

# **Sanilac Intermediate School District Student Handbook 2023-2024**

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



## **SERVING**

Brown City Community Schools  
Carsonville-Port Sanilac Community Schools  
Croswell-Lexington Community Schools  
Deckerville Community Schools  
Marlette Community Schools  
Peck Community Schools  
Sandusky Community Schools

Sanilac Career Center  
175 East Aitken Road  
Peck, MI 48466  
Phone (810) 648-4700  
Fax (810) 648-4834  
“Real Learning for Real Life”

Special Education Programs & Services  
138 Maple Valley Street  
Sandusky, MI 48471  
(810) 648-9020  
Fax (810) 648-4984  
“Ensure Learning for All”

# **SANILAC INTERMEDIATE SCHOOL DISTRICT**

Duane Lange - Superintendent and Career Technical Education Principal

Renee Jansen - Director of Special Education

Katie VanConant - Principal of Special Education, Child Find Coordinator

Alysha Peruski - Early Childhood, Compliance and Transition Coordinator

## **We Believe**

- Everyone is entitled to a quality education.
- Students and learning are our priority.
- Everyone is valued and will be treated with dignity.
- Positive self-esteem is essential for growth.
- Integrity and honesty govern our actions.
- High expectations lead to excellence.
- Communicating and working together are essential for success.
- Education evolves to meet the needs of society.
- Learning is a lifelong process.
- Learning is enhanced by life applications.

## **Board of Education**

Louise Blasius, President  
Amy Dumaw, Treasurer  
Paul Burgess, Trustee  
Jill Prouse, Trustee

Mike Kiley, Vice-President  
Carolyn Stoutenburg, Secretary  
Shawna Lentner, Trustee

SISD Board Policy is located on the Sanilac ISD website: [www.sanilacisd.org](http://www.sanilacisd.org)

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 E. Aitken Rd., Peck, MI 48466 (810) 648-4700.

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# Welcome To The Sanilac Career Center

The Sanilac Career Center Student Handbook will help students and parents gain a thorough understanding of SCC operations and expectations. Please read this handbook carefully. Both students and parents are responsible to understand and abide by its content.

If you have any questions, contact Duane Lange, Superintendent,  
at (810) 648-4700  
[dlange@sanilacisd.org](mailto:dlange@sanilacisd.org)

Welcome to the **Sanilac Career Center**! You are to be commended on choosing one of our quality programs. Through **Career-Technical Education Programs** you are gaining the skills and knowledge needed for a successful employment future.

Our programs are planned in cooperation with area employers and representatives from your school district. School-to-Career advisory committees assist in designing and monitoring programs to insure that students are learning state-of-the art skills necessary for successful employment and advancement. Our certified teaching staff is constantly improving their skills, and they care deeply about the success of each student.

The 2023-2024 school year will be filled with many new and exciting challenges and opportunities. It is your responsibility to make the most of this year and take advantage of the numerous opportunities offered through the Sanilac Career Center. Many of our former students have gone on to satisfying occupations while earning a good income. Others have continued their education at a community college, university, or technical school. The **Sanilac Career Center** is the right start on whatever path you follow after high school. Good luck and have a great year!

# Welcome to The Sanilac Intermediate School District's Special Education Programs and Services!



On behalf of the staff at the Sanilac ISD's Special Education Department, I would like to extend to you a warm welcome to our programs and services. It is the mission of the Sanilac Intermediate School District Special Education Department to facilitate Sanilac County Students in achieving their individual educational needs and to "Ensure Learning for All". Through collaboration, we provide the necessary resources and support that result in educational benefit, leading to post-secondary goals of all children.

This handbook is designed to acquaint you with some of the school rules, policies, and programs and services available. Please take time to become familiar with the information and keep the handbook for your use so you can refer to it. We strongly encourage you to contact the school whenever you have a question, concern, or need additional information.

It is my wish, and indeed the desire of the Special Education Staff, that students will enjoy a positive and rewarding learning experience throughout the school year.

Respectfully,

Katie VanConant  
Special Education Principal/Supervisor



## WHERE DO YOU GO FOR

Late Pass.....	Student Services
Driving Permits.....	Student Services
First Aid.....	Student Services
Grading.....	Your Instructor
Program Change.....	Student Services
Placement Information.....	Student Services
New Safety Glasses.....	Your Instructor
Payment of a Bill.....	Student Services
Questions on Attendance.....	Student Services
SCC Policy.....	Student Services, Mr. Lange

## SISD PROGRAMS

### CAREER TECHNICAL EDUCATION PROGRAMS:

- Auto Service Technology
- Biotechnology
- Computer Technology
- Construction Trades I
- Construction Trades II
- Cosmetology
- Culinary Arts Management
- Careers in Education
- Digital Media
- Engineering & Design
- Graphic Communications
- Health Occupations

### SPECIAL EDUCATION PROGRAMS:

- Alternative Career Education
- Early Childhood Special Education 0-3
- Early Childhood Special Education 3-5
- Early On Coordination
- Elementary Emotional Impairment
- Elementary Transition
- Intermediate Transition
- Secondary Emotional Impairment
- Severe Cognitive Impairment
- Secondary Transition

## STAFF

Jennifer Beck.....	(STP) Secondary Transitional Program
Stefanie Behnke.....	Audiologist
Delany Bowerman.....	Intermediate Transition Program
Vicky Burgess.....	Instructional Support Technician
Trisha Bussey.....	Instructional Support Technician
Beth Cain.....	Instructional Support Technician
Janet Confer.....	Community Outreach Support
Tyler Crenshaw.....	Engineering & Design Technology
Amanda Darr.....	Instructional Support Technician
Sharon DeLano.....	Instructional Support Technician
Gail Denton.....	Business Manager
Breanna Dunnem.....	Speech Therapist
Aaron Ewald.....	Technology Coordinator
Nicole Espinoza.....	(ECSE) Early Childhood Special Education 0-3 Year Old & Early On Coordination
Julie Foley.....	Great Start Readiness Contact
Leslie Forti.....	Occupational Therapist
Kim Foster.....	Business Support
Sam Foster.....	Early On
Mary Fraley.....	Special Education Secretary
Mande Franzel.....	Social Worker
Clint Frenette.....	Culinary Arts Management
Jaymi Frizzle.....	(SEI) Secondary Emotionally Impaired
Melanie Gonzalez-Robison.....	Elementary Transition Program
James Hale.....	Maintenance
Sherry Hennika.....	Instructional Support Technician
Amber Hermann.....	Audiologist
Belinda Hill.....	Great Start Readiness Specialist
Shari Hirsch.....	Placement Coordinator and Early On
Amy Howe.....	Bus Driver
Janeen Hughes.....	Instructional Support Technician
DJ Hunter.....	Bus Driver
Connie Innes.....	Bus Driver
Kelly Jones.....	Instructional Support Technician
Jason Justice.....	Engineering and Design Technology
Carrie King.....	(ACE) Alternative Career Education
Teresa Kozakiewicz.....	Instructional Support Technician/Teacher Sub
Jennifer Krueger.....	Visually Impaired Consultant
Cathy Loding.....	Instructional Support Technician
Andrea Long.....	Health Occupations
Johanna Mareau.....	Social Worker
Tracee Marsa.....	Speech Therapist
Deborah McLarty.....	Instruction Support Technician
Mike McCullough.....	Instruction Support Technician
Jasmine McNary.....	Biotechnology
Carla McPhilimy.....	Social Worker
Rebecca Meyer.....	Instructional Support Technician
Tracy Navarro.....	SCC Principal/CTE Director's Secretary
Deborah Nelson.....	Student Services Coordinator
Larry Nielsen.....	Robotics Coordinator
Connie Orchard.....	Instructional Support Technician
Julie Orchard.....	Superintendent's Secretary/Pupil Accounting
Kellie Paehlig.....	Special Education Office & Transportation Supervisor
Jamie Parrent.....	Speech Therapist
Lindsey Pennington.....	(ECSE) Early Childhood Special Education 3-5 Year Old
Suzanne Pijanowski.....	Bus Driver
Joe Price.....	Auto Service Technology
Carol Radloff.....	Instructional Support Technician
Walter Robison.....	Computer Technology and Digital Media
Justine Roggenbuck.....	Speech Therapist
Lacy Ross.....	Instructional Support Technician
Carlen Rye.....	Instructional Support Technician
Jennifer Schlueter.....	Biotechnology
Megan Schwanz.....	Speech Therapist
Ruth Smith.....	Instructional Support Technician
Monique Soper.....	Careers in Education
Stephen Soper.....	Construction Trades II
Jennie Spencer.....	Physical Therapist
Kathy Stolicker.....	(ACE) Alternative Career Education
Lindsay Theobald.....	Social Worker



# CAREER CENTER - EVALUATION / GRADING

## Student Evaluation:

A Sanilac Career Center Report Card will be issued four times a year. A percentage grade is sent to the home school. CTE grades reflect a combination of skill mastery and work habits. Grades will be assigned in accordance with the scale below:

100 - 92 = A	77 - 72 = C
91 - 90 = A-	71 - 70 = C-
89 - 88 = B+	69 - 68 = D+
87 - 82 = B	67 - 62 = D
81 - 80 = B-	61 - 60 = D-
79 - 78 = C+	Below 59% = E

Progress reports will be sent home for those students who are in danger of failing. A student may receive an incomplete grade if there are extenuating circumstances. Seniors last scheduled day is determined by home school. All assignments must be completed by that date unless the student has met the requirements listed to receive an incomplete.

## Extenuating Circumstances for Incomplete Grade:

An incomplete grade may be given for extenuating circumstances so that class work may be made up. In an extenuating circumstance the following must take place:

- Be medical in nature and can be chronic
- Be verified by a physician
- Parents must contact instructor prior to extenuating circumstance.
- Instructor and student will develop a “makeup plan”. The student must follow the plan.
- Not included in extenuating circumstances are: hunting, vacations, funerals, court appointments, dentist appointments, doctor appointments, colds, flu, and other common illnesses. This list is not all inclusive.
- Final decisions on extenuating circumstances are made by the attendance review committee, made up of the student, instructor, student services coordinator, and principal.

## Work Habits:

Work habits are very important in the work place. The Sanilac Career Center staff working together with employers, have identified the work habits that all workers need. In order to be successful in a career, workers must demonstrate work habits identified in each program.

## Report Card Dates:

<b>Semester Schools</b>
October 27, 2023
January 12, 2024
March 22, 2024
June 6, 2024

## Articulation:

Articulation is a way to earn college credit for your work in your CTE program at the Career Center. If you meet the requirements, articulation can reduce your college costs. The number of credits varies by program and college. For more information about articulation and how to qualify, see Mrs. Nelson.

### **Academic Credit:**

Fourth year math credit is available to seniors who complete a full year in their CTE Program. In order to earn the credit, you must have self-discipline and complete additional work on your own. Please see your home school counselor to sign up for the credit. Deadline to apply is September 15, 2023.

## **CAREER CENTER - INSTRUCTION**

### **Records:**

Your educational records are kept in Student Services. Student Services staff regularly updates your file. Student files come in two forms; hard copy (on paper), and electronic (on computer disk). These files are confidential except information designated "Directory of Public Information." Upon completion of your SCC training, grades, attendance, certification and composite progress reports are stored for future reference. The rest is destroyed. Your file is always available for you or your parents to see on an appointment basis.

### **Student Projects:**

Students may bring projects to the Center to work on when determined appropriate by the classroom instructor; however, the student assumes total responsibility for their property while at the Center. No insurance is provided, nor will any restitution be made by the Center, for items stolen or vandalized.

### **Policy On Leaving Labs:**

Students must complete the "Out-of-Lab Log" when they leave/return to the classroom/lab. Each student must have a "pass" in their possession when out of the classroom/lab. Students must adhere to the following:

1. Leaving and returning to the classroom will be at the instructor's discretion;
2. Sign in and out on a log sheet located in program;
3. Upon entering other Career Center programs, have permission from the instructor
4. Only go where purpose is indicated on the log sheet.

### **Student Illness While at the Center:**

The Center has a "First Aid Room" located in Student Services. If a student becomes ill at the Center, he or she should notify the instructor and administration. Administration will contact a parent or legal guardian for transportation home. Students may not go home unless administration is able to reach a parent or guardian.

## **ATTENDANCE**

### **Calling in When Absent:**

All students are required to call their instructor **prior to the start of class** (8:00-8:30 for a.m. and 11:30-12:00 for p.m.) when absent.

### **Late Arrival/Leaving Early:**

Students are to **sign in**, in Student Services if they arrive late, and **sign out** if they leave early. An admit pass must be obtained before entering class when tardy and presented to the instructor upon entering the classroom. An absence in excess of one-half hour at any time during that session, unless approved by the Principal, will count as an absence for that day.

### **Attendance Awards:**

Awards for perfect attendance for the entire school year will begin September 5, 2023.

## Career-Technical Education (CTE) ATTENDANCE POLICY

### Business / Industry Standard = 95% Attendance

Attendance is closely linked with success in school and is related to punctuality, dependability, and self-discipline.

Absences Per Semester	PROCEDURE / STANDARD	NOTIFICATION
0	Perfect Attendance	
1-4	Outstanding Attendance	
5-7	Below Industry Standard (ineligible for internship placement)	Instructor
8	Internship will be terminated with a two- week notice & an "E" given.	Placement Coordinator

The only excused absences are absences which are excused by the home school for school functions such as: sports, testing, etc., all others are considered an absence.

- The purpose of the attendance policy is to maintain academic standards for earning grades and credits.
- The instructor will inform students of the attendance policy.
- Three (3) tardies equal an absence.
- Local school district attendance policies will be honored regarding credit / no credit. Local districts will notify SCC when a student loses credit.
- Students must contact instructor for make-up work.
- Poor attendance will impact a student's performance.

## Sanilac ISD Special Education ATTENDANCE POLICY

All students benefit from attending school on a regular basis. Regular school attendance helps students to develop an understanding of a schedule, learn routines, develop relationships, and gain important educational and vocational skills. Although regular attendance is important for each student to reach potential, there are times when illness interferes. Many of our students are more susceptible to illness than the average child would be. Please be watchful for symptoms of communicable disease such as: red, watery eyes, flushed face, swollen glands, colds, fever, vomiting, or diarrhea and keep your child home if he/she gives any indication of being ill. Any child showing symptoms of a communicable disease will be removed from the classroom. Parents will be notified and expected to take their child home.

Parents are requested to notify the school if their child is going to be absent. It is important to let us know the reason your child is absent. In the event of an extended absence due to illness, please send a doctor's note with your child upon returning to school outlining treatment your child received.

In the event of an extended absence and if no contact with the school has been made, the following will occur:

1. After the student's third consecutive day absent, the teacher will make a phone call and document reason for absence.
2. After a student's fifth consecutive day absent, the teacher will make a second call and notify the Principal.
3. After a student's tenth consecutive day absent, the Principal will contact the student's family and do a follow up letter.
4. If the problem continues, the truancy officer may be asked to investigate.

## STUDENT CONDUCT

These rules apply to any student who is on school premises, on a school related vehicle, at a school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

### **Student Conduct Code:**

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

### **Dress and Grooming Policy:**

While fashion changes, the reason for being in school, does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students are **not** to wear:

- Tank tops, halter tops, cropped tops or hoods.
- Clothing with messages of:
  - drugs
  - sex
  - alcohol
  - tobacco
  - profanity
  - gangs
  - other offensive subjects
- Short Shorts or Short Skirts

Students wearing any of the above are to be sent to the office. This may result in contacting parents/guardians or disciplinary action.

Parents should see that their children are dressed appropriately for school and for the weather. Wind chill of 15 degrees or below, students will not go outside for recess.

The instructor has the ultimate authority to determine the hat/cap policy in their program.

### **Care of Property:**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The Administration may confiscate such items and return them to the student's parents.

Damage to, or loss of, school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code may be referred to law enforcement officials.

## **SAFE AND ORDERLY SCHOOL**

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the Center's staff and Administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **POSITIVE BEHAVIOR INTERVENTION SYSTEM AT SANILAC ISD**

Due to the success of the school wide Positive Behavioral Intervention System (PBIS), Sanilac ISD Special Education Department is committed to continuing the acknowledgment of positive student behaviors. Students have been taught the behavioral expectations and have the opportunity to earn rewards in the hallway, bathroom, instructional/wait time, cafeteria, and outdoor activities. They are randomly earning PBIS points for getting "caught being good." Students are receiving rewards weekly based on the points they earn and these points are being accumulated to earn the privilege to attend special out trips such as movies and bowling. Please see the PBIS Behavior Matrix, so you can review behavior expectations and your child's successes. Make it an opportunity for them to shine and share and with you the great things they are doing at school.



**Terms and Definitions:**

Each of the behaviors described below may result in disciplinary action including suspension or expulsion; however, the District may determine that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student. Restorative practices emphasize repairing the harm to the victim and school community caused by the student’s misconduct. Restorative practices may include victim-offender conferences that:

- a. are initiated by the victim;
- b. are approved by the victim’s parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c. are attend voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender

	<b>Bus Tokens</b>	<b>Transition Throughout the Building</b>	<b>Instructional or Wait Time</b>	<b>Cafeteria</b>	<b>Outdoor Activity</b>	<b>Bathroom</b>
<b>Respect</b>	Classroom Voice	Classroom Procedures about Talking	Classroom Procedures about Talking	Touch Only your Own Food	Gather at Classroom Signal	Give Others Privacy
			Participate in Staff Directive	Clean Up your Area when Finished	Classroom Procedures about Talking	Classroom Procedures about Talking
				Classroom Procedures about Talking		
<b>Independence</b>	Meet Bus at Designated Times	Direct Trip to and from Destination	Stay in Designated Area	Get What you Need Before Seated	Bring Appropriate Clothing	Go, Flush, Wash then Return to Class
	Report Problems to Staff	Report Problems to Staff	Report Problems to Staff	Report Problems to Staff	Report Problems to Staff	Report Problems to Staff
<b>Safety</b>	Food and Beverage Stay with Backpacks in the Front of the Bus	Keep Hands and Feet to Self	Keep Hands and Feet to Self	Wait your Turn	Use Equipment Properly	Keep Bathroom Clean
	Stay Seated with Seat Belts on			Stay Seated	Stay with Class/Group	Keep Hands and Feet to Self
	Keep Hands and Feet to Self			Keep Hands and Feet to Self	Keep Hands and Feet to Self	
<b>Dedication</b>	Positive Words and Actions	Hall Pass/Permission	Be Friendly and Courteous	Be friendly and courteous	Be friendly and courteous	Hall Pass/Permission
			Positive Words			Be Friendly and Courteous

- d. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize, participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

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

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

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

- a. the student's age
- b. the student's disciplinary history
- c. whether the student has a disability
- d. the seriousness of the violation or behavior
- e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f. whether restorative practices will be used to address the violation or behavior
- g. whether a lesser intervention would properly address the violation or behavior

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

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

## **EXPLANATION OF TERMS APPLYING TO STUDENT CONDUCT**

### **Use of Drugs:**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries, as well as to any school activity and transportation. This means that any activity - sale, use, manufacturing, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs or paraphernalia is prohibited. This includes beer, including non-alcoholic beer and wine, steroids, and the like.

Many drug abuse offenses are also felonies. If caught, the student could be suspended and law enforcement officials may be contacted.

### **Use of Tobacco:**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices on school property, during school time or at any school activity. This prohibition also applies when using school transportations. Students may also be referred to local authorities. "Use of tobacco" shall mean all uses of tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by the policy. Violation of this rule could result in suspension.

**Student Disorder / Demonstration:**

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

**Possession of a Weapon and / or Firearm:**

A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to suspension and/or possible expulsion.

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles." Other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices are also dangerous weapons.

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

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

**Use of an Object as a Weapon:**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause of Civil action. This violation will subject a student to suspension.

**Purposely Setting a Fire:**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Possession of a lighter or matches is prohibited. Arson is a felony and will subject the student to suspension and/or possible expulsion.

**Physically Assaulting Staff Member, Student, Person Associated with the District:**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury to a staff member, may result in charges being filed and subject the student to suspension and/or possible expulsion.

**Verbally Threatening Staff Member / Student / Person Associated with the District:**

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and contact with law enforcement officials.

**Extortion:**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension and contact with law enforcement officials.

### **Gambling:**

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

### **Falsification of School Work, Identification, Forgery:**

Forgery of hall/driving permits and excuses as well as false I.D.'s or other documents are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension.

### **False Alarms and False Reports:**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. This includes false 911 calls and discharge of fire extinguishers. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension.

### **Explosives:**

Possession of explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension.

### **Theft:**

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

### **Disobedience:**

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

### **Out of Bounds (running):**

Leaving the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

### **Bullying/ and or Cyberbullying:**

"**Bullying**" is defined as any gesture or written, verbal, psychological, graphic, physical act, or any **cyberbullying** through electronic communication (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

The school will consider restorative practices to remediate offenses such as interpersonal conflict, bullying, verbal and physical conflicts, and harassment and cyberbullying- before imposing discipline under this policy.

### **Damaging Textbook, Equipment, School Property:**

Vandalism and disregard for school property will not be tolerated. Textbooks and equipment are the property of the Sanilac Career Center. They are loaned to you and become your personal responsibility. Damage or loss will result in a personal expense to you and/or disciplinary action.

### **Unauthorized Use of School or Private Property:**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension.

### **Refusing to Accept Discipline:**

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

### **Displays of Affection:**

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

### **Electronic Devices:**

Pocket pagers (beepers) or electronic communication devices (two-way radios, walkie talkies, etc.) are not allowed in school. Students may bring cell phones to school but cannot have the phones clipped to their belts or clothing; they should be kept in lockers, book bags or handbags unless otherwise specified by the teacher for curriculum and /or IEP needs. All phones must be turned off during school hours and on school buses. The school is not responsible for lost, stolen, or damaged cell phones. Any violation of these policies will result in confiscation of the electronic communication device and possible discipline.

### **Violation of Individual School / Classroom Rules:**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension.

### **Disruption of the Educational Process:**

Any actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies and field trips. Violation of this rule could result in suspension.

### **Guidelines for Student Discipline:**

Whenever a student is referred to an administrator for corrective discipline, every attempt will be made to review each situation and make a determination as to the kind and degree of discipline that will be necessary. Depending upon the circumstances and severity, the following may occur: (In case of gross misbehavior, some steps may be bypassed.)

1. In-school suspension at SISD program.
2. Out of school suspension for 1-10 days.
3. Removal from a program by the Home School.
4. Restitution: students who cause damage to the facility or equipment, will be billed for the cost of repair or replacement of damage.

Student discipline contracts may be initiated at any discipline level.

**Discipline Procedure:**

Specific charges will be put in writing on a student referral form and the student will be informed. The student will have the right to present any relevant information that will support his or her defense.

If the student is suspended, an administrator will:

1. Notify the local high school of the disciplinary action.
2. Notify the parent or guardian as soon as possible, unless student has Age-Of-Majority form or other legal guardianship document on file.

**Student’s Due Process:**

The implementation of disciplinary measures and procedures will be reasonable, fair, and consistent. A primary consideration will be the expeditious and timely, but proper, settlement of a disciplinary action in order to minimize the disruption of the student’s academic progress.

Every effort will be made by the administration and faculty to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

If a student is charged with a violation of the “Student Conduct Code”, he/she and his/her parent or guardian will be informed of the charges and the action taken.

If an appeal is upheld on behalf of the student, he/she will be counted as present for the number of days suspended and allowed to make up any class work which was due during those days he/she was suspended.

All suspension days must be served in FULL. If for some reason the school is closed during the time a suspension is to take place, the suspension will be in effect for the next day or days the school is open until the required time is fulfilled.

LENGTH OF SUSPENSION	WHO SUSPENDS	DUE PROCESS PROCEDURE
0-10 Days	Principal or other Administrator	<ol style="list-style-type: none"> <li>a. Student meets with administrator prior to suspension.</li> <li>b. Student presented with charges and evidence against him/her.</li> <li>c. Student given opportunity to deny charges and rebut evidence.</li> <li>d. Decision may be appealed. Either the parent/guardian or the student may appeal the suspension by sending written notice within 48 hours of notification of the student’s suspension to the Administrator.</li> </ol>
10 Days or More	Principal or other Administrator	<ol style="list-style-type: none"> <li>a. Student and parent/guardian meet with administrator.</li> <li>b. Student presented with charges, evidence, and witnesses, if any, against him/her.</li> <li>c. Student given opportunity to deny charges and rebut evidence.</li> <li>d. Student entitled to present own witnesses.</li> <li>e. Decision may be appealed. Either the parent/guardian or the student may appeal the suspension by sending written notice within 48 hours of the meeting. Appeals may be made to the Sanilac I.S.D. Superintendent or Sanilac I.S.D. Board Designee at 175 E. Aitken, Peck, MI 48466</li> </ol>

**Interrogation:**

On occasion, law enforcement officers will be granted the privilege of interrogating students at the SISD programs, and the interrogations will take place in a private area, with an administrator or designee present. Students will be informed of their rights before interrogation begins.

Parents / guardians of students under the age of 17 will be notified prior to interrogation by law enforcement officers. Parents / guardians of students 17 years of age and older do not have to be notified prior to interrogation.

**Search and Seizure:**

School officials can search student's personal school lockers and personal property if they have reasonable cause to believe that the locker or personal property contains something illegal, harmful, or in violation of school rules. Students may be asked to empty pockets and open jackets should school officials have reasonable cause. School lockers are the property of the Sanilac Intermediate School District and may be inspected to maintain cleanliness and sanitation. Whenever there is reasonable cause, student vehicles may be inspected.

**Law Enforcement Agencies:**

If a law is broken, the police, sheriff, or youth services will be contacted. If the student is a minor, parents will be notified.

**Harassment Policy:**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. District Anti-Harassment Policy 5517 can be found on the Sanilac ISD webpage under board policy. Policy includes the investigation and complaint procedures, as well as the anti-harassment compliance officers the district Superintendent and district Special Education Administration. Harassment could result in suspension and/or contact of law enforcement officials. Conduct constituting harassment may take different forms, including, but not limited to, the following:

**Sexual Harassment:**

Sexual harassment of students by other students or by employees of the Sanilac Intermediate School District is unlawful under both Michigan and Federal law, and is contrary to the commitment of the Sanilac Intermediate School District to provide a stable learning environment. The Sanilac Intermediate School District will not tolerate any sexual harassment of students/staff. It is the policy of the Sanilac I.S.D. that all contact between students, teachers and other adult employees of this District be in keeping with respect for the individual, be of a nature which does not make an individual feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all Sanilac Intermediate School District employees are expected to conduct themselves with respect for the dignity of others.

If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the Sanilac Intermediate School District, by a fellow student, or by a member of the public, the individual should immediately report this concern to the program principal or superintendent of schools. If a student is involved, he/she should discuss their concern with their parent or guardian who could report the concerns to the designated I.S.D. personnel. Students and staff are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the Sanilac Intermediate School District. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student or termination from employment if they are an employee.

Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Non-Verbal:

Causing the placement of sexually suggestive objects, pictures, graphic or written commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like, to a fellow student, staff member, or other person associated with the District.

Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including petting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**Gender / Ethnic / Religious / Disability Harassment:**

Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Non-Verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the Sanilac Intermediate School District, by a fellow student, or by a member of the public, the individual should immediately report this concern to Administration. The student should discuss their concern with their parent or guardian who could report the concerns to Administration.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately.

All such reports will be investigated immediately by Administration. A student found to have violated this policy will be subject to disciplinary action up to and including suspension from school.

**Complaint Procedure:**

Every effort will be made by administrators and faculty members to resolve problems through effective utilization of the school district's resources. Reasonableness and fairness shall be exercised. In the event of an adverse action, the student and his/her parent or guardian may request a hearing with the appropriate administrator, who will review the problem and listen to explanations.



# SAFETY

## **Safety Overview:**

The rules of safety will be emphasized at the SISD Programs. Students will receive individual instruction in every program regarding detailed safety rules and regulations. The following are general safety rules:

## **General Safety Rules:**

1. All students, employees, and visitors will be required to wear eye protection devices, ear protection devices, welding hoods, approved safety shoes, and hairnets in designated areas when appropriate. Due to potential serious health risk, no student should wear contact lenses in areas where an arc welder is in use. Anyone who needs to enter areas in which an arc welder may be in use should not enter with contact lenses.
2. Equipment will only be operated by students who have received proper safety instruction.
3. Obey warning, caution, and danger signs.
4. Throwing any objects, including snowballs, in the building or on Center property is prohibited.
5. Report all injuries, no matter how slight, to your instructor.
6. A student referral will be written when students disobey safety regulations.
7. Dress and grooming should conform to business and industry standards that meet the safety requirements of that occupational area. Safety equipment and apparel must be worn by students as directed by the instructors. Example: hair restraints, work shoes, aprons, safety glasses, etc.
8. Safety violations will be dealt with under SCC discipline procedures.
9. Notification to parents: Both external and internal surveillance cameras are in use at the Sanilac Intermediate School District.

***Directions for the following student procedures will be explained and posted by each instructor for their area:***

## **Fire Drills:**

A continuous ring will signify a fire drill or actual fire.

Fire drills will be held periodically during the school year in accordance with state requirements. Students are to exit as a class and return when directed to do so by Administration. It is essential that all fire drills are completed in a quiet, orderly fashion.

## **Lock Down Drills:**

PA Announcement "Lock Down Now".

Students will follow staff direction

## **Tornado Drills:**

P.A. announcement will signal a tornado drill.

Students will go to the proper area of the building (indicated on the map in each classroom).

## **Emergency Weather Procedures:**

If the home school is closed due to inclement weather conditions, students are not required to attend the SISD programs. Sanilac ISD Special Education will automatically be closed if Sandusky Community Schools are closed.

If unexpected incidents occur due to weather, accidents, or any other unforeseen happenings, you may be called to meet the bus at a specific point to pick up your student or you may be called to pick up your student at school. The safety of the students is our primary concern.

It is the parent’s responsibility to inform the school at the beginning of the school year or when enrolling where their student is to go in case school is dismissed early.

Parents are asked not to call the school in an emergency situation as we need to keep the phone lines open for communication to the main office and emergency agencies.

**Sanilac Intermediate School District Special Education Programs and Services Closing Alert via Text Message**

Anyone with text messaging service on their mobile phone can opt into the Sanilac ISD Special Education Services text alert system. We utilize School Messenger, specifically designed for educators and students; the messages indicate that you are part of the Special Education programs. If you have opted in you will receive a text message any time the programs/services are closed because of severe weather or in the event of a school wide emergency. To opt in text Y or Yes to 67587. Opting in directions will also be included in student registration packets.

The process is complete. If you want to be removed from the text list, you will have that option every time you receive a message from this service. The most important consideration when deciding any school closing is the safety of our students. Generally, the decision to close schools due to inclement weather is made in the early morning hours. As soon as the decision to close schools is made, local television and radio stations are notified. The text messaging service is an additional form of communication, implemented to increase our communication directly to families.

**EMERGENCY / WEATHER RELATED INFORMATION**

Please listen to your radio for announcements on Sanilac Intermediate School District Special Education school closings, late starts, specific driver cancellations/delays or early dismissals due to bad weather or road conditions.

Your local radio and television stations are:

Sandusky Stations:	WMIC	660 AM
	WTGV	97.7 FM
Port Huron Station:	WPHM	1380 AM
Bad Axe Station:	WLEW	102.1 FM
Saginaw TV-5:	WNEM	Channel 5
TV-4:	WDIV	Channel 4
Detroit Fox 2 News		

**Inclement Weather Day(s) Make-Up:  
At the end of the year beginning June 7, 2024**

### **Injury / Accidents:**

In the event of an accident or injury, the student should inform his/her instructor immediately. The SISD is responsible only for immediate first-aid. The family's insurance carrier is responsible for medical or hospital bills. In the event that the family's insurance does not cover the cost of medical and/or hospital bills, the student should notify the Administration for assistance.

### **Safety Glasses:**

- Some students may be issued safety glasses at the beginning of the year.
- Safety glasses will be issued to the students and will be theirs to keep.
- Before glasses are issued, the student must return the signed safety glasses agreement.
- In the event the glasses are lost, misused, broken, or stolen the students pay to replace them.
- Instructors will not maintain glasses for students, thereby, placing all liability for the maintenance of glasses upon the students.
- Replacement of glasses needs to be purchased from the Student Services Office.

### **Pesticide Application:**

As part of the Sanilac Intermediate School District pest management program, pesticides are occasionally applied. Posting of any pesticide applications will be placed at the entrance of the affected school building. You also have the right to be contacted by mail prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notices. If you wish prior notification, please send the information listed below to: Superintendent of Schools, Sanilac Intermediate School District, 175 East Aitken Road, Peck, MI 48466. Pesticide Prior Notification request should include: Parent/Guardian's name, student's name, home address, and telephone number(s) (day and evening); and indication of whether prior notification is requested for treatment inside the building, on building grounds, or both. The request should be signed and dated. Request must be filed annually.

## **GENERAL PROCEDURES**

### **Transportation Policy (Driving):**

1. High school students are not allowed to drive or ride to the Sanilac Career Center, except for educational purposes or unusual emergencies.
2. Sanilac Career Center students are expected to use the bus transportation provided by their school district.
3. These regulations have been established in cooperation with all local school districts.
4. Students who violate the Career Center Transportation Policy are in violation of the Code of Conduct and subject to disciplinary action from both the Career Center and their home high school.

### **IMPORTANT**

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- A. Having a part-time job is not a valid reason for a driving permit. Students are expected to inform their employers that extra time will be needed to get to work because of bus transportation. Do not promise employers a starting time that is impossible for you to keep.
- B. Missing the bus is not a valid excuse for driving or riding to the Career Center. If a student misses his/her bus, the student should contact their high school office immediately.

### **Driving Permit:**

1. Students NOT enrolled in a local high school or who attend a private school that does not provide bus transportation are allowed to drive on a school year permit basis and are required to fill out a driving permit.

2. Temporary driving permits will be issued on a short-term basis for educational purposes or emergencies. The “educational purposes” provision is limited to situations where driving is necessary for the student to be involved in off-site training or to transport a piece of equipment necessary for instruction that could not be carried on the bus. A request for such a permit must be made a minimum of two days in advance. “Emergencies” will be determined by the Sanilac Career Center, and must be verified by the home school, parent or guardian.
3. If a student needs a driving permit because of a Career Center activity, the permit originates at the Career Center.
4. If a student needs a driving permit because of a home school activity, the permit originates at the home school.

**Field Trips for CTE Programs:**

- A. Only an approved adult (non-high school student licensed driver) shall be allowed to drive the vehicle. The health and driving quality of the driver shall also be taken into consideration.
- B. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation.
- C. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
- D. Vehicle and driver shall be insured.
- E. No open-type vehicle, such as a pickup or truck shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used.
- F. Non-ownership insurance as a secondary coverage shall be carried by the District either on a permanent or temporary basis as determined by the Superintendent.
- G. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

**Student Self-Transportation:**

Parents who seek permission for their son/daughter to provide their own transportation to other Board approved schools or program sites shall file their request, in writing, with the Superintendent, or designee, stating, specifically, the nature of their request. A separate form may be developed by the administration to facilitate the request. In all cases parents, requesting permission for their son/daughter to self-transport shall be required to affirm and verify that:

- A. The vehicle to be used is equipped with seatbelts, which are operable, and in good repair. Seatbelts shall be used at all times when the vehicle is in operation.
  - B. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
  - C. The Board of Education shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries, or death connected with the permission for students to self-transport, it being specifically understood that the parents and students involved assume total and complete responsibility for all liabilities connected to the permission for student self-transport.
  - D. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.
5. Permits are not transferable.
  6. Student parking is restricted to the designated parking area directly west of the Career Center building. Student parking in any other area is prohibited.

7. Those students who receive long-term or temporary driving permits must operate their vehicles in a responsible manner in accordance with local and state traffic laws. When operating a vehicle on the Career Center site, the speed limit is 10 MPH. Busses always have the right of way. Students must follow the directives of the Career Center staff.
8. Once a vehicle enters the Career Center site, the Code of Conduct applies to its contents and the actions of the driver.
9. All student drivers are subject to regular driving permit spot checks by Career Center staff. Drivers must stop their vehicles when directed to do so and show personal identification and proof of a valid driving permit.
10. When students arrive, they are to come into the building. Loitering in the parking lot is not permitted. Students are not allowed to return to the vehicle until class is dismissed.
11. Failure to follow driving permit rules is a violation of the Career Center Code of Conduct, and may result in disciplinary action and revocation of the driving.

<b>Special Education Transportation</b>
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### **Bus Drivers**

DJ Hunter

Amy Howe

Suzanne Pijanowski

Connie Innes

### **Transportation Rules**

1. Students must be ready to board the bus 15 minutes before their expected time of pickup. Drivers cannot be expected to wait for your student.
2. There is a limit of two (2) locations for student pick up or drop off. For example, you could have your child picked up at home or a sitter's and dropped off at home or a sitter's. We need consistency to the location of pick up or drop off. We will not be able to deviate from the regularly scheduled route.
3. **If changes are made to the schedule, they must be submitted in writing or called into the school office (648-9020), eliminating any confusion. (2 days in advance)**

**Exceptions to this rule:**

**Dual custody situations: Schedules need to be prompt and consistent. No changes can be made within 24 hours of scheduled school dismissal.**

4. Any changes in your child's pick up or drop off location needs to be phoned into the school office, 810-648-9020, two (2) days in advance.
5. The Sanilac Transportation Company (green/gray buses) has a toll free number for you to use 1-800-275-9311. They also need pre-warning of changes.
6. If the bus driver goes to your home one day without a response, no show student, the bus will not return to your home on the second day. Parents will need to call the school office to restart bus service 810-648-9020.
7. Please do not expect bus drivers to be messengers. A call to the school office is required, 810-648-9020.
8. Please be home for your child from the time school is dismissed because unexpected changes could mean your child is the first one to be dropped off.
9. There will be times when drivers will be contending with inclement weather conditions. We ask everyone's cooperation and patience.

10. When the driver drops your child off, please signal to the driver that someone is at home. We are not to leave any student until we see that someone is home, unless it is checked on their registration form that they can be left at home alone.
11. Please, no food, drinks, or gum are allowed on the buses. Students could choke and gum gets really messy!

### **Emergency Numbers**

If your student rides a Sanilac Transportation Bus and he/she will not be riding the bus, please call them and let them know. Their toll free number is **1-800-275-9311**. This is very important because it saves them a trip and saves on fuel.

If your student rides a Sanilac ISD yellow bus and he/she will not be riding the bus, please call the bus garage at **810-648-5208** and they can radio the bus driver not to pick up your child. This is very helpful because it saves an unnecessary trip and saves fuel.

Your cooperation in this matter is appreciated.

### **Positive Behavior Supports for the Bus**

We have implemented a new plan to reward students for positive behaviors on the bus and also in the classroom. Our goals are to decrease bus incidents and to implement one positive behavior support program for all students.

Research shows that whole school discipline programs are effective in reducing disruptive, destructive, and antisocial behavior. Students may feel important when everyone is noticing them for their negative behavior, however, instead we want them to get noticed for their ability to follow directions and rules.

**The Plan:** The ISD will be teaching students bus rules four times per year. Both written and visual bus rules will be posted at all times so they are easily visible to students.

### **Procedure:**

- Students will receive a token for a bus ride with two or less verbal warnings for behaviors and following bus rules.
- In the afternoon the token will be given to the student or placed in the child's Backpack and stay there until the morning.
- In the morning the teacher will check for the morning and afternoon tokens and provide rewards consistent with the classroom behavior plan.

We need the cooperation of parents to make this work. Your student needs to be sure that the afternoon token they receive stays in their backpack until the next morning for the teacher. This is very important.

### **Change of Address:**

Students are required to inform the office of any changes of address or telephone number.

### **Emergency Use of Seclusion and Restraint**

In accordance with MCL 380.1307a, Sanilac Intermediate School District has adopted the following policy in regards to Student Seclusion and Restraint that includes all of the elements under sections 1307b to 1307h [MCL 380.1307b to 380.1307h]

## 5630.01 - STUDENT SECLUSION AND RESTRAINT (Neola)

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Ref: MDE Standards for the Emergency Use of Seclusion and Restraint (2017)

### Visitor Policies

#### **Student Visitors:**

Student guests are not permitted.

#### **Volunteer Policy**

At the Sanilac ISD Special Education Programs, we consider the safety of our students and staff to be of paramount importance. Although it is not possible to guarantee total immunity from any negative incident, we have, over the past several years, taken several steps to help minimize the possibility of such things happening. The Sanilac ISD Special Education Programs are blessed to have so many talented, helpful, willing parents who give of their time and talents periodically to our school by volunteering to help with field trips, share interests with students, read to classrooms, and to participate with teachers and students in many other ways. We are truly thankful for the level of parental involvement.

We have a "Volunteer Criminal History Screening" form for parents to fill out. This will be included with your child's required forms that we need parents to fill out.

#### **School Visitations by Parents**

Visitors, particularly parents, are always welcome at our school, and are encouraged by the school staff and the Board of Education to be active in the education of their children. We are proud of our programs and services and wish to share with our parents and community the pride we have in our District. Maintaining a safe learning environment for all of the students who attend our school is a priority. Visitors who would like to observe a classroom are required to provide advance notification of at least 24 hours to the Principal. All visitors to schools must sign at the school office immediately upon their arrival and sign out at time of departure. Visitors will be given a visitor's pass to wear in the building. Individuals within the building without a pass will be directed to the office and not permitted into a classroom until a visitor's pass is obtained. Visitors who observe a classroom may not disrupt the classroom proceedings. The building Principal reserves the right to deny any visitor access to the building if he/she feels the safety of students and/or staff is compromised.

#### **Advance Notification:**

There are several reasons for the schools requesting advanced notification from visitors who intend to visit a classroom.

Such notice allows the building Principal to provide information to the visitor, which will be helpful in knowing when to visit and what to look for during the visit. There are times during the day when

a class may be engaged in an activity outside the classroom, such as a field trip, community walk, or attending an assembly. An advance call allows the Principal to review the class schedule and provide information to the parent as to when classroom instruction will be in progress.

Advance notice allows the building Principal to arrange for the visitor to arrive at a proper time. All classroom interruptions detract from the teaching situation. Therefore, it is the wish of both the building Principal and the teachers to have visitors enter a classroom and leave between instructional periods of the classroom schedule.

Providing a safe school for students and staff is a high priority. There have been situations where children, no longer under the jurisdiction of parents, have been subjected to unnecessary pressures through attempted visitations at the school. Therefore, it is important that parents provide to the school any legal documents to assist the school in maintaining accurate records of visitation and custody rights. Advance notice and entrance through the office of the school building permits identification of the visitor and maintaining of a safe environment for all.

### **Sanilac Intermediate School District Visitors Policy**

School visits by parents are welcomed and encouraged by the school staff. While parents are encouraged to visit the school and classrooms of their students, certain considerations are required. We recognize the need to cooperatively plan for parental visitations of our students in each of the buildings, to maintain student and staff safety.

- **Maple Valley Campus**

The Sanilac Intermediate School District maintains an administrative office at the Maple Valley campus. SISD parents will use the SISD Maple Valley Center office as the visitor check in point.

- **Sanilac Career Center**

All parents/visitors check in at the Main Office. SISD parents arrange visitations through the SISD Visitation Policy.

### **Publicity:**

All publicity items must be cleared through the Principal's office.

### **Telephone:**

Students are not to use the classroom telephones unless it is for classroom assignment. All personal phone calls must be made in the office.

**Cell Phones:** Cell phones and wireless communication device usage are not allowed. All cell phones are to be turned off and put away when students enter the classroom. Cell phone camera/video usage is prohibited.

### **Student Medication:**

It is recognized that certain students may be required to take prescribed medication for health problems during the regular school day or at a school-sponsored activity. In some cases, medication will have to be administered by school personnel. The Sanilac Intermediate School District establishes this policy to clarify student medication procedures, to protect students receiving medication administered by school personnel and to protect school personnel administering such medication.

The following policies apply:

1. Administration of medication shall conform to requirements of Public Act 421 of 1977.
2. The physician shall fill out a "Medication Control Information Form" which is signed, lists medication(s), dosages, times to be administered.



3. The parent/guardian shall be responsible for sending in medication(s) for the day, week, or the month. Medication must be brought to school in a container appropriately labeled with the written orders from a physician detailing the following:
  - a. Name of drug
  - b. Dosage
  - c. Specific times of administration or time intervals medication is to be given
  - d. The doctor's name
  - e. The student's name
4. Prescribed medicines shall be stored in securely locked, designated locations at all times. The appropriate administrator shall be responsible for designating such location in cooperation with the staff.
5. The authorized person shall maintain a complete and accurate record of medications given. Each medication given must be recorded on a "Medication Administered in School Form," which includes the following information:
  - a. Date and time of administration
  - b. Name of student
  - c. Name of medication and quantity of preparation
  - d. Initials of authorized person administering such medication
6. No more than one month's supply of prescribed medication shall be stored.
7. All medication shall be administered by the teacher.
8. The initial dose of medication shall not be given in the school with the exception of life-threatening situations. Initial dose is the first dose administered from the prescription.
9. Teachers are responsible to provide a list of those students receiving medication in their substitute lesson plans.
10. You must notify the driver that there is medication in your child's backpack so they are aware of it.

### **Asthma Plans/Allergy Information/Diabetes & Other Medical Conditions**

It is very important that we are aware of any allergies, asthma, diabetes, or other medical condition that your child may have. We have Management Plans that your doctor fills out. Some students have allergies to bee stings; we need to know what to do for your child, so please make sure the appropriate forms are filled out and to the office when school starts.

### **Head Lice Policy**

When a parent has been notified that their student has head lice and goes home, it is recommended the student be brought back to school by the parents when they feel the problem has been eliminated. When the parent brings the student back to school, our staff will check the student. If live lice are found, it will be recommended that the student return home with the parent and be retreated.

Please be sure to not only treat your child's head but to also treat your home. If you don't treat your bed linens, clothing, and towels your child will have a reoccurrence.

### **Medicaid**

See attached form: "Annual Notification of Medicaid Consent (page 38)

### **Age of Majority:**

If you are age 18, you can sign a "student waiver," which allows the school to deal directly with you in all of the following areas: tardiness, absences, records, grades, behavior problems, and school related activities.

The signing of the student waiver does not change any of the established policies or procedures of the Sanilac Career Center.

Since you are still a student in the public schools, it becomes necessary for the schools to recognize and deal with you differently than a minor student; however, a copy of the student waiver will be sent to your parents and home school for their information.

18-year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.

Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.

Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.

Students 18 years and older may sign themselves in and out of school and may verify their own absences

NOTE: All school attendance standards continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should register their intent on the appropriate form at their home school office. The student shall be responsible for making sure the Sanilac Career Center gets a copy of this form. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **Student Fund Raising:**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- No student may participate in fund-raising activities off SISD school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for....," will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on SISD school property without the approval of the appropriate administrator.
- Students are responsible for all checked-out goods and/or money owed from the fund-raising activity. If goods/money are not received by the instructor's deadline, a certified letter will be sent. If goods/money are then not received, a referral goes to the Principal and, if necessary, to District Court.
- Students are not to conduct SISD fund raisers in their home school without permission from their home school administrator.

### **Notice of Non-Discrimination on the Basis of Disability:**

The Sanilac Intermediate School District does not discriminate on the basis of disability in the admission or access to, or treatment of, employment in its programs or activities.

The Superintendent of Schools has been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there under, are available from the ADA Coordinator.

### **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 Sanilac Intermediate School District that no person shall, on the

basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Emma Navarro, Special Education Director, 46 North Jackson Street, Sandusky, MI 48471 (810) 648-2200.

## **SANILAC INTERMEDIATE SCHOOL DISTRICT HOME/SCHOOL COMPACT**

Student performance is the shared responsibility of parents/guardians, the entire school staff and students. This home/school compact lists some mutual responsibilities for attaining the Sanilac Intermediate School Districts Special Education Services mission: "Ensure Learning for All."

### **As Sanilac ISD staff, we will:**

1. Provide a safe, positive learning environment where each child will begin to be responsible for his or her own learning and behavioral choices.
2. Show that we care about all students and respect the uniqueness of all students and their families.
3. Deliver a high quality curriculum through motivation and interesting learning experiences.
4. Address each student's needs and encourage individual talents.
5. Help parents to support learning and positive behavior at home.

### **As the parent or caring adult, I will:**

Encourage my child's development and progress in school. For example:

1. Review and discuss schoolwork and homework. This includes offering assistance when needed.
2. Ensure that my child attends school on time each day and is ready to learn.

Show the value of learning self-control and hard work. For example:

1. Help my child see how school learning is needed in the real world.
2. Recognize and praise my child's efforts and progress.

Contribute to good home/school communication. For example:

1. Share information with school staff about unique family or child circumstances that may affect my child at school.
2. Participate in parent-teacher meetings (IEP's) and other school sponsored activities.
3. Share concerns about my child and about the school and work together with the school to resolve problems.

# SANILAC INTERMEDIATE SCHOOL DISTRICT

## COMPLAINT PROCEDURE

### Title II, IX, VI, 504

If any person believes that Sanilac Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of Title II, IX, VI, or 504 or is in some way discriminatory on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, he/she may bring forward a complaint to the local Section Coordinator at the Sanilac ISD Special Education Office, 46 North Jackson Street, Sandusky, Michigan 48471.

#### **INFORMAL PROCEDURE**

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title II, IX, VI or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

#### **FORMAL GRIEVANCE PROCEDURE**

**Step 1:** A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title II, IX, VI or 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

**Step 2:** If the complainant wishes to appeal the decision of the Local Title II, IX, VI or 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days by certified mail.

**Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days or her/his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

#### **Local Section Coordinators:**

Duane Lange and Renee Jansen, Coordinator Section 504  
Duane Lange and Renee Jansen, Coordinator Title IX  
Duane Lange and Renee Jansen, Coordinator Title VI  
Duane Lange and Renee Jansen, Coordinator Title II

# STUDENT ACCEPTABLE USE POLICY



## **Preamble:**

The District provides access to technology resources, including access to the Internet. These resources allow interaction internally within the District and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with District educational goals and objectives. This Acceptable Use Policy ensures that use of the network by students is done in an appropriate manner. Technology use is a privilege and not a right. Users have the responsibility to respect and protect the rights of every other user and to act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

Students will review the following privileges, responsibilities, and disciplinary action statements, review with parents, and sign the User's Responsibility Declaration form prior to accessing technology.

## **District Resources/Responsibilities:**

Educational technology resources consist of access to the Internet, any two-way interactive communication devices, and voice/video/data, such as, but not limited to, telephones, computer hardware, computer software, and peripherals such as printers, CD-ROM devices, scanners, digital cameras, VGA projectors, etc.

The District has in place filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control user's access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District wide area network (WAN).

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

## **Acceptable Uses:**

Students may utilize District Internet and technology only for classroom related learning based on District curriculum and instructional goals.

Students shall also accept the responsibility for the preservation and care of hardware and/or software. Only those users with instruction or prior experience shall be authorized to use any hardware and software without supervision.

## **Acceptable Uses Include:**

- Classroom activities as assigned, instructionally related to curriculum, and sanctioned by the school/teacher/technology department.
- Research activities for classroom assignments assigned and sanctioned by a school/teacher.
- The exchange of project-related ideas, opinions, and questions via e-mail, multi-media, message boards, and other means.
- Accessing information via the Internet for limited educational purposes such as: local, national, and worldwide information and news; correspondence with scientists and scholars at research institutions; collaboration with peers on projects and problem solving strategies.
- Accessing information via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resource and Information Center (ERIC), Smithsonian museums, university library catalogues, and other like sources as may be suggested or approved by the school/teacher in the pursuit of legitimate curricular goals.

- Technology etiquette is acceptable and expected, and should include:
  - Being polite and courteous in all communications and language.
  - Assisting others in the use of the system, and helping others who are looking for ideas or information.
  - Posting and sharing information that is interesting and helpful to other users.
  - Always using the network as a resource to further one’s own education and that of others.
  - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

**Unacceptable Uses:**

The use of a District account, the District network or District technology equipment of any kind (including telephones and fax machines) shall not be for reasons contrary to law or local District school board policies and rules.

**Unacceptable Uses Include:**

- Using technology without instructor permission.
- Removing technology and/or software from school premises without prior consent.
- Intentional spread of viruses.
- Falsifying your identity.
- Improper computer lab etiquette.
- Transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to: copyrighted material, threatening, harassment, sexist, racist, or obscene material or materials protected by trade secrets.
- Accessing non-educational multi-user (chat rooms) talk sessions or a “recreational” game.
- Engaging in any unauthorized commercial activity, product advertisement, or political lobbying.
- Use of the school’s equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
- Use of technology to distort the truth, or lie, or to misrepresent someone else.
- Posting of personal web pages.
- Use of personal e-mail.
- Downloading files (music/data/programs) is prohibited without instructor approval.
- Hacking or attempting to hack.
- Deleting or renaming files.
- Installing software or CD’s.
- Inappropriate use of printers, scanners, or other peripherals.
- Publishing or discussing passwords with others, assessing passwords belonging to other users, or misrepresenting other users.
- Posting of student pictures or personal information on web pages without instructor permission.

**Waiver of Warranty/Disclaimer:**

The District makes no warranties of any kind, whether expressed or implied, for the equipment or services it provides (excluding assistive technology). This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user’s errors or omission. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology services. Damage to the equipment or spread of virus by user(s) may be the responsibility of the person(s) who caused it. Actions by user(s) to void warranty that caused repair of equipment may be the responsibility of person(s) who caused it.

The District does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly. Users should not expect that file, scanned/printed/copied materials, or on-line activities will always be private.

**Safety Warning:**

In general, it is important to be respectful of the rights and privacy of others. Always be courteous and err on the side of safety first. For instance, never distribute personal information, location or identity.

**Other safety issues to consider are:**

- Never discuss personal information with anyone you do not know.
- Never post personal information on web pages.
- Always protect yourself and others in any communications.
- Always respect the privacy of yourself and others.
- Never agree to meet with anyone you meet via two-way communications.
- Never engage in illegal or unethical activities.

**Consequences for Violation of Policy/Rules:**

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the Acceptable Use Policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the District may take the following disciplinary actions, but is not limited to one or more of the described actions:

- Restitution.
  - Replacement cost.
  - Reimbursement of cost for repair.
  - Reimbursement of technician time.
- Restriction/Loss of technology resource use.
  - If technology is an essential component of education or job function, it should be revoked only as a final option.
- Legal action.
- Law enforcement notification.
- Responsibility for unauthorized charges, expenses and fees.
- Mandatory training/in-service before further use is allowed.
- Parental Conference.

# SANILAC INTERMEDIATE SCHOOL DISTRICT SOCIAL MEDIA GUIDELINES FOR STUDENTS

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines that students in the Sanilac Intermediate School District should adhere to when using educational technology in the classroom.

## Social Media Guidelines for Students

1. Create the digital image you want. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.
2. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online on social media and in chat rooms. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and questionable pictures. Do not share your password with anyone besides your teachers and parents. Only accept friend requests from people you know. Use caution, find out as much as you can about the person, and tell a parent if you are considering meeting one of these people face to face. Always log off when you have finished using a site – do not just click out of the browser. Adjust your privacy settings appropriately.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image BEFORE you use it.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. **Take threats of cyberbullying seriously.** Cyberbullying is the use of electronic technologies to hurt or harm other people. Examples include, but are not limited to: A. Sending offensive text messages or email. B. Posting statements that are not true and create rumors. C. Circulating embarrassing photos of a classmate online. If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in danger, call 911.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the education technology and/or access to future use of online tools at the Sanilac Intermediate School District.



# NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

As required by public notice 99.37 of the regulations, with its annual notification of rights The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.
4. Each year the Superintendent shall provide public notice to students and their parents of the District’s intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”:
  - a. a student’s name
  - b. address
  - c. major field of study
  - d. participation in officially recognized activities and sports
  - e. dates of attendance
  - f. date of graduation
  - g. awards received
  - h. scholarships

- i. school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may also refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

- 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

For FERPA:

Renee Jansen, Director of Special Education  
175 E. Aitken Rd.  
Peck, MI 48466  
(810)648-4700 x4131

# SANILAC CAREER CENTER CALENDAR 2023-2024

August 28	Students' First Day
September 1-4	Labor Day Weekend
September 5	School Resumes
October 27	<b>End of 1st Marking Period</b>
November 3	Showcase Night
November 22-24	FALL RECESS (No School)
December 21–January 3	WINTER RECESS (No School)
January 4	School Resumes
January 12	<b>End of 1st Semester/2nd Marking Period</b>
January 15	Martin Luther King Day (No School)
February 19	MID WINTER RECESS (No School)
February 21	10th Grade Visitation (No School)
March 22	<b>End of 3rd Marking Period</b>
March 25-April 1	Spring Break
April 2	School Resumes
April 24	SCC Honors Ceremony
May 27	MEMORIAL DAY (No School)
June 6	<b>End of 2nd Semester</b>
June 6	Students' Last Day

# SANILAC ISD SPECIAL EDUCATION CALENDAR 2023-2024

## PROGRAMS LOCATED AT MAPLE VALLEY AND SANILAC CAREER CENTER

August 23	OPEN HOUSE MAPLE VALLEY (5:00-6:00 p.m.)
August 28	Students' First Day
September 1-4	Labor Day Weekend
October 27	<b>End of 1st Marking Period</b>
November 8	Parent/Teacher Conferences-Maple Valley School 5:00 – 8:00 PM
November 22-24	FALL RECESS (No School)
December 21 – January 3	WINTER RECESS (No School)
January 4	School Resumes
January 12	<b>End of 1st Semester/2nd Marking Period</b>
January 15	Professional Development Day (No School)
February 19	MID WINTER RECESS (No School)
March 22	<b>End of 3rd Marking Period</b>
March 25 - April 1	Spring Break
April 2	School Resumes
May 27	MEMORIAL DAY (No School)
June 6	<b>End of 2nd Semester</b>
June 6	Students' Last Day

**Student School Hours:**

Maple Valley	8:15 AM to 2:50 PM	ECDD AM Program 8:15 AM to 11:15 AM
Sanilac Career Center	8:15 AM to 2:50 PM	ECDD PM Program: 11:50 AM to 2:50 PM

# SANILAC INTERMEDIATE SCHOOL DISTRICT MEDICAID ANNUAL NOTIFICATION REGARDING PARENTAL CONSENT

## **Background:**

Since 1993, the State of Michigan has participated in a Federal program called Medicaid School-Based Services. The program assists school districts by providing partial reimbursement for medically-related services listed on a student's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). Although this partial reimbursement is available only for students who are Medicaid eligible, services are provided to all students with disabilities regardless of their Medicaid eligibility status.

The Michigan School-Based Services program is under the direction of the Michigan Department of Community Health.

In 2013, the regulations regarding Medicaid parental consent for School-Based Services changed. Prior to accessing a child's public benefits or insurance for the first time, and annually thereafter, school districts must provide parents/guardians written notification. So what does all this mean?

## **Is there a cost to you?**

NO – IEP/IFSP services are provided to students while they are at school at NO cost to the parent/guardian.

## **Will School-Based Medicaid claiming impact your family's Medicaid benefits?**

The School-Based Services program does NOT impact a family's Medicaid services, funds, or limits. Michigan operates the School-Based Services program differently than the family's Medicaid program. The School-Based Services program does not affect your family's Medicaid benefits in any way.

## **What type of services does the School-Based Services program cover?**

- Evaluations
- Speech & Language/Audiology
- Occupational Therapy
- Physical Therapy
- Psychological/Social Work
- Orientation & Mobility
- Assistive Technology Svcs.
- Nursing
- Case Management
- Personal Care
- Special Education Transportation

## **What type of information about your child will be shared?**

In order to submit claims for School-Based Services reimbursement, the following types of records may be required: first name, last name, middle name, address, date of birth, student ID, Medicaid ID, disability, service dates and the type of services delivered.

## **Who will see this information?**

Information about your child's School-Based Services may be shared with the Michigan Medicaid agency and its affiliates for the purpose of verifying Medicaid eligibility and submitting claims.

## **What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the Michigan Medicaid agency and its affiliates at any time.

## **Will your consent or refusal affect your child's services?**

NO. Regardless of whether you have Medicaid coverage or not (and whether you provide consent or not) the school district will still provide services to your child pursuant to their IEP or IFSP.

## **What if you have questions?**

Please call your school district's Special Education department with questions or concerns, or to obtain a copy of the parental consent form.

*For the complete "Written Notification Regarding Use of Public Benefits or Insurance" please visit the Sanilac Intermediate School District website at [www.sanilacisd.org](http://www.sanilacisd.org) under the Special Education tab.*