAPS hotline at 231.933.1955. More detailed instructions for school closing alerts can be found at <https://www.northwested.org/services/communication-services/school-closings--alerts/>

PERSONAL ABSENCES* (Must be verified by a parent/guardian within 48 hours by note or phone call.)

1. Illness/or absences for medical appointments
2. Funeral attendance
3. Legal business
4. Religious holidays
5. Family vacations
6. Wedding attendance
7. Homebound students
8. Hunting
9. Arriving too late or leaving too early
10. Penalty day assessed every third tardy
11. Time cards not turned in
12. More than 15 minutes in sick room

*Extended illness, bereavement or extenuating circumstances will be reviewed on an individual basis by the administration and teacher. The student is required to obtain a special consideration contract/request prior to review. Students 18 years of age must still have parental notification of absences unless authorized by an administrator.

PLANNED ABSENCES

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

TARDINESS

ALL STUDENTS WHO ARE TARDY ARE REQUIRED TO REPORT TO STUDENT SERVICES.

Every third tardy will affect attendance as a penalty day. If you arrive less than 15 minutes after your home school's start time, or leave less than 15 minutes before the scheduled sending school departure time, you are tardy. A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

LEAVING EARLY

If a student leaves 15 or more minutes before the end of class, it will count as an absence.

Leaving less than 15 minutes before the end of class will count as a "tardy." Parents must call or write a note in order for students to leave early.

CREDIT RECOMMENDATION

Being present for the full class is the student's responsibility. Personal absences will affect Career Tech's recommendation to the Home School for credit in the following ways:

5 or Less Days:	Recommend 1 ½ credits per semester. (Max available)
6 - 10 Days:	Recommend 1 credit.
11 - 15 Days:	Recommend ½ credit.
16 or More Days:	Recommend no credit. Meet with an administrator to determine continued enrollment.

To assist students in meeting their attendance responsibilities, the Career Tech staff will:

At Orientation: Notify students of attendance expectations and provide a link to the Student Handbook.

At Five Personal Absences:Send a letter home reminding student of attendance expectations.

At Ten Personal Absences:A letter will be sent to home and school.

Students on co-op or work experience training agreements are required to turn in time cards on a weekly basis. Failure to do so may result in personal absences or credit reduction which may affect graduation. If time cards are not turned in within two weeks, the absences will stand as personal absences.

MAKE-UP OPPORTUNITIES

With prior approval from the instructor, a student may have the opportunity to make up a personal absence, if verified by the parent within 48 hours, as it relates to credit recommendations. A make-up day can only be pre-arranged through the instructor when the home high school is not in session. Make-up days may only be granted outside of regularly scheduled Career Tech class time, unless special permission has been granted by the home school. Students should arrange for make-ups on a timely basis and not wait for the last minute. **A student may make up no more than six verified (parent called) absences per semester.**

Career Tech will offer four Saturday make-up sessions per semester. Students are required to sign up in advance. Each two-hour time block equals one make-up day. Saturday School attendance is a privilege and may be revoked due to disciplinary issues and/or lack of production.

Make-up days have to be completed during the same semester that the verified personal absence occurs. Make-up slips should be turned into Student Services. This must be done before the end of the semester. **Skips/unverified absences cannot be made up.**

EARLY CHECKOUT

Once you arrive at the Career Tech, you must remain on the grounds until your class is over. If leaving early or arriving late, please report to Student Services.

HOME SCHOOLED STUDENTS ATTENDANCE EXPECTATIONS

Home schooled students will follow the calendar and arrival/departure times of the district in which they reside. Home schooled students are not eligible for no-penalty absences for pep rallies, sporting events, field trips, early dismissals and other related activities that are sponsored by the district of residence. They are expected to attend Career Tech on those days. For safety, home schooled students will follow the weather-related cancellations of the district in which they reside.

GRADES AND COURSE CREDITS

CAREER TECH PROGRAM CREDIT

Credit for successful completion of a Career Tech program is recommended by Career Tech and is granted by the home high school (**Board Policy 5409**). Through Articulation Agreements with Northwestern Michigan College and other post-secondary institutions, you may receive college credit for skills attained in many programs at the Career Tech.

GRADING

A copy of student reports will be kept on file at Career Tech, one will be sent to the student's home high school, and a copy will be given to the student. At any point in time, students and parents are encouraged to check grades online in PowerSchool (passwords will be provided). All programs have implemented Evidence-Based Reporting (EBR) which focuses on mastery of core standards and is often referred to as *standards-based grading or competency-based grading*. EBR emphasizes mastery of skills rather than completion of tasks, and students will be required to show a level of desired proficiency in each standard. Standards for each program will be identified on their course syllabus.

A student's grade will be based upon the body of evidence a student produces over time in relation to their level of proficiency in each of the program's major learning concepts. Each semester is divided into 18 weeks. Students will be assigned a grade at the end of each semester. All academic scores for both Math and/or ELA will be combined into the gradebook for the technical program. In other words, there is only one final grade for combined technical and academic proficiency. Grades are reported to home schools which then report these grades on a student's official transcript. Career Tech does not produce a student transcript.

Students will have to provide EVIDENCE of learning/proficiency for each of the course standards. Each assignment will be graded on a 4, 3, 2, 1 scale. Please note that a 3 is the target rating and is equivalent to an "A." The 4 is rare and is only used when a student exceeds expectations. (**Board Policy 5418**)

GRADING SCALE – EBR

A	Student earns a rating of 3 or 4 for each of the class standards.
B	Student earns a rating of 2 for any one standard, and a 3 or 4 for the remaining class standards.
C	Student earns a rating of 2 for two or more standards with no score of 1 for any class standard.
D	Student earns a rating of 1 for any one class standard.
E	Student earns a M (missing) for any assignment
F	Student earns a rating of 1 for two or more class standards / IE (insufficient evidence) in any standard

ACADEMIC CREDIT OPTIONS

Academic credit may be earned at Career Tech. Each program offers academic credit taught by a highly-qualified instructor. Home school counselors will help a student determine the credit reflected on their transcript.

CERTIFICATES

Students may earn:

1. **Principal's A or A- Honor Roll:** Students who earn a grade of A or A- will receive a Principal's Honor Roll certificate each semester.
2. Most programs offer industry-specific certification.
3. Quarterly Perfect Attendance

CAREER PREPARATION SKILLS

In addition to technical skills, each student at Career Tech will experience career preparatory instruction including but not limited to the following: job shadow, reverse job shadow, work experience, co-op, resume writing, interviews, rights on the job, career information, and future educational needs.

BUILDING AND PARKING ACCESS

VISITORS

All visitors must check in at the Main Office window. **Students be advised:** We will have visitors throughout the year. Carry on with your work as usual. If asked a question, please answer as accurately as possible and in a polite, mature manner.

STUDENT GUESTS

You may bring friends to visit your program only if you:

1. Receive permission from your program instructor before bringing friend(s).
2. Obtain a written admission slip from the Attendance Office the day of the visit. (If the visitors are from a school in our district, they are expected to have permission to visit from their school.)

ID BADGES

ID badges are recommended for school safety by the Department of Homeland Security. Students at Career Tech are required to wear their Career Tech picture ID at all times when they are in the building when Career Tech is in session. The ID badge must be presented to any staff member or security person upon request. Guests will be given a name tag upon check-in at the front office.

Students will be issued ID badges as soon as possible after enrolling in a Career Tech program. Students must wear their own ID, "face out," and in plain view, hanging around the neck on a lanyard. Lanyards will be provided by Career Tech. IDs attached to program hats are not acceptable. It is the responsibility of each student to maintain possession of their ID badge. Lost, damaged, or altered IDs will be replaced at a cost to the student of **\$5.00** each.

Not wearing your ID badge, wearing the ID badge of another student, altering an ID badge in any manner, or wearing an ID badge incorrectly or inappropriately can result in loss of driving privilege, parental contact, or suspension from the Career Tech.

DRIVING/PARKING

It is recommended that students use the transportation provided by their home high school. If granted permission to drive a private car to Career Tech, students **must** park in the designated student lot on the northwest side of the building. All students driving to Career Tech are required to possess an official Career Tech student parking tag. Visitor parking is available at the main entrance of the building. **NO student parking is allowed in the back parking lot or the visitor lot.**

A **\$10.00 fee** will be used to maintain the parking lot or offset costs for student activities. The tag can be purchased in the main office and must be placed on the rearview mirror with the number facing outside. Visiting students should get a "Visitor Parking Permit" from the main office on the day of their visit. NMC current year parking stickers are also recognized as valid permits for our Career Tech student parking lot. **The transfer or selling of Career Tech parking tags is not permitted.**

All vehicles must be operated in a safe manner and comply with all existing laws. Driving is a privilege. Vehicles may be subject to search while on school property. Students who drive to Career Tech must maintain a vehicle that is both safe and orderly. Career Tech reserves the right to ban a vehicle that is not safe and/or contains any profane gestures, paraphernalia, or displays that may be viewed as inflammatory, intimidating, or discriminating, including Confederate flags and other controversial symbols that interrupt the educational process.

Upon arrival at Career Tech, students are to park in the designated student parking area, immediately leave the parking lot, enter our Career Tech building, and not return to the parking lot until it is time to depart for home. Please keep music at an appropriate volume.

Upon arrival at Career Tech, do not leave the property until class is over. If found loitering in the parking lot at other than the above times, a student may lose driving privileges and/or receive other disciplinary action. Career Tech assumes no responsibility for damage or theft relating to personal vehicles. If tardiness becomes an issue, a student may lose driving privilege. (**Board Policy 5803**)

STUDENT EXPECTATIONS

SAFETY

Students must follow the safety rules established for each Career Tech program. Students in designated programs must wear safety glasses according to law.

Each instructor will explain procedures that must be followed in case of lock-down drills, fires and tornadoes. All completed school safety drills are documented and posted at www.northwested.org.

It is recommended that all enrolled students carry personal medical insurance. High school students should contact their local school office to take out a school insurance policy if they have no other insurance. **Career Tech does not carry accident insurance for students.** Injuries occurring at Career Tech must be reported to the program instructor or the main office and an Accident Form completed.

FIRST AID, ILLNESS, or INJURY AT SCHOOL

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

HEAD LICE

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within $\frac{1}{4}$ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

CLEAN-UP FACILITY CARE

Students will be expected to help keep labs and classrooms clean on a daily basis. Maintenance of facilities, equipment, and supplies is an important part of training. It is expected that the hallways and snack areas are kept clean by putting paper, wrappers and other trash in the containers provided.

CELL PHONES

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices. School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Northwest Education Services and Career Tech may utilize video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

LOCKERS - Board Policy 5102

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

SEARCH AND SEIZURE – Policy 5103

Pursuant to **Board Policy 5103**, the following guidelines shall be used when there is reasonable suspicion that a student may have in his/her possession evidence, that a specific rule or law has been violated, or that the student possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff or district property.

- School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.
- A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.
- School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.
- The District may use detection dogs to search for contraband on District property consistent with Policy 3107.
- A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.
- Strip searches are prohibited.
- The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.
- This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.
- All lockers and desks provided by Career Tech for student use remain the property of the district and are subject to inspection and search.
- Authorized searches include: a student's pockets, purse, backpack/briefcase or any other object in the possession of the student, including vehicles of a student. *Policy 5103 (Revised 10/2021)*

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY – Policy 3115

The District will abide by the language outlined in Board Policy 3115.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION AGAINST STUDENTS - POLICY 5202

The District prohibits unlawful discrimination. For purposes of this Policy, "unlawful discrimination" includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment. Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school. The District will comply with all applicable state and federal laws related to unlawful discrimination.

Types of Unlawful Harassment

- “Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:
 - creating an intimidating, hostile, or offensive environment; or
 - unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.
- Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.
- Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
- Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

REPORTING REQUIREMENTS

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator: Emily Quinn, Director of Human Resources, 231.922.6417, equinn@NorthwestEd.org.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with: Matt Olson, Assistant Superintendent, 231.922.6495, molson@NorthwestEd.org.

If you or someone you know has been the victim of any other type of unlawful discrimination, including unlawful conduct based on race, color, or national origin, you may file a complaint with: Emily Quinn, Director of Human Resources, 231.922.6417, equinn@NorthwestEd.org OR Pat Lamb, Assistant Superintendent, 231.922.6280, plamb@NorthwestEd.org.

A report of unlawful discrimination may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS – POLICY 5207

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

Career Tech recognizes that bullying is a serious issue that has damaging effects on our students and society. Bullying behaviors take different forms and are NOT acceptable in our society nor our school. Students and parents are encouraged to report any and all incidents of bullying either directly to teachers, secretaries, school administrators, or anonymously after 5:00 PM, via 922.6320. Go to www.northwested.org for the complete policy.

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.

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, they 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 handheld 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 a 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 athletic competitions or other school events. **Policy 5207** (*Revised 10/2021*). For further definition and instances that could possibly be construed as: Harassment, see **Policy 5202** (*Revised 10/2021*). *Full policy included in Appendix.*

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Career Tech. This will include but not limited to:

- 1. touching, pinching and grabbing body parts.
- 2. sexual notes, pictures, or sexting.
- 3. making suggestive or sexual gestures, looks, or verbal comments.
- 4. spreading sexual rumors or making sexual propositions.
- 5. suggestions regarding students' sexual orientation.

Some forms of harassment may also be crimes and will be reported to police or prosecutors. Students who experience Sexual Harassment should report incidents to a teacher, counselor, or assistant principal. See Board **Policy 3118**. *Full policy located in Appendix.*

STUDENT SERVICES

To help prepare students for success on the job, Career Tech offers programs of assistance. Students receive Career Preparation instruction including resume writing, letters of application, and interviewing skills. Counselors provide assistance in areas ranging from personal help to career guidance. Teacher Consultants assist those students with individualized educational plans or special accommodations (please notify Career Tech if your child has special needs). Placement Coordinators assist in securing and monitoring work experiences for students.

FIELD TRIP TRANSPORTATION

All Career Tech students must ride Career Tech provided transportation. Students wishing to use alternate transportation must seek approval from Career Tech administration prior to the date of departure.

STUDENT CLUBS AND ORGANIZATIONS

FCCLA – Family Career Community Leaders of America

FFA – Future Farmers of America (Agricultural Science)

HOSA – Health Occupations Students of America

MITES – Michigan Industrial Technology Education Society

NRC – National Robotics Competition

Skills USA

Square One Innovative Vehicle Design

Joining one of the skill and leadership clubs listed above and others as defined within our programs, will give students many leadership opportunities, and provide opportunities to participate in local, regional, and state skill competitions related to a technical program. When participating in student clubs or organizations sponsored by Career Tech, students are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriate by club sponsors. Violations of the rules will be subject to possible removal from the club, removal from competitions, and/or other penalties.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Membership requirements include:

- Completion of one semester at Career Tech
- Must be eligible for full credit recommendation in a Career Tech program.
- Grade of B or better.
- Positive standing at the student's home school.
- Ability to follow instructions, be safety conscious, work well with others, be dependable, trustworthy, responsible, honest, take pride in their work, exhibit a good attitude, exhibit leadership, and exhibit good citizenship.
- NTHS members are expected to attend scheduled NTHS meetings and complete ten hours of community services per semester.

A student who meets these eligibility requirements will be responsible for completion of the NTHS nomination form, securing Career Tech instructor and home school recommendations.

Any NTHS member who fails to meet any of the membership requirements listed above may be removed from NTHS.

STUDENT COUNCIL

Student Council has officers and members in AM and PM sections. Council members meet monthly to represent all technical program students at Career Tech. Students on the Council plan Career and Technical Education Month activities, participate in community service projects, and are involved in many other school initiatives.

SCHOLARSHIPS/AWARDS

Each year, Career Tech offers graduating seniors the opportunity to apply for post-secondary scholarships and tools for those entering the workforce. Scholarships and awards are partially generated through the Career Tech Scholarship Golf Outing.

PLACEMENT SERVICES

Placement services are available to all enrolled students and to students who have completed programs at Career Tech. Assistance provided will include those activities designed to help people secure employment consistent with their training and career goals. These services are provided through an established placement center, instructors will make recommendations and referrals to the Placement Department regarding potential placement sites, known employer needs and corresponding student abilities and student readiness.

Work-Based Learning Eligible Students must:

- Be at least 16 years of age and obtain approval from parent/guardian.
- Be in compliance with school attendance (**not in credit reduction**) and academic policies – **minimum overall grade of a “C” (minimum of a “2” in each standard) average achieved and maintained in both program and academic class.**
- Complete at least **8 program segments** of their Career Tech program to be eligible for a paid co-op.
- Complete all program safety practices and assessments.
- Be employed not less than an average of 10 hours and a maximum of 24 hours per week, while school is in session, when participating in a paid co-op.
- Participate for a maximum of **45 hours per specific training experience** if unpaid work experience.
- Be able to provide their own transportation (few exceptions) to/from the worksite.
- Adhere to all school policies, worksite safety, company policies and procedures.

ARTICULATION

Articulation is a process of transition from one educational institution to another. Articulation agreements are formal, written documents agreed upon by two or more institutions. Students may have an opportunity to earn college credit for competencies attained in career and technical education programs at Career Tech depending on their program.

Articulations Benefits for the Student

- Start college studies while still in high school; begin college in classes higher than entry level.
- Receive college credit for course work taken at the secondary level.
- Spend less money on tuition and less time obtaining a post-secondary education.
- Accelerate progress by reducing duplication creating motivation to continue schooling.
- Improves job readiness skills and job placement potential.
- Articulation credit appears on the student's college transcript.

EARLY COLLEGE

Early College is a program for high school students within the Grand Traverse region to earn college credits by completing course work at their home high schools, Northwest Education Services Career Tech, on college campuses, via online and blended learning environments and/or through field experiences. For more information, please call 231.922.6425.

CAREER TECH STUDENT CODE OF CONDUCT

As a person and a student you have certain rights. Along with these rights go certain responsibilities. You have the right to pursue your own fulfillment, but your rights must end when they begin to impinge on the rights of others. Some of the most significant rights and responsibilities in the school setting are:

THE RIGHT TO:

- Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press, keeping in mind recent Supreme Court decisions.
- Express views or protest symbolically so long as the manner of expression does not disrupt the orderly operation of the school or the rights of others.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures. Privacy in regard to their personal possessions will be respected unless there is reasonable suspicion that the student or student's vehicle is concealing materials prohibited by law or school regulation.
- Student lockers are the possession of the Career Tech and may be subject to search. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy.

THE RESPONSIBILITY TO DEMONSTRATE AN APPROPRIATE WORK ETHIC BY:

- Attending class daily
- Being on time to class
- Demonstrating job-desirable behavior
- Displaying a positive attitude and demonstrating the initiative to complete job tasks
- Obeying school rules
- Maintaining a reasonable standard of wearing apparel which is appropriate to your role as a student and meets occupational specific standards
- Fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other, and to respect the dignity and worth of other individuals.
- Refraining from libelous, slanderous remarks, and obscenity in verbal or written expression, and harassment or intimidation of other students.
- Developing tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner.
- Respecting the rights, property, and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property and to accept the consequences for articles stored in a school locker. It is important for students to develop personal pride in their appearance and an understanding of what is

appropriate at school and in the workplace. The Career Tech staff will continue efforts to develop each student's personal pride and understanding of appropriate dress and avoidance of extremes.

PERSONAL APPEARANCE/DRESS CODE

Board Policy 5204 states student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- Program-specific attire and PPE must be worn as designated by the instructor(s).
- Any clothing or accessories associated with gang activity or membership are prohibited.

Students who represent the District at an official or school-sponsored function or public event may be required to follow specific dress requirements as a condition of participation or attendance.

STUDENT DISCIPLINE

Discipline Generally

The District may discipline students who engage in misconduct up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

STUDENT CODE OF CONDUCT

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this document. Depending on the circumstances of a particular situation, separate extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

DUE PROCESS RIGHT – Board Policy 5206A (Revised 10/2021. Summary below)

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. **Students subject to short-term suspension:**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the seven factors provided in the Student Code of Conduct before suspending a student.

B. **Students subject to removal from program:**

As deemed appropriate by administration, a student may be removed from their program when, after due process, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that removal is the appropriate consequence. Career Tech administration will work with the student's high school to arrange appropriate academic programming.

C. **Reciprocity:**

Career Tech will honor all disciplinary decisions of sending schools as they relate to suspension and expulsion. For example, when a student is expelled from their sending school, they will be removed from their program at Career Tech.

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

CATEGORIES OF STUDENT MISCONDUCT AND PENALTY GUIDELINES

Note: Parents/guardians and home school may be contacted for each disciplinary referral.

Prohibited Conduct	1st Offense	2nd Offense
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> ● Up to 5 days out of school suspension (OSS) ● Parent Contact ● Assessment (SSW) ● Possible Police Referral 	<ul style="list-style-type: none"> ● Removal from Program ● Parent Contact ● Police Referral
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> ● 1-2 days out of school suspension (OSS) ● Parent Contact ● Assessment (SSW) ● Possible Police Referral 	<ul style="list-style-type: none"> ● 3-5 days out of school suspension (OSS) ● Possible Program Removal ● Parent Contact ● Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Referral to Administrator ● Parent Contact ● Possible 1 Day Out of School Suspension (OSS) ● Possible Behavior Contract ● Possible Police Contact 	<ul style="list-style-type: none"> ● Referral to Administrator ● Parent Contact ● Out of School Suspension 1-3 Days (OSS) ● Behavior Contract ● Possible Police Contact
<p>Dangerous Weapon Possession or Threat: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, fireworks, explosives, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact ● Refer to MI School Code 380.1311 	
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) ● Possible Program Removal ● Possible Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) ● Possible Program Removal ● Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact

<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 3-5 days (OSS) ● Possible Program Removal ● Police Contact 	<ul style="list-style-type: none"> ● Program Removal ● Parent Contact ● Police Contact
<p>Physical Assault / Violence: causing or attempting to cause physical harm to another person or property through intentional use of force or violence. Including verbal or written threats thereof.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact 	
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> ● IE on the assignment ● Alternative assignment provided ● Possible 1 day of Out of School Suspension (OSS) ● Parent Contact 	<ul style="list-style-type: none"> ● Parent Contact ● IE on the assignment ● Alternative assignment provided ● Possible up to 3 days of Out of School Suspension (OSS) or program removal
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days (OSS) or Program Removal ● Police Contact 	
<p>Misuse of School and/or Personal Technology</p>	<ul style="list-style-type: none"> ● Parent Contact ● Loss of privilege or confiscation of device ● Possible Out of School Suspension up to 3 days (OSS) or Program Removal ● Possible temporary removal from program pending parent meeting ● Restitution ● Possible Police Contact 	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 3-5 days (OSS) or Program Removal ● Possible temporary removal from program pending parent meeting ● Restitution ● Possible Police Contact
<p>Persistent Disobedience (Insubordination)</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days or program removal ● Possible temporary removal from program pending parent meeting 	

<p>Gross Misbehavior: deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities</p>	<ul style="list-style-type: none"> ● Parent Contact ● Possible Out of School Suspension up to 10 days or program removal ● Possible temporary removal from program pending parent meeting ● Possible Assessment (SSW) ● Possible Police Contact
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SCHOOL RESOURCE OFFICER

The North Ed School Resource Officer (SRO) is a law enforcement officer who is assigned to serve Career Tech, Oak Park, New Campus and North Ed needs as well as collaborate with nearby TCAPS schools when necessary. The main goal of the SRO is to prevent juvenile delinquency by promoting and cultivating positive relations between youth and law enforcement. The SRO position encompasses three major components which allow the SRO to achieve this goal: law enforcement, education, and counseling. These three components allow the SRO to take a proactive approach to law enforcement. SRO's are not just "cops" on campus. They provide all law enforcement duties to each respective campus. They educate the students by teaching law related classes and other related subjects in the classrooms and counsel both students and parents on various topics. The SRO becomes involved in the students' lives as a positive role model. The intent is that the positive experiences students have with the SRO bridge the gap between juveniles and law enforcement, and in doing so, help prevent juvenile crime. The other critical role they play within each campus is facilitating "lock down" duties, intruder concerns and any other safety concerns found in this section.

DISTRICT COMPLIANCE OFFICER

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. Northwest Education Services Civil Rights Compliance Officer is Emily Quinn, Director of Human Resources, 231.922.6717.

Family Education Rights and Privacy Act

STUDENT RECORDS

The Family Education and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's educational record.

These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access.
2. The right to request an amendment of the student's educational record that the parent or eligible students believe is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent FERPA authorizes disclosure without consent. Exceptions to consent include: disclosure to school officials with legitimate educational interests and disclosure to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

If you have questions about your student's educational records, please contact the program supervisor for assistance.

Cumulative records are available for review by parent/guardian after a written request has been made. The program supervisor or designee will be present during the review following Northwest Education Services Policy 5309. Student records are confidential. Parents of students, eligible students, and persons designated in accordance with Northwest Education Services Board of Education Policy 5309 as representing the parents of students with disabilities, may inspect and review the student's educational records upon request. Inspection of student records shall be consistent with **Policy 5309** (*Revised 10/2021*).

STUDENT PRIVACY

The Board of Education respects the privacy of parents and their children. No student shall be required as a part of the school or the district's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals personal information, beliefs or practices in accordance with **Board Policy 5308** (*Revised 10/2021*).

DIRECTORY INFORMATION (STUDENT)

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 student's name; address; telephone number; date and place of birth; major field of study; participating in officially recognized activities and sports; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO

directories; school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal email address lists. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology. 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.

ARMED FORCES RECRUITING

Selective Service Obligation – Male students reaching the age of 18 are reminded they are required by law to register for the selective services. See **Board Policy 5309** for additional information.

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian wants the student’s directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

DRUG-FREE SCHOOLS

Memorandum To Parents Regarding School Board Policy

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

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

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM - Policy 5401 - (Summary below)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Northwest Education Services Career Tech is an Affirmative Action, Equal Opportunity Institution

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Youth Health & Wellness Center

Medical and Counseling Services for Ages 10-21, and their children.

*Medical
Services:
Physicals,
Immunizations,
Illness and
Injury*

*Confidential
Services:
STD Testing,
Substance Abuse,
Pregnancy Testing
and Prevention*

*Counseling
Services:
Short-term,
Long-term,
Individual
and Group
sessions*

We are located on the Career Tech Campus

Open on Monday-Friday (8:30 am – 4:30 pm)

Open year round including vacations and summer break.

Call for an appointment: 231-922-6416

All services are charged on a sliding scale based on client's income.

Services can also be billed to insurance. We can also help you apply for Medicaid.



880 Parsons Rd., Traverse City, MI 49686 Ph: 922-6416 Fax: 922-6472
 Email address: yhwc@gtchd.org Website: www.gtchd.org
 (For students less than 18 years old)

Registration / Billing

Information

Pt # _____

Student Name	Birth Date	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>	School	Grade
Address	City	Zip Code	County	Home Telephone #	
Parent/Guardian:	Relationship to Student:	Parent Work Phone #	Parent Cellular #		
Name of Emergency Contact	Relationship	Telephone #	Cellular #		
Race: (Please check one or more) <input type="checkbox"/> Am Indian/Alaskan American <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander			Ethnicity: (Please check one or more) <input type="checkbox"/> Arabic <input type="checkbox"/> Non-Arabic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
Is Student employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____ Weekly hours: _____ Hourly rate: _____					
Insurance: <input type="checkbox"/> Medicaid <input type="checkbox"/> BCBS <input type="checkbox"/> Priority Health <input type="checkbox"/> Other: _____ <input type="checkbox"/> No Insurance					
Policy #	Group #	Immunization Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Prescription Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Laboratory Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Office co-pay? _____			
Member Name:		Birth Date:			
Does the student live with Parents? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, where? _____					

Student Cell # _____ Can we text student? Yes No

Student email address _____ Can we email student? Yes No

Student attends: _____ Career Tech _____ TC High Other: _____

Name of Health Care Provider _____

Date of last visit _____

Youth Health & Wellness Center Consent for Services

IMMUNIZATIONS

Immunization status will be verified at every visit. By initialing, I agree to have my child vaccinated if they are due for any recommended or required vaccinations. _____ (Parent initials)

I understand my child will receive Vaccine Information Statements on all vaccinations they receive, or I may review them beforehand by visiting the clinic website at: www.gtchd.org _____ (Parent initials)

I give Youth Health & Wellness Center authorization to obtain a copy of the above named student's immunization record from the school's office, primary care provider's office, or the County Health Department. I authorize Youth Health & Wellness Center to enter my child's immunizations into MCIR (Michigan Care Improvement Registry). _____ (Parent initials)

Student Name: _____ Date of birth: _____ Pt # _____

SERVICES PROVIDED AT YOUTH HEALTH AND WELLNESS CENTER (YHWC)

- Physical exams (including comprehensive, school, sports, work, camp) which may include vision & hearing tests, basic lab tests, spirometry, etc.
- Treatment for acute & chronic illness & injuries
- Prescription and over-the-counter medications
- Administration of immunizations (as recommended by ACIP) and TB skin testing
- Referrals for specialty services
- * Crisis intervention
- * Substance abuse education, counseling
- * Mental Health and psycho-social assessment, counseling, treatment and referrals
- * Pregnancy testing and referrals
- * Sexually transmitted infection testing, treatment and counseling
- * HIV education, counseling, testing and referral

**Current Michigan Law allows for confidential services to minors in these areas. They do not require parental consent. Information related to these services will be confidential and will not be disclosed without written authorization of the minor unless otherwise required by law such as Child Protective Services and Communicable Disease reporting, or if a life threatening condition is suspected or detected.*

NO birth control pills or devices are dispensed or prescribed at Youth Health and Wellness Center.

I give my consent for the above named student to receive all provided services listed above at Youth Health & Wellness Center. By signing this consent form, I certify that I am the legal guardian of the student named above. I understand that I may withdraw my consent for services upon written notice to Youth Health & Wellness Center.

I authorize the Youth Health & Wellness Center to release information regarding treatment to third party payers or others for the purpose of receiving payment for services. I further authorize both the Youth Health & Wellness Center and my child's primary care physician to release information to each other for the purpose of continuity and coordination of care. I also authorize Youth Health and Wellness Center and K-Town Youth Care (both Grand Traverse County Health Department teen clinics) to share health information as necessary for the continuity and coordination of care if my child receives services at both clinics. I understand that over-the-counter and prescription medications may be prescribed and dispensed by clinic staff under the supervision of the Medical Director.

I understand that my student may have the opportunity to participate in educational programs related to health and wellness topics, as well as have the opportunity to give feedback on services and programs through questionnaires or focus groups.

I understand that my/my child's privacy is of the utmost importance to YHWC staff and that health information is always handled in a confidential manner as required by law.

I understand my student may be administered a behavioral risk assessment during their appointment at YHWC.

I understand that I have a right to receive a written copy of the Youth Health & Wellness Center *Notice of Privacy Practices* which is available at Youth Health & Wellness Center.

I understand that the information I have provided on this form will be used to determine eligibility for payment of medical services based on a sliding-fee scale. I further understand that it is my child's responsibility to report any changes in their income or health insurance coverage to Youth Health & Wellness Center before each visit.

I authorize the clinic to bill insurance, Medicaid or another 3rd party payer, if applicable. If the services are not paid by the third party payer, I understand I may get a bill in the mail for a discounted rate. If there is no 3rd party payer to bill, I understand payment is due at the time of each visit. I may be billed at a discounted rate if my son/daughter is unable to cover the amount due at the time of service. I understand my son/daughter will not be denied services, and unpaid balances will not be sent to collections, due to inability to pay.

I understand that I may call to talk with the provider about my child's health care at any time; however, any information regarding confidential services to minors protected by Michigan Law will be excluded, unless there is a release on file allowing the provider to share this information.

SIGNATURE OF PARENT /GUARDIAN:

DATE: _____

Provider Signature: _____

Date: _____

YOUTH HEALTH & WELLNESS CENTER
ADOLESCENT PERSONAL & FAMILY
HEALTH HISTORY (< 18 years of age)

Patient Name: _____
 Date of Birth: _____
 Patient #: _____

1. Do you feel your adolescent is healthy today? Yes No

Please tell us any concerns you have: _____

2. Is your adolescent allergic to any medicine? Yes No

If yes, what drug(s)? _____

What happens? _____

3. List any medication your adolescent is taking now and the problem for which the medication was given:

Medication	Dosage	Reason	How long?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Has your adolescent ever been hospitalized or had surgery? Yes No
 If yes, please explain below:

Date _____ Problem / Surgery _____

Date _____ Problem / Surgery _____

5. Has your adolescent ever had any serious or sports-related injuries? Yes No

If yes, explain _____

6. Has there been any change in your adolescent's health during the past year?
 Yes No

If yes, explain _____

7. Please check (✓) whether your adolescent ever had any of the following health Problems. If yes, at what age did the problem start?

	Yes	No	Age		Yes	No	Age
ADD / ADHD				Depression or Anxiety			
Anemia or blood disorders				Kidney / urinary problems			
Asthma				Mononucleosis			
Cancer / Leukemia				Scoliosis			
Diabetes				Seizures			
Heart murmur / heart problems				Guillain-Barre syndrome			
Immune disorders, HIV / AIDS				Concussion / head injury			
Headaches / Migraines				Liver Disease			
Stomach or bowel problems				Vision / hearing / speech problems			
				Learning disability, special education needs			

Please explain any yes answers:

8. Regarding Immunizations: the following questions will help us determine if it is safe for your adolescent to receive vaccines.

	Yes	No	Please Explain
Allergy to eggs			
Allergy to vaccine components			
Allergy to latex			
Any serious reactions to vaccines in the past, including flu or flu mist			
Use of cortisone, prednisone or other steroids, anti- cancer drugs or radiation treatment in the last 3 months			
Is there is a chance your adolescent is pregnant today or a chance of becoming pregnant in the next month			
If you would like your adolescent to get the flu mist vaccine, is he or she in close contact with a person whose immune system is severely compromised and who must be in protective isolation			
Has your adolescent received vaccines in the last 4 weeks			
Blood Transfusions, IgG or antiviral medication in the past year			
Intussusception as a baby			
Is your child on aspirin therapy			

Family and Social History

9. Have you or any of your adolescent's blood relatives (parents, grandparents, aunts, uncles, brothers or sisters), living or deceased, had any of the following problems? If the answer is Yes, please state the age of the person when the problem occurred and their relationship to your teen.

	Yes	No	Unsure	Age at onset	Relationship
Alcoholism / Drugs					
Allergies / Asthma					
Blood Disorders					
Cancer - type:					
Diabetes					
Heart attack or stroke					
High blood pressure					
High cholesterol					
Mental health / Depression					
Smoking					
Other - specify:					

10. With whom does the adolescent live most of the time? (Check all that apply)

Both parents in the same household
 Mother
 Father
 Step Mother
 Step Father

Guardian
 Brother(s) / ages _____
 Sister(s) / ages _____

Other _____

11. **In the past year**, have there been any changes in your family such as:

- | | | |
|---|--|---|
| <input type="checkbox"/> Marriage | <input type="checkbox"/> Serious illness | <input type="checkbox"/> Change in school |
| <input type="checkbox"/> Separation | <input type="checkbox"/> Loss of job | <input type="checkbox"/> Births |
| <input type="checkbox"/> Divorce | <input type="checkbox"/> Move to a new house | <input type="checkbox"/> Deaths |
| <input type="checkbox"/> Incarcerations | | |
| <input type="checkbox"/> Other | | |

Parent/Guardian Signature _____

Date reviewed _____

Provider Signature _____

Date reviewed _____

Series 3000: Operation, Finance, and Property

3100 General Operations

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
 - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator:

Emily Quinn, Director of Human Resources
1101 Red Drive, Traverse City, MI 49684
231-922-6417
equinn@northwested.org

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using

the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

- a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or

Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;

7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: October 5, 2021

Date revised: April 4, 2023

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the 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; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President. Complaints that a teacher/staff member has bullied a student must be reported to the building principal.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event

whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
 - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: October 5, 2021

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: October 5, 2021

Date revised:



APPENDIX D: Form 5309 F-2

Directory Information Opt-Out

Student's Name: _____

Due Date: Sept. 15

School District: _____

Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Northwest Education Services obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 15, 2023.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

A. Definitions

1. An "education record" is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment

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- (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);
- d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."
2. "Personally identifiable information" means a student's name; the name of a student's parent/guardian or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
 3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
 - a. student names, addresses, and telephone numbers;
 - b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
 - c. major field of study;
 - d. grade level;
 - e. enrollment status (e.g., full-time or part-time);
 - f. dates of attendance (e.g., 2013-2017);
 - g. participation in officially recognized activities and sports;
 - h. weight and height of athletic team members;
 - i. degrees, honors, and awards received; and

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- j. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Northwest Education Services *may not* disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date



3116-F-2 Agreement for Acceptable Use of Technology Resources Middle School/High School (6-12)

Building/Program Name: _____

User Name: _____

This Agreement is entered into on: _____

This Agreement is between _____ and _____
Student/User School

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be

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grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).

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5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

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- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date



August, 2023

Northwest Education Services presently operates an asbestos control program in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, 1987 as amended. This plan is presently on file at the State of Michigan Asbestos Program and the EPA Region V in Chicago, Illinois. All known asbestos containing materials (ACMs) have been documented in the “Management Plan” and are available for public review in the Custodial/Maintenance Office at the Administration Building, 1101 Red Drive, Traverse City or in the principal’s office of each individual school.

The school satisfies the requirements of AHERA and OSHA by performing periodic surveillance every six months to assure that ACM conditions do not change and has documented annual asbestos training for all of its affected employees. For additional questions regarding ACM in the district or in any leased facilities, please contact Ryan Rosa at 231-922-6200. Thank you.

2023/2024 ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

Northwest Education Services has adopted an Integrated Pest Management program. Inherent with this are North Ed's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

- 1) Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
- 2) Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting the Office of the Principal at our center sites.

Staff who are working at a school building are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail, please contact the Office of the Principal at your center site. Please give your name, mailing address and they will put your name on the advance notification by US mail list.