

# WELCOME STUDENTS!

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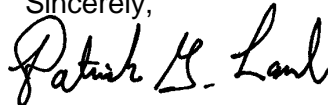
Congratulations and welcome to our Traverse Bay Area Intermediate School District Career-Tech Center. As a division of the TBAISD, we are proud of the twenty-two career and technical education opportunities our programs have afforded to students for more than a quarter of a century within the Grand Traverse 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 for employment and life-long learning. 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 Career-Tech Center provides a challenging environment where all learning and 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 our Center. It is a great place to learn.

As a student enrolled at the Career-Tech Center, you will have the opportunity to participate in a variety of extra curricular 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 CTC. These experiences will enhance and benefit the entire school community. Your experience at the CTC is what you make of it.

We believe that Career-Tech Center 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 2017-18 school year for all those connected with the TBAISD Career-Tech Center! Please take time to browse our website, [www.tbactc.org](http://www.tbactc.org), or our Facebook page, [www.facebook.com/tbactc](http://www.facebook.com/tbactc), for information about our Center and programs.

Sincerely,



Patrick G. Lamb  
Principal

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MISSION STATEMENT

***Our mission is to prepare students with skills and learning experiences for employment and life-long learning.***

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# SEMESTER ATTENDANCE POLICY

## **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 THE ATTENDANCE SHEET WEEKLY.**

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 tardies per semester.

### **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. Your absences will be reported to your 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 Center
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

### **PERSONAL ABSENCES\* (Must be verified by parent 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 illnesses, 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.

### **TARDIES – ALL STUDENTS WHO ARE TARDY ARE REQUIRED TO REPORT TO STUDENT SERVICES.**

Tardies will be penalized by a loss of daily Work Ethic points. Every third tardy will affect attendance as a penalty day. If you arrive later than 15 minutes after your home school's start time, or leave 15 minutes before scheduled home school departure time, you are tardy. Upon the sixth tardy, the student may be referred to CTC administration for further progressive disciplinary action.

### **LEAVING EARLY**

If you leave 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 CTC's recommendation to the Home School for credit in the following ways:

Five 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 administrator to determine continued enrollment. To assist students in meeting their attendance responsibilities, the CTC staff will:
Orientation: . . . . .	Notify students of attendance expectations and distribute Student Handbook.
At Five Personal Absences: . . . . .	Send a letter home reminding student of attendance expectations.
At Ten Personal Absences: . . . . .	A credit loss letter will be sent to home and school.

**Students on co-op or work exploration 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 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 CTC class time, unless special permission has been granted by the home high 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.**

CTC will offer four Saturday make-up sessions per semester. Students are required to sign up in advance and may choose between a two hour or four hour block of time (two make-up days). 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 in to Student Services. This must be done before the end of a semester. **Skips and unverified absences cannot be made up.**

## **ATTENDANCE HOTLINE**

All personal absences need to be reported to CTC Student Services (922-6320) **as well as** the student's home school attendance office. Parents can expect to be notified by our automated phone system, School Messenger, for any unreported absences. Parents are given a 48-hour period to report or verify student absences. The phone number and message system are available 24 hours per day.

## **ENROLLING AT THE CENTER**

To be officially enrolled at the Center, you must fill out a Student Data Form/Emergency Medical Form. Students are strongly encouraged to attend an orientation session and must sign a form saying they have read and agree to follow school rules/guidelines outlined in the Student Handbook.

## **EARLY CHECKOUT**

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

**VISITORS** (All visitors must check in at Main Office window.)

We will have visitors throughout the year. Carry on your work as usual. If asked a question, please answer as accurately as possible and in a polite, mature manner. You may bring friends to visit your program only if you:

1. get permission from your instructor before bringing friend(s).
2. get 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 the Career-Tech Center are required to wear their CTC picture ID at all times when they are in the building when CTC is in session. The ID badge must be presented to any staff member or security person upon request.

Students will be issued their ID badges as soon as possible after enrolling in a CTC program. Students must wear their own ID, "face out," and in plain view, hanging around neck on a lanyard. Lanyards will be provided by CTC. ID's 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 ID's 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 Center.

## **ANTI-BULLYING/VIOLENCE PREVENTION**

The Career-Tech Center 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. See Page 22 for complete policy.

## **CREDIT**

Credit for successful completion of a Career-Tech Center program is recommended by the Career-Tech Center and is granted by the home high school or adult education district (see Attendance Policy). Through an Articulation Agreement with Northwestern Michigan College and other post-secondary institutions, you may receive advanced placement or college credit for skills attained in many programs at the Career-Tech Center.

## **ACADEMIC CREDIT OPTIONS**

Academic credit may be earned at the CTC. Each program offers academic credit taught by a highly-qualified instructor. Your home school counselor will help you determine the credit reflected on your transcript.

## **GRADING**

You will be issued reports every nine weeks. A copy will be kept in your file at the Center, one will be sent to your home high school, and a copy will be given to you. At any point in time students and parents are encouraged to check student grades online in Power School (passwords will be provided).

### **Grades are based on:**

Modules, tests, quizzes, work ethic, co-op/work experiences, and career preparation skills.

### **Modules Grade**

Modules are units of learning related to specific tasks. The units include written materials, performance skills, activity sheets, quizzes, tests, and pre-determined standards of achievement.

### **Work Ethic Grade**

This grade recognizes how effectively you work throughout the class period to constructively achieve skills or complete tasks. Thirty to thirty-five percent of each marking period grade will be based on your work ethic. The remaining percentage of your grade will be determined by other program objectives. Attendance and tardies will affect your nine-week work-ethic grade. Students are expected to have a positive attitude, be dependable, and possess the initiative to succeed. Personal absences, skips, suspensions, and days in the sickroom will count as "0" for work ethic grades.

## **STUDENT PROGRESS REPORTS**

Reports during the middle of the marking period will be sent to your parents and your home high school if you are achieving below desired standards. Reports may also be sent indicating achievement of higher level skills and above average program participation. Parents and students are strongly encouraged to monitor student work and grades from home via PowerSchool Parent Portal.

## **CERTIFICATES**

You may earn:

- 1. National Career Readiness Certificate:** Students who achieve at the gold, silver, or bronze level on the ACT WorkKeys job skills assessment are eligible for this credential. For more information visit: [www.act.org/certificate](http://www.act.org/certificate)
- 2. 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.
- 3. Perfect Attendance:** Students who have perfect attendance for the semester or year receive a certificate. Persistent tardiness will affect perfect attendance.

## **CAREER PREPARATION SKILLS**

Instruction to develop job-seeking, job-getting, and job-keeping skills is an important service provided to all Career-Tech Center students. Every student enrolled at the Career-Tech Center must test out or pass all career preparation modules to be eligible to complete a job title. Included are: resume writing, interviews, rights on the job, career information, and future educational needs.

## **CLEAN-UP FACILITY CARE**

You will be expected to help keep your lab and classroom clean on a daily basis. Maintenance of facilities, equipment, and supplies is an important part of your training. It is expected you will help keep the hallways and snack areas clean by putting paper, wrappers, etc., in the containers provided.

## **SAFETY**

You must follow the safety rules established for your Career-Tech Center program. Students in designated programs must wear safety glasses according to law. (Your instructor will explain procedures that must be followed in case of lock-down drills, fires and tornadoes.)

It is recommended that all enrolled students carry personal medical insurance. High school students should contact your local school office to take out a school insurance policy if you do not have other insurance. **The Career-Tech Center does not carry accident insurance for students.** Injuries occurring at CTC must be reported to your instructor or the office and an Accident Form completed.

## **HOME SCHOOLED STUDENTS**

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 CTC on those days. For safety, home schooled students will follow the weather-related cancellations of the district in which they reside.

## **DEPOSITS**

**You will be required to pay a \$30.00 deposit at the beginning of the school year.** Student deposits are due at the end of September. Students with extenuating circumstances should contact their program counselor.

Deposits will be refunded to you on one day's notice if all supplies are returned in satisfactory condition and with the instructor's approval. Requests for refunds will be honored for only two weeks after your last day of attendance but not beyond the last day in June. If the cost to replace the damaged or lost item is greater than your deposit, you will be responsible for the additional cost. Deposits will be refunded through the main office.

## **MATERIALS/LAB FEES**

Your instructor will issue all textbooks, safety equipment, uniforms, supplies, or other items needed by your program. You will be charged for materials that go into projects you make and wish to keep.

## **WIRELESS COMMUNICATION DEVICES (WCDs)**

Students, in good standing, are permitted to possess and use WCDs, including cell phones, in the building during non-instructional time. In addition, at the discretion of the instructor, students may be permitted to utilize WCDs during instructional time to enhance teaching and learning. Students are prohibited from using WCDs for purposes that are a disruption to the educational process. Such violations may result in temporary or permanent loss of the privilege of using or possessing WCDs at the CTC.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

TBAISD and CTC 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.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student. See Board of Education Policy 5771 for more information.

## **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 8330 for additional information.

## **ILLNESS AT THE CAREER-TECH CENTER**

Students who become ill while at the Career-Tech Center should report to the main office. A sick room is available while waiting for a parent contact. Students who spend the day in the sickroom do not receive a work-ethic grade. **More than 15 minutes in the sick room = a personal absence.**

## **SELF-MEDICATION**

Traverse Bay Area Intermediate School District shall not be held liable for any students who administer to themselves prescribed or over-the-counter medications. Students with extenuating circumstances should contact an administrator.

## **YOUTH HEALTH AND WELLNESS CENTER**

The Youth Health and Wellness Center is a full-service student health care center located on the campus of the Career-Tech Center. Care provided includes physicals, immunizations, TB testing, mental health counseling, as well as walk-in care for minor illness and injuries. Please call 922-6416 for more information or to schedule an appointment.

## **DRIVING/PARKING**

It is recommended that you use the transportation provided by your home high school. If you have been granted permission to drive a private car to the Center, you **must** park in the designated student lot on the northwest side of the building. All students driving to CTC are required to possess an official CTC parking tag. **NO student parking is allowed in the back parking lot or visitor lot.**

A \$5.00 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 rear view mirror with the number facing outside. Students from M-TEC visiting CTC for meetings, etc. 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 CTC student parking lot. **The transfer or selling of CTC parking tags is not permitted.**

Your vehicle 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 the Career-Tech Center must maintain a vehicle that is both safe and orderly. The CTC reserves the right to **ban** a vehicle that is not safe and/or contains any profane gestures or paraphernalia.

Upon arrival to the Center, you are to park in the designated student parking area, immediately leave the parking lot, enter our CTC building, and not return to the parking lot until it is time to depart for home. Do not sit in your vehicle. Please keep your music at an appropriate volume.

Once you arrive at the Center, do not leave the property until your class is over. If you are found in the parking lot at other than the above times, you may lose your driving privileges and/or receive other disciplinary action. The Center assumes no responsibility for damage or theft relating to your vehicle. If tardiness becomes an issue, you may lose your driving privilege.

## **PERSONAL APPEARANCE/DRESS CODE**

It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school and in the work place. The Career-Tech Center staff will continue efforts to develop each student's personal pride and understanding of appropriate dress and avoidance of extremes.

Since appearance is primarily a personal responsibility, final decisions concerning dress and grooming will be left to the judgement of individual students and their parents. The only exception to this will be that the CTC will regulate student appearance under the following conditions:

1. When dress or grooming, including hair, disrupts the educational function for the classroom or Center (example: mini-skirts/shorts, bare midriffs, low cut tops, bare feet, and see-through blouses). Any item of apparel (clothing or jewelry) printed with profanity or inappropriate slogans including those promoting alcohol or drug use or clothes that depict violence, hatred, Satanism, gang affiliation, or sexually suggestive material will not be allowed. Sunglasses may not be worn in the building.
2. When dress or grooming, including hair, presents a safety hazard to the students or others.
3. Students' apparel need not be expensive or elaborate, but should be neat and clean at all times.
4. Hats, jackets, and coats classified as outdoor clothing should be left in the student's locker or classroom.
5. Shorts must be worn in good taste. Gym shorts, spandex shorts, biking shorts, etc., will not be allowed.
6. Low-riding, baggy or "sagging" pants are considered inappropriate for the school setting both from an employability and a safety aspect and will not be allowed.
7. Hats (except CTC program hats), bandanas, or other head apparel will not be allowed.
8. Job-appropriate shoes must be worn at all times.
9. Any clothing or accessories associated with gang activity or membership are prohibited.

Common sense should prevail when dressing and maintaining good personal grooming for the work world. Failure to comply with the personal appearance guidelines can result in loss of work ethic points, parental contact, or suspension. Continued offenses will be considered insubordination and could result in suspension from CTC.

## **SEXUAL HARASSMENT**

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

1. touching, pinching, and grabbing body parts.
2. sexual notes or pictures.
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.

## **SERVICES AVAILABLE TO STUDENTS**

### **Student Services Assistance**

To help prepare students for success on the job, the CTC 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 CTC if your child has special needs). Placement Coordinators assist in securing and monitoring work experiences for students.

## **STUDENT CLUBS AND ORGANIZATIONS**

FCCLA – Family Career Community Leaders of America

FFA – Agricultural Science

HOSA – Health Occupations Students of America

MITES – Michigan Industrial Technology Education Society

Skills USA



Joining one of our skill and leadership clubs will give you many leadership opportunities, and allow you to enter local, regional and state skill competitions related to your technical program. Career-Tech Center is proud of our center's high state-wide rating in occupational club competitions!

If you choose to join a student club or organization sponsored by the Career-Tech Center, you are expected to follow the student conduct rules described in this handbook and any additional requirements deemed appropriate by club sponsors. Violations of these rules will subject you to possible removal from the club, being sent home from competitions, and/or other penalties.

## **NTHS**

National Technical Honor Society (NTHS) membership requirements are:

- Completion of one semester at Career-Tech Center.
- Must be eligible for full credit recommendation in CTC program.
- Grade of B+ or better.
- Positive standing at 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 also expected to attend scheduled NTHS meetings and complete ten hours of community service per semester.

A student, who meets these eligibility requirements, will be responsible for completion of the NTHS nomination form, securing CTC instructor and home school recommendations, and paying a portion of the membership dues. 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 CTC. Students on the Council plan Career and Technical Education Month activities, participate in community service projects, and are involved in many other interesting initiatives.

## **SCHOLARSHIPS/AWARDS**

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

## **ACT WORKKEYS**

CTC students participate each fall in taking the nationally-recognized ACT WorkKeys assessment. CTC also offers KeyTrain, a software program, proven to prepare students for ACT WorkKeys.

## **PLACEMENT SERVICES**

Placement services are available to all enrolled students and to students who have completed programs at the CTC. 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***

- Be at least 16 years of age and obtain approval from parent/guardian.
- Be recommended by their program instructor based on grades, attitude, and work ethic.

- Be in compliance with school attendance (**not in credit reduction**) and academic policies – **minimum C average achieved and maintained in both program and academic class.**
- Complete at least 50% (**6 program segments**) of their CTC 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 the CTC depending on their program.

### **Articulation 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; motivation to continue schooling.
- Improves job readiness skills and job placement potential.
- Articulated 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, at TBAISD Career-Tech Center, on college campuses, via online and blended learning environments and/or through field experiences. For more information, please contact Meredith Schmidt, Early College Specialist, at 231.922.6425.

# CTC STUDENT CODE OF CONDUCT

## Students

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 Center 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
- obey school rules

Maintain a reasonable standard of wearing apparel which is appropriate to your role as a student and meets occupational specific standards.

Foster 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.

Refrain from libelous, slanderous remarks, and obscenity in verbal or written expression, and harassment or intimidation of other students.

Develop 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.

Respect 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 school lockers.

As a student at Career-Tech Center, you are expected to behave appropriately while you are at school during the school day, in the student parking lot, and at school-sponsored activities. You should be aware of the possible consequences if misconduct does occur.

Minor misbehavior will be handled by the classroom teacher, but more serious misconduct will be referred to the appropriate school administrator or counselor. **Repeated misconduct violations by the same student will be considered insubordination or gross misbehavior and will result in stiff penalty or consequences.** The purpose of this Code is to give examples of various categories of misconduct that may result in discipline up to suspension or expulsion. The examples of misconduct are not meant to be all-inclusive. The Code is not intended to cover all inappropriate behavior. The penalties indicated are guidelines. The administration has authority to determine the specific penalty or corrective action for each situation. These general procedures will be followed to ensure that you are treated fairly and with due process.

- I. General Procedures - Due Process: When you are referred to an administrator, coordinator, or counselor for some kind of alleged misconduct, you can expect the following to happen. (The order and actions required may vary with the type and seriousness of the complaint.)
  - a. The administrator, coordinator, or counselor will confer with those involved to attempt to get a fair and accurate account of the facts.
  - b. You will have an informal meeting with the administrator or counselor, usually prior to any disciplinary action.
  - c. You will be informed of the specific charges and evidence, if any, against you.
  - d. You will have an opportunity to tell your version of the incident and to deny the charges and rebut the evidence.
  - e. Your parent or guardian will be contacted by phone and/or written report, and will be informed of the alleged misconduct and possible disciplinary actions. A conference can be requested by student, parent, teacher, counselor, or administrator. Your home school will be contacted.
  - f. Unlawful acts will be reported to proper authorities and appropriate legal action will follow. Disciplinary action may be taken by the school regardless of whether criminal charges result.
  - g. The appropriate school penalty or corrective action will be determined. This may include warning, discipline, temporary removal from program, suspension, or expulsion.
  - h. CTC does not staff an "in-school suspension" room. When necessary, students may be removed from class and directed to the Student Services office. The student may, a) be directed back to class when appropriate; b) be temporarily removed from their program, c) may be suspended out-of-school for a period of one to ten days when the nature of the misconduct or the length of the suspension makes it advisable. Suspension of special education students shall not exceed ten (10) days. Expulsion is permanent removal from CTC.
  - i. Appeal Process: If you or your parent or guardians are dissatisfied with a disciplinary decision, you may appeal in the following way:
    1. Ask the administrator or counselor involved to review the decision.
    2. Appeal the decision to the next administrative level for review.
    3. Appeal to the TBA Board of Education.

### **School Resource Officer**

The TBAISD School Resource Officer (SRO) is a law enforcement officer who is assigned to serve the Career-Tech Center, Oak Park, New Campus and ISD 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 will 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.

### **CATEGORIES OF STUDENT MISCONDUCT AND PENALTY GUIDELINES**

**(Note: Your parent or guardian and home school may be contacted for each disciplinary referral.)**

**For minor infractions, work ethic related student assignments may be used at the discretion of the administrator.**

#### A. Matters pertaining to attendance

1. Skipping or absence without permission of parents or school is an unexcused absence. Students who have unexcused absences and have been determined to have been truant (skipped) will be subject to disciplinary action. No make-ups will be allowed for skips.
  - a. First offense  
Referral to counselor or administrator, parent contact, possible loss of driving privilege, may impact credit recommendation.
  - b. Second offense  
Referral to counselor or administrator, parent contact, loss of driving privilege for a designated period of time, possible behavioral contract, contact with home school, referral mailed home. This is likely to impact credit recommendation.
  - c. Students with 15 or more absences will be referred to the principal, coordinator, or counselor for clarification of absences. Student may be reinstated to class, placed on probation, assigned discipline, or dropped from school. Parent contact.
2. Leaving school or school grounds for any reason (AWOL) without permission/pass from Student Services - leaving school grounds/parking lot to go across railroad tracks or Parsons Road.
  - a. First offense  
Referral to counselor or administrator, parent contact (may result in absence for the day).
  - b. Second offense  
Referral to counselor or administrator, parent contact, possible problem-solving or behavior contract, referral mailed home.

3. Persistent Tardiness. Student is considered to be tardy if he/she is not in their classroom at the time the bell rings to start class.
  - a. Sixth tardy in one semester - referral to the principal, loss of driving privileges for a designated period of time, parent contact by principal.
  
- B. Students are expected to maintain dress and appearance which are appropriate to the educational atmosphere. Students' dress should not present health or safety problems or cause disruption to the educational process. The spirit of the Career-Tech Center dress regulations seem best summed up as follows:
 

"Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to his/her role as a student and which contributes to developing a good educational atmosphere. Dress or grooming which is distracting to or disruptive of the education process is prohibited." State health laws require all persons to wear shoes. Inappropriate or obscene wording on clothing will not be tolerated. Occupational specific standards of dress must be complied with.

  - a. First offense  
Temporary removal from program until the problem is corrected; parent contact.
  - b. Second offense  
Temporary removal from program, a problem-solving or behavior contract; parent contact.
  
- C. Matters pertaining to citizenship
  1. Violation of state laws, local ordinances, and safety codes, laws pertaining to civil disobedience, school rules, regulations, and loitering in the parking lot.
    - a. First offense  
Referral to administrator, temporary removal from program, parent contact, possible police contact, possible expulsion.
    - b. Second offense  
2 days out-of-school suspension, parent contact, possible police contact, possible expulsion.
  
  2. Smoking, possession of, or the use of tobacco products (including smokeless tobacco, e-cigarettes or non-nicotine cigarettes, i.e. clove cigarettes) anywhere on school grounds and areas within the school's jurisdiction/vicinity, or at a school sponsored activity. All products and paraphernalia will be confiscated.
    - a. First offense  
Referral to administrator, temporary removal from program, possible school or community service, written notice mailed home, parent contact, police contact.
    - b. Second offense:  
Referral to administrator, temporary removal from program, possible school or community service, behavioral contract, written notice mailed home, parent contact, police contact.
  
  3. Harassment/intimidation of another student or staff member
    - a. First offense:  
Intervention with counselor and/or administrator, written or verbal apology, parent contact, possible out-of-school suspension, possible police contact. Written notice mailed home.
  
  4. Possession of, consumption of, or under the influence of alcoholic beverages on school property or at school-sponsored activities.
    - a. First offense  
3 - 5 days out-of-school suspension, parent contact, police contact, drug/alcohol assessment.
    - b. Second offense  
5 - 8 days out-of-school suspension, parent contact, police contact, drug/alcohol assessment, possible expulsion.

Students involved in a drug or alcohol related incident will be required to schedule and attend a formal assessment through Munson Medical Center or another pre-approved facility. The purpose of the assessment is to help the student identify possible signs of use or abuse, as well as assuring their safety and the safety of other students enrolled in our CTC program.

Students involved in a drug or alcohol related incident must have the assessment scheduled before returning to their respective CTC program after suspension. Cost for the assessment is the responsibility of the student unless an extenuating circumstance has been pre-approved by CTC administration.

5. Use of or possession of an illegal substance, paraphernalia, or a substance or paraphernalia which looks like or is represented to be illegal and/or the smoking of electronic, "vapor," and other substitute forms of cigarettes or other lighted smoking devices for burning tobacco or any other substance.
  - a. First offense  
5 days out-of-school suspension, parent contact, police contact, drug/alcohol assessment.
  - b. Second offense  
5 - 8 days out-of-school suspension, parent contact, police contact, drug/alcohol assessment, possible expulsion.

According to Michigan Medical Marijuana Act 333.26427 Sec. 7 (b)(2), people are not permitted to possess marijuana or otherwise engage in the medical use of marijuana on school property.

6. Selling, delivery, or possession of sufficient quantity or other evidence to give reasonable suspicion of intent to sell or deliver an illegal substance or a substance which looks like or is represented to be an illegal substance.
  - a. First offense  
5-10 day out-of-school suspension, possible expulsion to end of semester or current year, parent contact, drug/alcohol assessment, police contact.
7. Defiance, insubordination, disrespect in complying with reasonable requests from school personnel, disrespectful, vulgar speech or vulgar gesture towards anyone.
  - a. First offense  
Referral to administrator, possible problem-solving or behavioral contract, possible out-of-school suspension, parent contact, possible police contact.
  - b. Second offense  
Referral to administrator, possible problem-solving or behavioral contract, possible out-of-school suspension, parent contact, possible police contact, behavioral contract.
8. Use of profane or obscene language
  - a. First offense  
Documented contact from adult staff member, possible referral to counselor or administrator, parent contact.
  - b. Second offense  
Documented contact from adult staff member, parent contact, possible out-of-school suspension, mandatory administrator referral.
9. Public Display of Affection
  - a. First offense  
Warning

- b. Second offense  
Referral to principal or counselor, parent contact, behavior monitoring, possible out-of-school suspension.
- 10. Forgery, falsifying school forms or records or signatures, perjury, making fake ID cards or licenses.
  - a. First offense  
Referral to administrator, possible out-of-school suspension, parent contact, police contact, written referral mailed home.
  - b. Second offense  
Referral to administrator, possible out-of-school suspension, parent contact, police contact, written referral mailed home, possible removal from program.
- 11. Unsafe Behavior
  - a. First offense  
Warning, parent contact, and/or possible temporary removal from program or shop, behavior monitoring. Determine if behavior jeopardizes other students' safety. Check for understanding of safety procedures.
  - b. Second offense  
Referral to administrator, and/or temporary removal from program or shop, parent contact, possible out-of-school suspension, temporary removal from program or shop until instructor is confident the behavior is corrected, behavior monitoring, possible removal from program if others' safety is at stake.
- 12. Cheating on any school assignment or test
  - a. First offense  
Referral to counselor or administrator, temporary removal from program, behavior monitoring, parent contact. Student will receive an "E" on that assignment.
  - b. Second offense  
Referral to counselor or administrator, temporary removal from program, behavior monitoring, parent contact. Student will receive an "E" on that assignment. Student's overall grade may be lowered up to 10 percent.
- 13. Violation of Wireless Communication Devices Policy at CTC
  - a. First offense  
Confiscated for remainder of day, referral, parent contact by teacher
  - b. Second offense  
Confiscated for remainder of day and returned to parent, referral
- 14. Disturbance of the peace/disorderly conduct, causing excessively loud noise, playing loud music.
  - a. First offense  
Referral to administrator; possible loss of CTC parking privileges.
  - b. Second offense  
Referral to School Resource Officer, possible citation, possible loss of driving privileges.



#### D. Matters pertaining to safety of others

1. Inciting a fight, fighting, attacks or threats to persons, property, extortion, unsafe behavior, possession of explosives, fireworks, weapons, or lookalike explosives, fireworks, and weapons.
  - a. First offense  
Referral to administrator, temporary removal from program, possible out-of-school suspension, parent contact, police contact, possible expulsion, possible assessment, referral mailed home.
  - b. Second offense  
Referral to administrator, temporary removal from program, 5-10 days out-of-school suspension; parent contact, police contact, possible expulsion, possible assessment.

According to Michigan School Code 380.1311.amended, effective August1, 2017, “if a pupil possesses in a weapon-free school zone a weapon that constitutes a dangerous weapon ...the school board/designee ... shall expel the pupil from the school district permanently, subject to possible reinstatement... However, a school board/designee is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner” (under listed conditions in 380.1311.ammended) conditional exemptions to the law.

2. Arson - the unauthorized lighting and handling of fire
  - a. First offense  
3 - 5 days out-of-school suspension, possible expulsion, parent contact, police contact.
  - b. Second offense  
5 days out-of-school suspension, possible expulsion, parent contact, police contact.
3. Unsafe driving on or around school property. Unsafe driving includes speeding, recklessness, straying out of traffic lanes, failure to yield the right-of-way to pedestrians, or similar type infractions.
  - a. First offense  
Referral to administrator, loss of school driving privilege for a designated period of time, parent contact, police contact, possible ticket, possible referral to Secretary of State.
  - b. Second offense  
2 days out-of-school suspension, loss of school driving privilege, parent contact, police contact, possible ticket, possible referral to Secretary of State.
4. Verbal assault – any statement or act, oral or written, which can be expected to induce in another person a fear of danger of bodily injury or harm.
  - a. First offense  
3-5 days out-of-school suspension, possible expulsion, parent contact, police contact.
  - b. Second offense  
5-10 day out-of-school suspension, possible expulsion, parent contact, police contact.

#### E. Matters related to public and private property

1. Misuse of computer technology, networks, Internet, copyright laws, illegal software reproduction, hacking, modifying files.
  - a. First offense  
Referral to administrator, temporary removal from program, notification to Tech Services, possible out-of-school suspension, possible loss of computer privileges, parent contact, possible police contact, possible expulsion.

- b. Second offense  
Referral to administrator, temporary removal from program, notification to Tech Services, possible out-of-school suspension, loss of computer privileges, parent contact, possible police contact, possible expulsion.
- 2. Theft or Robbery
  - a. First offense  
Referral to administrator, temporary removal from program, restitution, parent contact or (for major infraction), possible out-of-school suspension, possible expulsion, police contact.
  - b. Second offense  
Referral to administrator, temporary removal from program, restitution (for major infraction), 3-5 day out-of-school suspension, parent contact, police contact, possible expulsion.
- 3. Misuse of Books, Materials, Computer and Other Equipment
  - a. First offense:  
Warning, parent contact and/or possible temporary removal from program, possible out-of-school suspension, restitution, possible police contact.
  - b. Second offense:  
Referral to administrator, temporary removal from program, possible out-of-school suspension, parent contact, restitution, possible police contact.
- 4. Vandalism - defacing or destroying school or other's property
  - a. First offense:  
Referral to administrator, temporary removal from program, school service to repair/replace, possible out-of-school suspension, parent contact, possible police contact, restitution.
  - b. Second offense:  
Referral to administrator, temporary removal from program, school service to repair/replace, likely out-of-school suspension, parent contact, possible police contact, restitution.
- F. Persistent disobedience and/or breaking of school rules and regulations (insubordination).
  - a. 1-10 days suspension, parent contact, possible expulsion, possible police contact.
- G. Gross misbehavior - deliberate, malicious, or willful conduct detrimental to the normal functioning of school or school activities.
  - a. 1-10 days suspension, possible expulsion, parent contact, possible assessment/ professional evaluation, possible police contact.

\*Students and/or parents/guardians may appeal rulings under these regulations as provided for in the "Due Process."

\*Absences as a result of out-of-school suspensions, by either CTC or their home school, will not reduce credit recommendations. Generally, suspensions are upheld at both CTC and the local district unless specified by an administrator.

**Traverse Bay Area Intermediate School District  
Agreement for Acceptable Use of Technology Resources  
Students Grades 6 and Above**

\_\_\_\_\_  
*Building/Program Name*

\_\_\_\_\_  
*Student Name*

This Agreement is entered into on: \_\_\_\_\_

This Agreement is between \_\_\_\_\_ ("Student" or "User") and the Traverse Bay Area Intermediate School District ("ISD").

The purpose of this Agreement is to grant access to and define acceptable use of the ISD'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 ISD's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the ISD's Technology Resources is a privilege that may be revoked by the ISD at any time and for any reason.
- B. You have no expectation of privacy when using the ISD's Technology Resources. The ISD reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The ISD also reserves the right to remove any material from the Technology Resources that the ISD, at its sole discretion, chooses to, including, without limitation, any information that the ISD 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 to support or oppose 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.
- D. The ISD'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 grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is 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:

- a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

- b) 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;
- c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
- d) 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 ISD) to engage in bullying may be grounds for discipline under the ISD's Bullying Policy #5517.01.

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 is defined as:

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.

4. Bullying (as defined in paragraph E).
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. However, you may contact a public official to express an opinion on a topic of interest.
  16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the ISD's Policy #7540.03.
- G. You must promptly disclose to your teacher or other school employee 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 staff member.
- H. It is the policy of the ISD, 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.
- I. It is the policy of the ISD 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 ISD 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 e-mail, and other forms of direct electronic communications.
- J. The ISD 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 ISD'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 ISD 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 ISD 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 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 ISD or its Internet Service Provider.

I also agree to follow all rules in the ISD's Board Policies. Any additional rules, regulations, and policies are available and located on the TBAISD website.

As a condition of using the Technology Resources, I agree to release the ISD 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 ISD 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the ISD and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the ISD and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the ISD's Technology Resources.

I authorize the ISD to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the ISD monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the ISD's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**cc: parent/guardian, student file**

*Revised: 7/13*

## **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

**A. Curriculum Content**

Review current review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

**B. Staff Training**

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

**C. Student Access**

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

**D. District Support**

1. verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

**E. Student Evaluation**

1. verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

**Director of Human Resources, 231-922-6200; 1101 Red Drive, Traverse City, MI 49684.** The names, titles, and contact information of these individuals will be published annually in the parent/student and staff handbooks and/or on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required. The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office. The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days. Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report. The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated. Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

### Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

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

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

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

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

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#))

### Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant. If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

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

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. A Principal will not conduct an investigation unless directed to do so by the CO. Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy [2260](#) - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent. Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent. If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

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



The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee. The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

#### Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation. All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

#### Sanctions and Monitoring

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

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

#### Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

#### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate. The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendments Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended  
29 C.F.R. Part 1635  
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964  
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
34 C.F.R. Part 110 (7/27/93)  
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
Title III of the No Child Left Behind Act of 2001  
Revised 9/2/14  
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## 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

#### Notification

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

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

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

#### Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy. The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education. Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

#### Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation. The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) days after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

## Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

## Definitions

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

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

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

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**"Staff"** includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy **5517**;

Hazing, see Policy **5516**;

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 2/1/05

Revised 4/14/15

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# **STUDENT RIGHTS/RESPONSIBILITIES**

## **NON-DISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status, or lack of English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding to policy should be directed to: Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6369.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Career-Tech Center, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the community, that sexual harassment of students and employees at Career-Tech Center is unacceptable and impermissible conduct which will not be tolerated. Inquiries regarding grievances may be directed to Assistant Principal, Career-Tech Center, 231.922.6369.

## **A STUDENT'S RIGHTS AND RESPONSIBILITIES**

Career-Tech Center recognizes the student's right, as an adult member of society, to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly and association. The Center further recognizes the student's right within the institution to the freedom of inquiry and to the reasonable use of services and facilities of the Center which are intended for his/her education.

## **FAMILY RIGHTS AND PRIVACY ACT**

It shall be the policy of Career-Tech Center to maintain appropriate student records in an accurate, secure and confidential manner. Career-Tech Center complies with the "Family Rights and Privacy Act." Inquiries regarding compliance may be directed to: Assistant Principal, Career-Tech Center, 231.922.6369.

## **AUTHORITY OF CTC ADMINISTRATION**

The Career-Tech Center administration have the authority to confront an individual related to an incident, require identification, and when necessary, contact the Traverse City Police Department.



## 2017-18 Calendar

### IMPORTANT DATES TO NOTE

September 6 - First day of school

November 6 - Regional In-Service - *NO STUDENTS*

November 23 and 24 - Thanksgiving - *NO SCHOOL*

December 22 – January 2 - Winter Break - *NO SCHOOL*

February 19 – Staff Professional Development - *NO SCHOOL*

March 26 – March 30 - Spring Break - *NO SCHOOL*

May 28 - Memorial Day - *NO SCHOOL*

June 11 - Last day of school for students, depending on snow days

End of First Nine-Weeks - November 3

End of First Semester - January 19

End of Third Nine-Weeks - March 23

End of Second Semester - June 11 - depending on snow days



# STAFF DIRECTORY

## MAIN OFFICE

231.922.6273

## E-MAIL

Patrick Lamb	Principal	231.922.6260	plamb@tbaisd.org
Joan Savage	Secretary	231.922.6322	jsavage@tbaisd.org
Brent Boerema	Assistant Principal	231.922.6369	bboerema@tbaisd.org
Matthew Nausadis	Assistant Principal	231.922.6414	mnausadis@tbaisd.org
Jan Gac	Receptionist	231.922.6276	jpgac@tbaisd.org

## PLACEMENT SERVICES

231.922.6300

Pat Buron, Placement Coordinator	231.922.6298	pburon@tbaisd.org
Dottie Spencer, Teacher Consultant	231.922.6381	dspencer@tbaisd.org
Tim Taylor, Teacher Consultant	231.922.6478	ttaylor@tbaisd.org
Marcia Limbocker, Job Coach	231.922.6390	mlimbocker@tbaisd.org

## STUDENT SERVICES

231.922.6308

### ATTENDANCE

231.922.6320

Teresa Inness, Secretary	231.922.6308	tinness@tbaisd.org
Colleen Tennant, Secretary	231.922.6328	ctennant@tbaisd.org
Barry Bialik, Counselor	231.922.6281	bbialik@tbaisd.org
Kris Wendland, Counselor	231.922.6278	kwendland@tbaisd.org

## INSTRUCTIONAL SERVICES

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Jody Harkert, Secretary, IS/TA	231.922.6296	jharkert@tbaisd.org

## ACADEMIC TEACHERS

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Karen Shoskey, Math	231.922.6511	kshoskey@tbaisd.org
Taffetta Gle, ELA	231.922.6350	tgle@tbaisd.org
Jennifer Stairs, ELA	231.922.6252	jstairs@tbaisd.org

**TBAISD CAREER-TECH CENTER**

PROGRAM	INSTRUCTOR	PARAPRO	PHONE	EMAIL ADDRESS
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ALLIED HEALTH 2	Shawna Thomas	Jodie Luhrs Carol Navarro (CNA)	922-6299 922-6289	<a href="mailto:sthomas@tbaisd.org">sthomas@tbaisd.org</a> <a href="mailto:juhrs@tbaisd.org">juhrs@tbaisd.org</a> <a href="mailto:cnavarro@tbaisd.org">cnavarro@tbaisd.org</a>
AUTO BODY REPAIR	Mike Barnes	Dan Bowers	922-6290	<a href="mailto:mbarnes@tbaisd.org">mbarnes@tbaisd.org</a> <a href="mailto:dbowers@tbaisd.org">dbowers@tbaisd.org</a>
AUTOMOTIVE TECHNOLOGY	Kevin Kimble	Mike Williams	922-7869	<a href="mailto:kkimble@tbaisd.org">kkimble@tbaisd.org</a> <a href="mailto:mwilliams@tbaisd.org">mwilliams@tbaisd.org</a>
BUSINESS CAREERS	Julie Gauthier	Sandra Chavalia	922-6311	<a href="mailto:jgauthier@tbaisd.org">jgauthier@tbaisd.org</a> <a href="mailto:schavalia@tbaisd.org">schavalia@tbaisd.org</a>
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CULINARY ARTS	Daryl Collins	Adriana Martin Craig Sweeney	922-6285	<a href="mailto:djcollins@tbaisd.org">djcollins@tbaisd.org</a> <a href="mailto:amartin@tbaisd.org">amartin@tbaisd.org</a> <a href="mailto:csweeney@tbaisd.org">csweeney@tbaisd.org</a>
DRAFTING/DESIGN ONLINE	Michael George III		922-6210	<a href="mailto:mgeorge@tbaisd.org">mgeorge@tbaisd.org</a>
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ELECTRICAL OCCUPATIONS	Tim VanderMeulen		922-6292	<a href="mailto:tvandermeulen@tbaisd.org">tvandermeulen@tbaisd.org</a>
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## PEST APPLICATION - 2017/2018 ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

The Career-Tech Center has adopted an Integrated Pest Management program. Inherent with this are the TBAISD'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 Patrick Lamb, Principal, [plamb@tbaisd.org](mailto:plamb@tbaisd.org).

Parents or guardians of children attending the school are also 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 three days before the application, if they so request. If you would like to be notified by mail, please contact Patrick Lamb at 231-922-6260. Please give the Principal's secretary, your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Please note that after the school year is completed and during the months when school is not in regular session (summer), those parents who requested advance notice by mail, will be notified using an alternative method consisting of a telephone message notification system. Parents and guardians may call 231-922-6260, at least one day before an application, for advance notification. The school will also continue posting advance notification at the school by the methods identified above.

Sincerely,  
Patrick Lamb, Principal  
231-922-6260; [plamb@tbaisd.org](mailto:plamb@tbaisd.org)

### 8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information. Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; 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.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  1. interest inventories and aptitude tests,
  2. vocational preference inventories,
  3. achievement tests,
  4. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. health records
- I. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution. In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal

Revenue Code. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records. Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See [Form 8330 F14](#).) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.
- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See [Form 8330 F16](#)) The District will verify that the authorized representative complies with FERPA regulations.
- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information. The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required). Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law. The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

#### **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; participation 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 e-mail address



books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology. 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**

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 of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want 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.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States. A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative. Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service. Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

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

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see [Form 8330 F10](#)). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

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

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records. No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See [Form 8330 F14](#) and [Form 8330 F16](#) for additional contract requirements.

#### **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 s/he receives 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.

## ASBESTOS MANAGEMENT PLAN

Traverse Bay Area Intermediate School District 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.

In 2016 the three-year inspections were performed by a State of Michigan Accredited Asbestos Inspector. All remaining ACMs were noted to be intact (good condition) and do not require any response actions at this time. Also in June, 2016 most of the asbestos containing floor tiles in New Campus were removed by a State of Michigan Licensed Asbestos Abatement Contractor.

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 Larry Axtell at 231-922-6200. Thank you.

### 2416 – STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

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

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

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

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

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

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy as least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information
- B. The administration of any survey by a third party that contains one or more of the items described in A-H above.

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

20 U.S.C. 1232(a)(b)(g)(h)

Adopted 12/4/01

Revised 1/03

## 2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

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 term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school/parent-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- A. Relationships with Families
  - 1. Cultivating school environments that are welcoming, supportive, and student-centered;
  - 2. Providing professional development for school staff that helps build partnerships between families and schools;
  - 3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
  - 4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.
- B. Effective Communication
  - 1. providing information to families to support the proper health, safety, and well-being of their children;
  - 2. providing information to families about school policies, procedures, programs, and activities;
  - 3. promoting regular and open communication between school personnel and students' family members;
  - 4. communicating with families in a format and language that is understandable, to the extent practicable;
  - 5. providing information and involving families in monitoring student progress;
  - 6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
  - 7. preparing families to be involved in meaningful discussions and meetings with school staff.
- C. Volunteer Opportunities
  - 1. Providing volunteer opportunities for families to support their children's school activities;
  - 2. Considering other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.
- D. Learning at Home
  - 1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
  - 2. Working with families to establish learning goals and help their children accomplish these goals;
  - 3. helping families to provide a school and home environment that encourages learning and extends learning at home.
- E. Involving Families in Decision Making and Advocacy
  - 1. Involving families as partners in the process of school review and continuous improvement planning;
  - 2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.
- F. Collaborating with the Community
  - 1. building constructive partnerships and connecting families with community-based programs and other community resources;
  - 2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

### Implementation

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.

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA

M.C.L.A. 380.1294

Revised 4/5/11

## 5771 - SEARCH AND SEIZURE

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

### School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

### **Student Person and Possessions**

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

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.1306  
U.S. Constitution, 4th Amendment  
Revised 12/6/11  
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880 Parsons Rd., Traverse City, MI 49686 Ph: 922-6416 Fax: 922-6472  
 Email address: [yhwc@gtchd.org](mailto:yhwc@gtchd.org) Website: [www.gtchd.org](http://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 #	
<b>Race: (Please check one or more)</b> <input type="checkbox"/> Am Indian/Alaskan <input type="checkbox"/> Black/African American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander			<b>Ethnicity: (Please check one or more)</b> <input type="checkbox"/> Arabic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Arabic <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 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: \_\_\_\_\_ CTC \_\_\_\_\_ 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 before hand by visiting the clinic website at: [www.gtchd.org](http://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 feed back 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 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 anytime; 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Patient #: \_\_\_\_\_

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:

- Marriage     Serious illness     Change in school     Separation     Loss of job
- Births     Divorce     Move to a new house     Deaths     Incarcerations
- Other \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date reviewed \_\_\_\_\_