# BANGOR CAREER ACADEMY

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Website: https://cec.bangorvikings.org/

BANGOR CAREER ACADEMY
ALTERNATIVE EDUCATION • GED
ADULT ED
"EXPERIENCE ALTERNATIVE EDUCATION AT ITS BEST!"

Be a Viking!
Be a victor!

**STUDENT HANDBOOK**
**2026-2027**

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**HANDBOOK SUBJECT TO CHANGE**

## STAFF DIRECTORY

### BANGOR CAREER ACADEMY

Juanita Oviedo, Secretary
Timothy Funke, Alternative Education Program Coordinator
Joanna Livieratos, GED Program Coordinator
Darla McCrumb, Adult Education Program Coordinator

### BANGOR PUBLIC SCHOOLS-BOARD OF EDUCATION

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### ADMINISTRATION OFFICE

Lynn Johnson, Superintendent
Melissa Quinn, Administrative Assistant
Dannielle McGuire, Curriculum Director
Kara Corniel, Business Office
Ernest Klinger, Technology Director
George Siedis, Food Services Director
James Windiate, Transportation and Maintenance Director

### BANGOR CAREER ACADEMY
### DAILY SCHEDULE

Full day: 7:55-2:45 p.m. Lunch 11:15-11:40 a.m.
Half day: 7:55-11:40 a.m. Lunch 11:15-11:40 a.m.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Homeroom | 7:55-8:30 | | Lunch | 11:15-11:35 | | Break | 1:30-1:45 |
| Block 1 | 8:30-10:00 | | Block 3 | 11:35-12:15 | | Block 5 | 1:45-2:45 |
| Break | 10:00-10:15 | | Break | 12:15-12:30 | | Dismissal | 2:45 |
| Block 2 | 10:15-11:15 | | Block 4 | 12:30-1:30 | | | |

## ACADEMICS

**PROGRAM ELIGIBILITY**

Bangor Career Academy is designed for students seeking a flexible, alternative pathway toward academic success. Enrollment is available to students who demonstrate a willingness to participate in an online and/or hybrid learning environment and comply with program expectations. Students and parents/guardians must complete the enrollment and orientation process prior to receiving course assignments or technology. Students are expected to maintain regular communication with staff, actively participate in coursework, and demonstrate appropriate academic progress. Students whose academic performance, attendance, communication, or participation do not meet program expectations may be required to attend in-person support sessions, participate in intervention meetings, or be subject to program review. Continued enrollment is based on compliance with Bangor Career Academy expectations and the State of Michigan attendance requirements.

**ATTENDANCE**

Student attendance is a vital factor in academic achievement. Bangor Career Academy operates a program under a seat-time waiver with the State of Michigan. Students are required to respond to all 2-way communications from BCA staff and to log in to their online classes each school day. Responses to BCA staff communications must be sufficient (answering with “ok” or “sounds good” is not sufficient and is not allowed by the state of Michigan). **It is encouraged that high school students attend the on-site school lab at least twice per week: freshmen/sophomores—Monday and Thursday; juniors/seniors — Tuesday and Friday. Students who have demonstrated virtual academic success and regular contacts may opt for full online privileges.** Students who do not communicate with staff or log into the learning platform adequately will be reported to the Van Buren Intermediate School District Truancy Officer and may be withdrawn from the program.

- ☐ The parent/guardian is responsible for ensuring that the student logs sufficient time in their online courses (a minimum of 5 hours per school day unless On-Target grades are over 69%) and works cooperatively with BCA staff to resolve attendance issues. Families of K-8th-grade students must play an active role in their students’ learning, including assisting their children with online work and reaching out to school staff for help when needed. K-5 contacts are the parent/guardian's responsibility.
- ☐ Families are obligated to report any long-term illness the student experiences to the school office within 24 hours of its onset.
- ☐ The student is responsible for logging in to the online platform each school day to submit work and requesting help from staff and teachers when needed.
- ☐ The staff is responsible for accurately recording and reporting student attendance, tracking course progress, and communicating with students and their families.
- ☐ The administration is responsible for working with staff, students, and families to identify attendance/academic problems and determine appropriate measures to improve attendance/academics.

***REQUIRED ATTENDANCE DAYS***

**COUNT DAY**

Count day occurs twice per school year on the first Wednesday in October and the second Wednesday in February. **You must attend in person on these two count days, no exceptions. Failure to do so will result in your removal from the program. Alternative attendance options for the count day can be accommodated on a case-by-case basis.** All students must log into each online course and complete an activity (homework, quiz, or test) on count day AND have a 2-way contact with staff on count day. NOTE: A valid staff contact is a two-way communication between the student and their assigned success coach through telephone conversation, school email, Remind text message, or face-to-face school visit.

**Students who fail to meet the above count-day criteria will not have met the requirements of the seat-time waiver with the State of Michigan and will therefore forfeit their seat in the program.**

**STATE ASSESSMENTS**

State assessments such as M-Step, WIN, PSAT, and SAT are given to 3rd-11th-grade students. State assessments occur in the spring in April and early May. **Students are required to attend school on-site on their designated testing day(s) (unless a state order dictates otherwise). These tests are required for all students, and students must attend during the entire test session, which often lasts the entire school day.** The students' test date(s) and time(s) will be communicated to families by the end of March.

**MAP GROWTH TESTING**

To track students' academic growth, the NWEA MAP Growth assessment is administered three times each school year. Students in grades K-12 and GED are required to take tests in math, reading, and writing at the beginning, middle, and end of the school year. Subject area tests take approximately 1-2 hours each for math, reading, and writing. MAP testing may occur at home or on-site at school, depending on parental preference. Students and families will be notified of the MAP testing windows at least two weeks before the testing session.

**COUNSELING**

Students desiring to see the mental health clinician should report to the director to request counseling assistance. We are committed to supporting students' social-emotional needs. Often, the counselor has information or resources to help and support students.

**BCA COURSE OPTIONS**

Course catalogs can be viewed at https://cec.bangorvikings.org/ or at https://www.edmentum.com/curricula-catalog/

**VAN BUREN TECHNOLOGY CENTER**

During junior and senior year, students are eligible to attend the Van Buren Technology Center in Lawrence. Transportation is provided from the school to the technology center. The programs available can be reviewed at https://www.vbisd.org/domain/87. Students interested in attending

the tech programs must meet eligibility requirements relating to attendance, grades, and behavior. Enrollment for prospective tech students occurs in March of the school year before the fall tech program starts.

**DUAL ENROLLMENT**

During junior and senior year, students with satisfactory academic standing who have demonstrated good attendance are eligible to attend college courses offered through Lake Michigan College and Kalamazoo Valley Community College. Students must attain a qualifying score on the PLAN or Accuplacer to be eligible for dual enrollment. Tuition and textbook costs are covered by the school. Transportation to classes is the responsibility of the student and the student's family. Any course not completed due to late withdrawal or a failing grade will require the full reimbursement to the school by the student and/or the student's family. Students interested in dual enrollment should inquire with the Career Academy staff.

**CREDIT INFORMATION**

Bangor Career Academy issues grades based on a 4.0 scale (4.0 for A, 3.0 for B, 2.0 for C, and 1.0 for D). Grades are determined based on the quality of work and progress in a course. A (.5) credit will be earned for each online high school course completed with a 69% or above Edmentum Course-Grade. Credit may be given for a grade between 60% and 68.99% on a case-by-case basis.

Graduation Credit Requirements - Minimum of 18 credits under the Michigan Merit Curriculum
Credits must be earned in the following subject areas:

| | | |
|---|---|---|
| English | 4 credits | (English 9, 10, 11, 12) |
| Math | 4 credits | (Algebra 1 & 2, Geometry, or Math 1/2/3) & elective |
| Science | 3 credits | (Biology, Chemistry, Physics) |
| Social Studies | 3 credits | (U.S./World History, Government, Economics) |
| Foreign Language | 2 credits | (Spanish, German, French, Mandarin, ASL) |
| P.E. | ½ credit | |
| Health | ½ credit | |
| Fine Arts | 1 credit | |
| Online Learning Exp. | | |
| **Total** | **18 required credits** | |

Student grade levels will be determined on the following credit standings:

| | |
|---|---|
| Freshman | 0- 4.5 credits |
| Sophomore | 4.6- 9 credits |
| Junior | 9.1- 13.5 credits |
| Senior | 13.6- 18+ credits |

*** All juniors will be required to take the Michigan Merit Exam (SAT/WIN//MStep) as a condition for graduation**.

**ACCELERATED COURSE COMPLETION AND EXTENSIONS**

Early finalization of a course grade may be issued if a student has completed at least 75% of the course with a passing score (Edmentum 69% course grade). This credit will be issued upon completion of a proctored final exam at the staff's discretion and will be reviewed on a case-by-case basis when extenuating circumstances apply. This allows students to complete multiple classes in any semester. If a student desires to be enrolled in another class, the start date is immediate, but the end date will correspond with established semester end dates.

- ☐ Extensions of up to 30 days may be requested/granted if a student does not finish within the prescribed semester period.
- ☐ Extensions in the first semester will impact second-semester class start dates. Extensions in the second semester will require acceptance into summer school/credit recovery.
- ☐ BCA classes can be requested with pre-tests on a case-by-case basis. Pre-tests allow students to “test out” of individual modules, reducing their workload.
    - ☐ This method reduces the total number of points available for the final grade and places greater emphasis on the examination portion of the class.
    - ☐ All passing grades earned through test-out do NOT count toward the student's course grades.
    - ☐ Low test scores = low grades. No classwork to level up or extra credit.
- ☐ Workload reductions may be requested/granted on a case-by-case basis. Hardship exemptions are granted based on need, not on a desire to do less.

**EDUCATIONAL DEVELOPMENT PLAN (EDP)**

An educational development plan is created for every K-12th-grade student at Bangor Career Academy. The EDP provides a record of a student's post-secondary interests and earned course credits, and serves as the plan of courses to be taken for high school students. Students are encouraged to review and request modifications to their own EDPs.

**ORIENTATION PROCESS (for high school diploma track students)**

**Each student pursuing a high school diploma or certificate of completion is required to fulfill the orientation process before receiving their online course assignments or technology. This will be done on or before the first day the student attends school.**

Students who do not successfully complete the orientation process will be withdrawn from the program. GED students - please see Appendix I at the back of this handbook for orientation guidance.

**GUARDIAN ACCOUNTS/PROGRESS REPORTS**

Our primary learning platform (Edmentum) does provide Guardian accounts. Parents/guardians will have their email addresses added to the Edmentum system (Required) so that they can receive reports of their students' grades and progress. Progress emails will come from an automated Edmentum account and the students' teachers of record.

**REPORT CARDS**

Grades are accessible 24 hours a day, 7 days a week, through the students' Edmentum dashboard and assigned guardian accounts.

**TESTING OUT OF A COURSE**

A student can opt to take the final exam during the first two weeks of enrollment. A grade of C+ (77%) must be achieved to receive credit in the course. The student's transcript will reflect a grade of credit received, and the exam grade will be excluded from the student's final GPA assessment.

## LEARNING ENVIRONMENTS

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**EMERGENCY PROCEDURES**

***Fire Drill***

Fire drills will be conducted multiple times during the school year per state law. Drills may be announced or unannounced. All school locations have a fire drill map posted near the room's doorway. Students should know the evacuation route in the case of a fire drill. On leaving the room, the windows should be closed, the lights turned out, and the room exit door shut. When the fire alarm sounds, students should exit in a swift, quiet, single-file manner with their group. After exiting the building, students are to remain with their group at least 100 feet away from it. Students should listen closely for the staff to take attendance and give further instructions. Once the administration issues an all-clear, students may be escorted back into the building in an orderly fashion.

NOTE: Pulling a fire alarm or falsely reporting a fire is a criminal offense punishable by a fine and/or imprisonment and will result in a 10-day suspension.

***LOCKDOWN DRILL***

Lockdown drills will be conducted multiple times throughout the school year and may be announced or unannounced. There are three categories of lockdowns: inside threat, outside threat, and working lockdown. Classroom doors remain locked at all times to ensure student safety. In the case of a lockdown, a staff member will move students away from the doors and windows to a designated safe space in the room and turn off the lights. Students are required to be quiet during lockdown to receive further instructions and to prevent an intruder from locating them. Students will not be released to families during an indoor threat or outdoor threat lockdown. Students may be released to families in the case of a working lockdown. In the event of a lockdown, families will be notified via a School Messenger call. All families are automatically enrolled in School Messenger calls upon their student's enrollment. Opting out of or blocking School Messenger calls prevents emergency information from reaching families.

***TORNADO DRILL***

In the event of a tornado drill or warning, all staff will be notified immediately. Students will be directed to an assigned shelter in the interior hallway of the school building, where they will be seated, and attendance will be taken by staff. Tornado shelter route maps are located near the doorway of each lab. Students are to remain seated in the shelter area until an all-clear is received from the administration. During a tornado, students will not be released to their families until all imminent danger has passed.

**INSTRUCTIONAL MATERIALS**

Bangor Career Academy provides on-site technology labs where students can receive help and complete coursework. Labs are open four days a week (closed on Wednesdays) for 6th-12th-grade students (Exceptions can be made). Students in need of a Chromebook and Mifi should contact BCA staff to obtain the sign-out form to pick up the equipment. All online courses are provided through Edmentum. Students experiencing login issues or course content issues should report them to BCA staff. The BCA lab is equipped with notebooks, lined paper, writing utensils, and calculators for students to use in completing coursework. GED students - please see Appendix I at the end of this handbook for information on instructional materials.

**MEDICATION PROCEDURES**

Whenever possible, medications for students should be administered by families at home. As a service to students and families, procedures have been established for the administration of medications at school. The family must provide written instructions from a physician that include the student's name, the medication and its dosage, the method of administration, and the time the medication should be administered. Families are required to pick up the medication form from the school office and have it completed by their physician. These written instructions will be reviewed and approved by the school nurse before medication can be administered. All medication will be kept in a labeled container prepared by the pharmacy, with the student's name, the medication name, the dosage, and the administration frequency. Medications will be stored in a locked location in the school office. Only authorized school staff will administer medication in the presence of a witness. All medication administration will be tracked in a log specific to the student and medication.

**SCHOOL PROPERTY**

***ANNEX***

Staff and students are responsible for the appearance and cleanliness of the Annex. There will be no writing on or defacing of desktops, furniture, walls, or technology equipment. The room will be neat and orderly. Chairs will be used for sitting and not as footstools. Couches are for sitting and not for lying. Improper use may result in disciplinary action.

***SCHOOL PHONES***

The lab phones are to be used only with staff permission.

**TECHNOLOGY GUIDELINES** (see acceptable use agreement)

Students must follow all components of the signed technology agreement. Students are responsible for the proper use of all Chromebooks and related equipment. Chromebook hardware and programs should not be modified, abused, or destroyed. Any technology problems should be reported immediately. Issues with Chromebooks and MiFi devices should be reported to technology support through the BCA staff. Students will not place inappropriate material on any computer, printer, or other equipment. Staff will supervise students while they use Chromebooks in the lab, and student activity will be monitored when they work remotely. Plagiarism is strictly prohibited (see plagiarism policy). Illegal activities, such as copyright violations and the use of school resources (Google Translate, ChatGPT, AI, etc.), are prohibited. Students must have a signed "acceptable use agreement" on file prior to entering the programs at the Bangor Career Academy.

## INVOLVEMENT

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### COMMENCEMENT (GRADUATION)

Commencement is the graduation exercise for students who have completed their program. Programs are high school diploma, GED, or an adult education diploma. All credit/course requirements or GED assessments must be completed by the deadline provided (varies by school year). A single graduation ceremony will take place on a Thursday at the end of May or in early June each year. The graduating students wear their caps and gowns and attend a ceremony where they receive their diplomas. The cost of the cap, gown, and tassel is the student's responsibility. Cap, gown, and tassel units are to be ordered through jostens.com with Bangor Career Academy selected as the school. Jostens BCA Cap & Gown

### FAMILY ENGAGEMENT

The school strongly encourages family involvement in their students' education. It is recognized that students' success rates increase significantly when families participate in school programs and activities. For more information about family engagement activities and events, please refer to the school calendar in Appendix I or visit the school's Facebook page and website at https://www.bangorvikings.org/ for the most current information.

### FAMILY RESPONSIBILITIES

The student's family has the responsibility to

- ☐ Cultivate respect in their students for lawful procedures, appropriate conduct in a learning environment, and the rights of others.
- ☐ Ensure student punctuality and regular school attendance.
- ☐ Receive and respond to school communications via Phone calls, email, and/or written mail when applicable.
- ☐ Work with school personnel and partner agencies dealing with school matters.
- ☐ Maintain open communication with their students about their education.
- ☐ Investigate student concerns about their education.

- ☐ Respect the feelings and ideas of school personnel and students.
- ☐ Provide for the student's basic needs of health, personal cleanliness, and appropriate dress.

Parents/guardians will be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the school office. The administration shall be responsible for documenting any action of suspension or expulsion, as well as efforts to resolve issues.

**PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be scheduled twice per year (see the calendar in Appendix 1 for dates). These conferences are an attempt to enhance communication between the home and the school. All parents/guardians are asked to attend conferences and/or schedule a parent-teacher conference (Anytime) by contacting the BCA office.

**PROM**

Prom for Bangor Career Academy is a junior/senior event and coincides with the Bangor High School prom. Freshmen are not permitted to attend. To be eligible, students must have sufficient credits to be considered juniors or seniors. Sophomores, when escorted by a junior or senior, will be permitted to attend pending approval from the school. Students serving suspensions or expulsions are not permitted to attend the prom; the school is not responsible for reimbursement of ticket costs if a student is suspended or expelled prior to prom day. Promgoers are required to purchase a prom ticket for each attendee. Guests from other schools must complete a guest dance form and have that approved in advance of the prom event by the school director.

**SCHEDULING EVENTS**

Event sponsors must complete a building use form through the school office. A student wishing to schedule an event during the school day must do so with the school director. Events and building use must be approved in advance by the administration.

**STUDENT ACTIVITIES**

Students are permitted to participate in extracurricular activities that are overseen by the Bangor Public School District and Bangor High School, including homecoming, winterfest, and prom. Interested students should inquire at the school office to learn about the extracurricular options available to them. Any student who is suspended or expelled may not participate in or attend extracurricular or athletic events for the duration of the suspension, expulsion, or probation. This applies to both home and away events. **Bangor Career Academy students are allowed and encouraged to participate in sports. Students who participate are subject to the high school and MHSAA eligibility requirements.**

## EXPECTATIONS AND PROCEDURES

### AGE OF MAJORITY

Students, upon reaching the age of majority, are afforded all the rights and privileges of adulthood. However, under Michigan law, school districts may establish reasonable regulations regarding the age of majority students. Students who do not complete their senior year to graduate accordingly will be allowed re-enrollment as a “super senior” only if they have enough credits (at or above 13.6) to qualify as a senior, and were not disenrolled from the program. Students not considered seniors or who were disenrolled will be referred to the BCA adult or GED programs.

### CLOSED CAMPUS FACILITY

Bangor Career Academy is a closed-campus facility, so students may not leave for lunch (except when signing out for the day per the sign-out policy).

### DISCIPLINE POLICY

For any disruptive behavior or incident, it is at the discretion of BCA staff and district administration to contact law enforcement if warranted. This action may be in addition to school disciplinary consequences. Bangor Career Academy will follow the MS/HS discipline matrix.

### DRESS CODE

To create and maintain the best possible learning environment, students are expected to practice good hygiene and dress appropriately.

#### *HYGIENE*

Good hygiene is an essential skill for employment and should be practiced daily in preparation for entering the workforce. Poor hygiene creates offensive odors that detract from the learning environment and inhibit other students' learning. Good hygiene is maintained by taking frequent showers (at least every other day), wearing deodorant, combing hair, and dressing neatly. Reports of poor hygiene should be made confidentially to the staff or to the office. Students with inadequate resources may shower at school as needed by requesting it through the office staff. Students may also request a hygiene kit for free from the school office.

#### *INAPPROPRIATE DRESS*

- ☐ No showing of cleavage
- ☐ No sagging pants
- ☐ Skirts (and dresses) and shorts must be at most 9” above the center of the kneecap
- ☐ No apparel with graphics or lettering promoting illegal behavior
- ☐ No shirts that are open on the sides to expose the sides and abdomen of the wearer
- ☐ No midriff shirts that expose the belly button. If worn with a jacket, the jacket stays buttoned.

- ☐ Tank tops should have straps that are the width of two fingers when worn without another shirt covering them.
- ☐ No accessories with studs that could potentially be used as a weapon.
- ☐ Wearing clothing that otherwise distracts from the learning environment will result in a referral to the office for evaluation.

**INJURIES**
All injuries suffered on school property by a student, staff member, or visitor must be reported to the school office immediately so that an accident report may be properly filed with the district administration office.

**LOST OR STOLEN ITEMS**
If you lose something, report your loss to the school office as soon as possible. The office maintains lost items. If you find an article and are unsure of its owner, turn it in to the BCA staff. The school is not responsible for stolen or damaged property, and students are encouraged to leave money and other valuables at home or out of sight in their locked vehicle.

**CELL PHONES**
Due to the virtual nature of Bangor Career Academy and the integrity requirements of online learning software, student cell phone use is prohibited during the entire school day from 7:55 a.m. to 2:45 p.m. in accordance with Michigan Public Act 2 of 2026. Students must keep personal electronic devices powered off and stored out of sight during instructional hours unless specifically authorized by staff for an educational purpose. Exceptions may be made for documented medical needs, emergencies, IEP/504 accommodations, or other administrative approval. Basic phones without internet access may be permitted at the BCA staff's discretion. Unauthorized cell phone use will result in confiscation, parent contact, and disciplinary consequences.

**PERSONAL ELECTRONIC DEVICES**
Personal electronic devices (PEDs) include (but are not limited to) personal computers, iPads/tablets. Students are required to completely power off any PEDs and store them out of sight during school hours, including breaks and lunch periods. School-provided Chromebooks are exempt. Accessing or updating any social media sites (Facebook, Snapchat, Discord, Instagram, X, etc.) using a PED on-site at school during class time is strictly prohibited. Students are not to use their PED camera at any time without the consent of the staff member or the student being recorded. PEDs are brought to school at the user's own risk. Bangor Career Academy will not be responsible for any lost, stolen, or damaged PEDs. PEDs will be confiscated if the above guidelines are not followed. The return of a confiscated PED device will be done at the discretion of staff and is subject to disciplinary action.

**PUBLIC DISPLAYS OF AFFECTION (PDA)**
No unreasonable display of affection will be allowed in school or on school property. Any physical contact beyond holding hands is unacceptable. Those failing to follow this policy will be subject to disciplinary consequences.

**RELEASE OF STUDENT INFORMATION**
The school may release “directory” information to agencies and vendors not connected with the school unless parents/guardians (or students 18 and over) request in writing to BCA staff that all information be kept private and not disclosed. Directory information may include names and addresses, dates and places of birth, career fields of interest, participation in school activities, dates of school attendance, honors and awards, and other information typically found in a yearbook. Additionally, it may include grades in specific subjects, credits, counseling information (except for information ruled by privacy laws), or disciplinary records.

**RESPECT TO SCHOOL PERSONNEL**
School personnel will be treated with respect at all times. This includes administrators, teachers, mentors, secretaries, bus drivers, cooks, custodians, and maintenance personnel. School Personnel are to be addressed as Mr., Mrs., or Miss. Students are expected to comply with any request from any teacher, mentor, administrator, success coach, secretary, or other staff member. Vandalism of a school employee’s personal property or home and physical or mental assault or harassment of a school employee will not be tolerated. Any acts (even outside of school hours) violate the student code of conduct. As per school board policy, suspension or expulsion may result.

**SCHOOL COMMUNICATIONS**
All families are automatically enrolled in messaging via Apptegy upon their student's enrollment. Opting out of or blocking Apptegy prevents information from reaching families during an emergency. Inclement weather days (snow days) are reported to families using Apptegy. Emergency information, such as lockdown events, is also reported via Apptegy. Occasionally, reminder calls for school events will also be sent via Apptegy.

The school’s Facebook page is the primary manner of communication with families. Please like the Bangor Community Education Center's Facebook page to receive updates and event feeds.

**SEARCHES**
To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student’s backpack/bag, or a student’s work area under any circumstances in which administration believes that a threat to safety exists. The search of a student’s person or personal effects will be done in the presence of another school staff member. Student work areas are school property and remain under the control of the school administration at all times. Periodic general inspections of lockers and work areas may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

**SIGN OUT POLICY**

Students who need to leave the campus during school hours must adhere to the following guidelines:

- ☐ Students in the GED or adult education program who are over 18 years of age may sign out without parental permission, as long as signing out doesn't violate a court order.
- ☐ Students in the regular high school diploma program who are over 18 may sign out with permission from a parent/guardian.
- ☐ Students under 18 who are enrolled in any educational program through Bangor Career Academy must have permission from a parent/guardian to sign out. This can be a standing understanding with the parent/guardian. This permission must be validated by BCA staff.
- ☐ Students will not be permitted to leave school with a sibling or another student unless parent/guardian consent is received, with the exception that both students are over 18 years of age and both are enrolled in the GED and/or adult education program.
- ☐ Students are not permitted to return once signed out for the day, except for documented medical/dental appointments or family emergencies (determined on a case-by-case basis).

**STUDENT CONDUCT**

***BATHROOM CONDUCT***

Bathrooms are to be used only for their intended purposes. Loitering and congregating in the bathrooms is not permitted. Bathroom use will be a singular affair unless deemed an emergency. One student is permitted in the bathroom at a time.

***ANNEX/LAB CONDUCT***

Consideration of others is characteristic of a mature student. Persistent disruption of the lab environment disregards others' consideration. Disruptions may result in disciplinary action. Sleeping is not permitted in the Annex, and student voice volume should remain at a conversational level to avoid distracting other students from learning activities.

**USE OF MOTOR VEHICLES BY STUDENTS**

Students are permitted to drive to school and park their vehicles in the lot provided for that purpose. Driving to school is a privilege that should not be abused. This privilege can be suspended at any time by BCA staff if any rules and regulations are violated or if disciplinary action is taken. The school district shall not be held liable for any damage or loss of property pertaining to the above.

**VEHICLE RULES AND REGULATIONS**

- ☐ Cars should be locked to help prevent vandalism or theft while parked in the lot.
- ☐ All forms of reckless driving will be recorded in the school office and reported to the School Resource Officer so that the violator can be held accountable for their actions.

- ☐ Students will not access their vehicle once entering school until the school day has concluded or the student signs out for the day (per sign-out policy).
- ☐ Violators will be towed.

**VISITORS**
No visitors are allowed in the Annex without staff approval.

**WITHDRAWING FROM SCHOOL**
A student withdrawing from Bangor Career Academy must report to the BCA staff to update their student record. Students and families transferring to another school district will be asked to complete an exit survey to help the school and district make program improvements.

**WORK PERMITS**
Bangor Career Academy has authorized office personnel to issue work permits. Students ages 14 to 18 who are interested in working may obtain a work permit from the school office.

BCA

## DISTRICT POLICIES (http://neola.com/bangor-mi/)

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### District Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY/TITLE IX

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

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

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

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

In order to achieve the aforesaid goal, the superintendent shall:
**Curriculum Content** - review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

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

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

maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

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

**Student Evaluation**
Verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of protected classes.

**Definitions:**
Words used in this policy shall have those meanings defined herein; words not defined shall be construed according to their plain and ordinary meanings.

A complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.
School District community means students and Board employees (i.e., administrators and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third parties include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents); vendors doing business with, or seeking to do business with, the board; and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off district property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

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

High School Principal
801 W. Arlington
Bangor, MI  49013
269-427-6800

Dannielle McGuire
801 W. Arlington
Bangor, MI  49013
269-427-6800
dmcguire@bangorvikings.org
…
The names, titles, and contact information of these individuals will be published annually on the school district's website.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability, or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.
The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of The Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 are provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the superintendent shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing on an annual basis (also see Policy 2225). The superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one (1) or more programs is not the result of discrimination.

**Reports and Complaints of Unlawful Discrimination and Retaliation**
Students and Board employees are required (and all other members of the School District community and third parties are encouraged) to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the school district community, which includes students and third parties who believe they have been unlawfully discriminated against/retaliated against, are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complainant's employment or participation in educational or extracurricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01—Bullying and Other Forms of Aggressive Behavior—the principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the principal shall suspend the Policy 5517.01 investigation to await the CO’s written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. The COs shall accept reports of unlawful discrimination/retaliation directly from any member of the school district community or a third party or receive reports that are initially filed with another board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the complainant and begin either an informal or formal complaint process (depending on the complainant's request and the nature

of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the complainant and the respondent and any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the superintendent or oversee the preparation of such recommendations by a designee. All members of the school district community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

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

**Investigation and Complaint Procedure**
Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities—any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual’s claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

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

**Informal Complaint Procedure**
The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the complainant and the respondent mutually agree to participate in it.

The complainant may proceed immediately to the formal complaint process, and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A person who is uncomfortable or unwilling to directly approach the respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs, who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The school district's informal complaint procedure is designed to provide the complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the complainant's wishes, informal resolution may involve, but not be limited to, one (1) or more of the following:

Advising the complainant about how to communicate concerns to the respondent.

Distributing a copy of Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity—to the individuals in the school building or office where the respondent works or attends.

If both parties agree, the CO may arrange and facilitate a meeting or mediation between the complainant and the respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the complainant is dissatisfied with the informal complaint process, the complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

**Formal Complaint Procedure**
If a complaint is not resolved through the informal complaint process, if one of the parties requests that the informal complaint process be terminated to move to the formal complaint process, or if the complainant, from the outset, elects to file a formal complaint, or if the compliance officers determine the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other district official at the student's school, the CO, superintendent, or another district official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a complainant informs a teacher, principal, or other district official at the student's school, superintendent, or other district employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days.
Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the complainant and/or the respondent. In making such a determination, the CO should consult the complainant to assess whether the individual agrees with the proposed action. If the complainant is unwilling to consent to the proposed change, the CO may still take whatever actions are deemed appropriate in consultation with the superintendent.

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

Simultaneously, the CO will inform the respondent that a formal complaint has been received. The respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:
interviews with the Complainant; interviews with the Respondent; interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; consideration of any documentation or other information presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations.
At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the superintendent's final decision will be delivered to both the complainant and the respondent.

If the superintendent requests additional investigation, the superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the superintendent shall issue a final written decision as described above.

If the superintendent determines the respondent engaged in unlawful discrimination/retaliation toward the complainant, the superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A complainant or respondent who is dissatisfied with the final decision of the superintendent may appeal through a signed written statement to the board within five (5) days of the party's receipt of the superintendent's decision.

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

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

**Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the complainant, the respondent(s), and the witnesses as much as possible, consistent with the board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the respondent must be provided the complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

**Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable state law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity

levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

**Retaliation**
Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law or because that individual made a report, formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.
The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

**Education and Training**
In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

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

**Retention of Investigatory Records and Materials**

The compliance officers are responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include, but not be limited to:

all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy; any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy; any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy; written witness statements; narratives, notes from, or audio, video, or digital recordings of witness interviews/statements; e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident); notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents; written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy; dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy; documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders; documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects; copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks); copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing; copies of any documentation or evidence used during informal

and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

**District Policy 1422: NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**
The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

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

Business Manager
801 W. Arlington
Bangor, MI 49013
269-427-6800

The names, titles, and contact information of these individuals will be published annually on the school district's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

**District Policy 5530: DRUG INTERVENTION**
The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals that release toxic vapors and/or are intended to induce euphoria by direct inhalation (huffing); all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes"; performance-enhancing drugs as determined annually by the Department of Community Health; and any other illegal substance so designated and prohibited by law.

In accordance with federal and state law, the board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers, or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program that:
addresses the legal, social, psychological, and health consequences of drug and alcohol use; provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol; Include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol are wrong and harmful. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity; include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs; require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students; require the notification to parents and students that compliance with the standards of conduct is mandatory; provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently

enforced. Establish means for dealing with students suspected of drug use or suspected of possessing, selling, or distributing drugs in school and ensure that the district's policies are complied with fully.

**District Policy 7434: USE OF TOBACCO ON SCHOOL PREMISES**
The Board of Education recognizes that the use of tobacco presents a health hazard that can have serious consequences for both the user and the nonuser and is, therefore, of concern to the board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy, "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth; "use of a tobacco product" means any of the following: the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device the inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth; the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or is an e-cigarette or other electronic smoking device (including but not limited to "JUULs") but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase, or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event.

**Advertising/Promotion**

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events.

**Notification**
"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

District vehicles will display the international "No Smoking" insignia.

Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.

School programs will include a written reminder of the tobacco-free policy.

**Educational Programming**
Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

APPENDIX I

# Handbook Amendments for GED Students

## ATTENDANCE POLICY

Student attendance is a vital factor in academic achievement. Bangor Career Academy runs a GED program that functions under a seat time waiver with the State of Michigan. As a virtual program, GED attendance requirements include the following:

- ☐ Students are required to have at least two 2-way contacts each week with their student success coach, as well as log into the GED learning platform for the minimum amount of time weekly as specified by program requirements.
- ☐ There is no open computer lab for GED students; instead, attendance is recorded via online logins to our learning platform.
- ☐ GED students are required to schedule and attend a 1-on-1 meeting with their GED success coach (either in person or via Google Meet) at least one time per week. Students not communicating with their success coach or logging into the learning platform daily are at risk of being reported for truancy and potentially withdrawn from the program.
- ☐ Success takes teamwork, and as such, each member of your student's educational team has the following responsibilities:
- ☐ The family has the responsibility to ensure that the student logs sufficient time in their online GED Prep course. (does not apply if student is 18 years of age or older.)
- ☐ The student has the responsibility to log into the online platform each school day to complete work and is responsible for requesting help from their success coach when needed.
- ☐ - The staff has the responsibility to accurately record and report student attendance, to track course progress, and to communicate with students and their families.
- ☐ - The administration has the responsibility to work with the staff, students, and families to identify attendance problems and determine appropriate measures to improve attendance, including the involvement of court truancy personnel.

## ORIENTATION PROCESS

Students enrolled in the GED program are required to schedule an in-person orientation with the GED instructor upon enrollment. At orientation, students will review program requirements , receive login credentials for their online GED Prep course, and review other important program info. Parents/Guardians must attend the orientation meeting with their student, unless other arrangements are made.

## GRADES AND REPORT CARDS

GED students do not receive grades or credits, so in lieu of report cards, progress reports will be reviewed at conferences with the GED success coach.

## INSTRUCTIONAL MATERIALS

The Bangor GED Program provides a Chromebook and wireless internet box (Mifi) to students enrolled at Bangor Career Academy so that coursework can be completed online at home or another location. A GED success coach is available to meet with students to provide 1-on-1 support with their studying during program hours. Students are encouraged to schedule study

help sessions as often as needed in order to succeed in their online courses. There is no on-site computer lab for GED students, so study appointments must be scheduled via the GED scheduling site.

Students in need of a Chromebook and Mifi should visit the district website at bangorvikings.org and select the “Schedule Tech Support” option to schedule a time to complete the signout form and pick up technology equipment. All online GED prep courses are provided through the online learning platform. Students experiencing login issues or course content issues should report them to their student success coach.

**MEAL ACCESS**

GED students may come into school during the designated lunch period on school days to pick up a packed lunch to go.

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# ANNUAL NOTICE

## HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act defines homeless children and youth as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
  - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
  - living in emergency or transitional shelters
  - abandoned in hospitals
  - living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
  - living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the Bangor Public School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.

- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.

- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.

- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

**Please contact Nicole Johnston, homeless liaison for the njohnston@bangorvikings.org Bangor Public School District, at for additional information about the rights and services described above.**



# SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

## What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

**Verbal:**

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



**Physical:**

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



**Visual:**

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



### Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.



Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

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# What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.**
**In Michigan statute, this is called "Criminal Sexual Conduct."**

## About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts it is sexual assault.**



# What if This is Happening to Me?

## It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

# What if This is Happening to Someone I Know?

## Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

# Resources

## There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

### Michigan's Sexual Assault Hotline (VOICES4)

**Text:** 866-238-1454 **Call:** 855-864-2374

**Chat:** https://mcedsv.org/sexual-violence-hotline-chat/

### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

**Text:** 877-861-0222 **Call:** 866-864-2338

**Chat:** https://mcedsv.org/hotline-domestic-violence/

### Youth Resources Web Page

https://mcedsv.org/resources

### School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

# Bangor Career Academy Student Agreement of Expectations

**INITIAL AFTER EACH STATEMENT.**

1. I will do my own work. _____
2. I will not copy another person's work, in whole or in part, and turn it in as my own. _____
3. Unless my teacher permits, I will not consult unauthorized material (Google, AI) or information (other student's notes) during tests. _____
4. I will not plagiarize. _____
5. Without proper citation, I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas from another source. _____
6. I will not communicate exam information or answers during or following an exam. _____
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others. _____
8. I will not turn in an original paper or project more than once for different classes or assignments without notifying the teacher of the course before the submission. _____
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output. (Edmentum alternate materials for labs will be utilized) _____
10. I will not abuse the hall passes; if granted one, I will promptly complete the task and return to class. _____
11. I will not use my cell phone except when/if directed by school staff. _____
    (If allowed, music will be only through monitored Chromebook applications, such as Spotify, and not personal cell phones.)
12. I will not conduct myself in any manner that detracts from the learning environment. _____
    (eating, applying makeup, rolling around in chairs, throwing items, lying on the floor, etc.)

**Student printed name:** _____ **Date:** _____

**Student signature:** _____

7:55 – Start time/Doors locked
7:55-8:15 – Homeroom
10-10:15 – Break
11:15-11:40 – Lunch
1:15-1:30 - Break
2:30 – 2:45 – End of Day/Dismissal

**BANGOR PUBLIC SCHOOLS**
**2026-27 CALENDAR**

| | | | |
|---|---|---|---|
| AUGUST | 20 | Thursday | New Teacher Orientation Day |
| | 24 | Monday | Flex Day Room Prep (for teachers if haven't completed flex) |
| | 25 | Tuesday | Teacher Work Day DPPD (First day of employment for seniority) |
| | 26 | Wednesday | DPPD for all Teachers (Open House 2 hours 4pm - 6pm) |
| | 27 | Thursday | DPPD for teachers all day |
| | 28 | Friday | NO SCHOOL for staff |
| | 31 | Monday | First Day of School - 1/2 Day for students, TWD pm |
| SEPTEMBER | 4-7 | Fri-Mon | NO SCHOOL – Labor Day |
| OCTOBER | 16 | Friday | NO SCHOOL for students DPPD for Staff |
| | 23 | Friday | End of MP* (grades due 4pm 2nd business day after MP end)* |
| NOVEMBER | 11 | Wednesday | Full day Students, Conf 4:30 pm-7:30 pm |
| | 12 | Thursday | 1/2 Day for Students, P/T Conferences 1:00 pm-4:00 pm |
| | 13 | Friday | NO SCHOOL for students – DPPD for staff |
| | 25-27 | W/Th/F | NO SCHOOL for students or staff – Thanksgiving Break |
| DECEMBER | 17 | Thursday | 1/2 Day Students; Teacher Records pm |
| | 18 | Friday | 1/2 Day Students; Teacher Records pm; End of MP* |
| | 21 | Monday | NO SCHOOL for students or staff – Holiday Break Begins |
| JANUARY | 4 | Monday | School Resumes – Marking Period 3 begins |
| FEBRUARY | 17 | Wednesday | Full day Students, Conf 4:30 p.m.-7:30 p.m. |
| | 18 | Thursday | 1/2 Day Students, Conf 1:00 pm-4:00 pm |
| | 19 | Friday | NO SCHOOL for students – DPPD for staff |
| MARCH | 12 | Friday | End of Third Marking Period* |
| | 19 | Friday | NO SCHOOL for students – DPPD for staff |
| | 29 | Monday | NO SCHOOL for students or staff – Spring Break begins |
| APRIL | 5 | Monday | School Resumes |
| MAY | 31 | Monday | NO SCHOOL for students or staff – Memorial Day |
| JUNE | 3 | Thursday | 1/2 Day Students; Teacher Records pm; |
| | 4 | Friday | 1/2 Day Students; Teacher Records pm; End of MP* LAST DAY OF SCHOOL |

*End of MP (grades due 4pm second business day after Marking Period end)
Student Days=180 (includes 5 days of DPPD) Teacher Work Days=185 (includes one floating day and one flex day)
Floating Day=6 hours, attendance required at 3 events at an individual's non compensated Schedule B or C events
Open House - August 19 - 2 Hours REQUIRED
Pick TWO of the following after school events (Band Director is already in attendance):
Homecoming game - September 26-2 hours; Bangor Creates - March 25-2 hours; Elem or MS/HS Christmas or Spring Concert -2 hours; Graduation - May 21-2 hours.
If a teacher fails to complete the floating day hours required, they will be charged equivalent sick time.

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