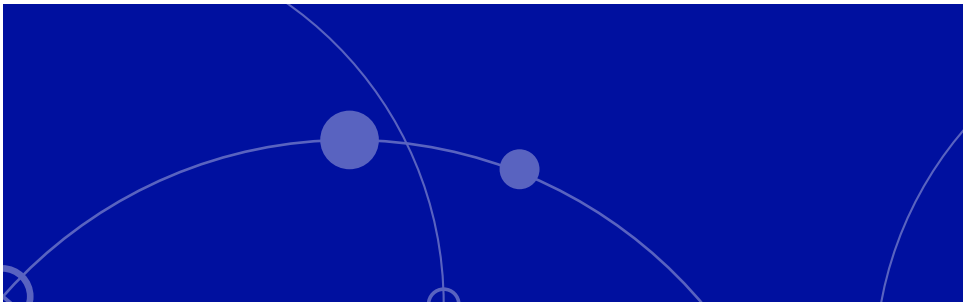
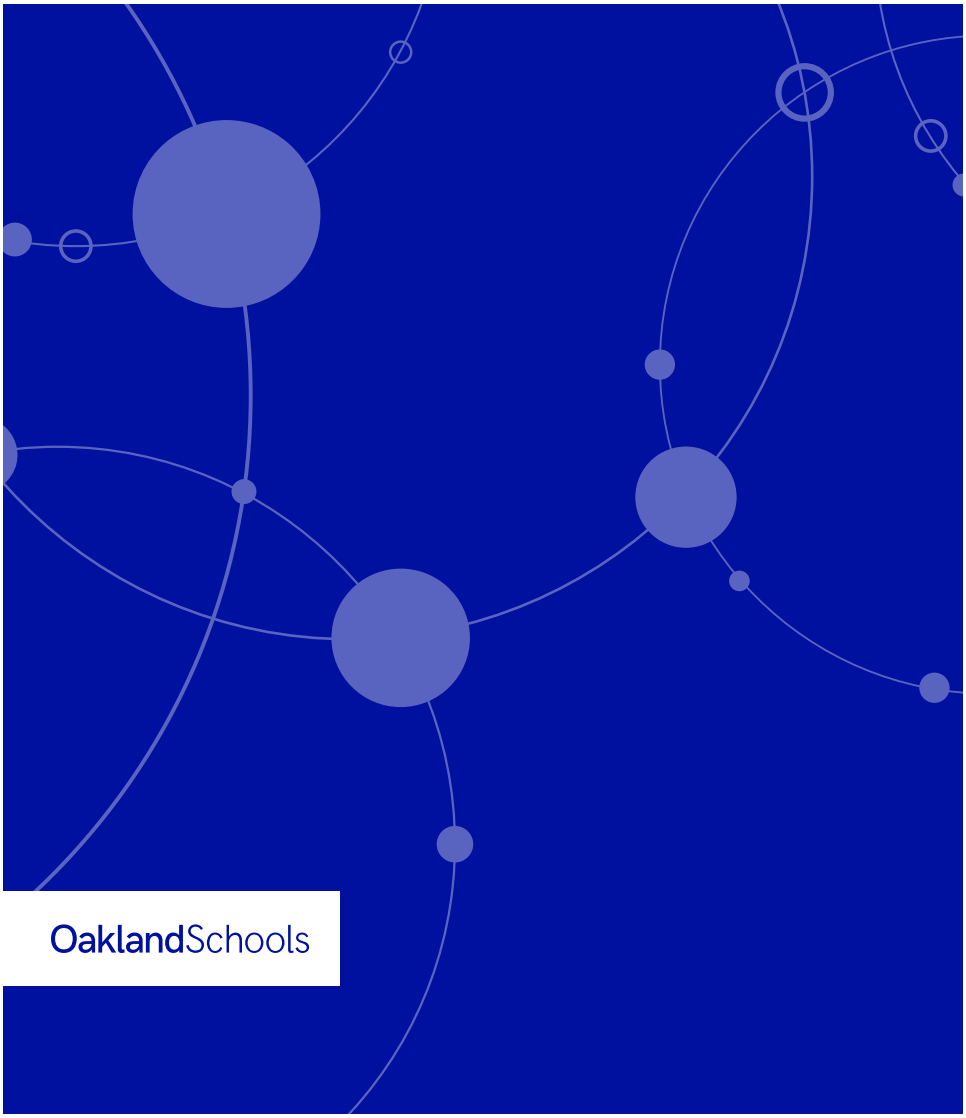


OaklandVLAC

VIRTUAL LEARNING ACADEMY CONSORTIUM

VLAC Student/Parent Handbook 2026-2027



OaklandSchools

Note: The content of the 2026-2027 VLAC Student/Parent Handbook may be superseded by an Executive Order issued by the Governor, or a change in federal, state or local law and/or regulation. Oakland Schools will comply with any such changes and such changes may result in Oakland Schools amending the 2026-2027 VLAC Student/Parent Handbook. Amendments to the VLAC Student/Parent Handbook may also result from changes due to business necessity. Students and Parents will be notified, if necessary, of any changes or amendments. If there is any inconsistency between the language contained in this handbook and the Oakland Schools Policies or Administrative Rules, the provisions in the Oakland Schools Policies and Administrative Rules shall govern and control. Complete copies of all policies referenced in the VLAC Student/Parent Handbook can be obtained from VLAC's Main Office or accessed online at https://go.boarddocs.com/mi/oaklandschools/Board.nsf/Public# (osisd.us/boarddocs).

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WELCOME!

Virtual Learning Academy Consortium (VLAC) offers students the opportunity to participate in asynchronous, home-based learning. Students are provided with an online curriculum, required curriculum materials, and technology needed to be successful in a virtual learning environment. Students participate in regular interactions with teachers and mentor teachers to monitor progress and provide feedback on learning.

Enrollment Eligibility

An eligible student is enrolled in a participating district. Participating districts provide district verification documentation agreeing for the student to enroll in the program. Students not residing in the State of Michigan are not eligible to participate in the program.

Programs

VLAC offers three levels of programming: elementary, middle and high school. K-8 classes are taught by staff who possess a Michigan Teaching Certificate. High school grades 9-12 and some middle school classes counting toward high school credit are taught by staff contracted through third-party vendors who possess Michigan Teaching Certificates. VLAC teachers are mentors for Students in grades 9-12. Teachers monitor Student progress and adjust the pace and content of the curriculum based on student progress. Teachers provide advancement and intervention opportunities for Students based on Student progress. VLAC teachers engage in regular professional development in order to meet the needs of a diverse student population and maintain the highest level of quality possible.

Enrollment and Grade Level Placement

Students participating in VLAC must be enrolled in their Sending School districts. The policies in place at the Sending School district for enrollment, accessing student records, and updating student records should be followed. Upon enrollment, a Student's grade placement in VLAC is determined by the Sending School district. Grade placement is based on the cohort (grade level) the Student is placed in upon initial school enrollment.

Parents requesting their Student be enrolled in a grade level curriculum other than that determined by the Sending School district must contact the Sending School district. Common examples of this request are students accelerating in Mathematics.

According to the Individuals with Disabilities Education Act (IDEA), Students are required to access grade level content standards and curriculum. Students with an IEP and/or 504 plan are not eligible to be placed in grade levels other than their cohort.

ACADEMIC COURSE OFFERINGS

Students are enrolled in a full-time schedule of six classes unless otherwise stipulated by the Sending School district.

- Students in grades K-8 are enrolled in literacy, mathematics, science and social studies courses. VLAC staff use a regular diagnostic in mathematics, reading and career readiness exploration data in order to suggest best fit electives for Students. Students in grades K-8 enroll in two electives, career readiness, project based learning, or academic support classes.

- Students in grades 9-12 are enrolled in credit earning classes. Grades earned at VLAC are transferred back to your Sending School district, which maintains the official transcript. Students fulfilling degree requirements of their Sending School district earn a diploma from that district. Sending School districts may determine the courses Students take and how they count toward their graduation requirements.

ADMINISTRATION AND SERVICES

Administrative Office

VLAC's Main Office is located within Oakland Schools Main Campus at 2111 Pontiac Lake Road, Waterford MI. All visitors must report to the reception desk upon entering the building to sign in. Main Office hours are 8 AM-3 PM during the school year. Hours may be adjusted to accommodate after-hours enrichment activities and programs. The lead administrator

for VLAC is the Supervisor of Student Programs ("Supervisor"). For purposes of this Handbook, the term Dean shall include the Supervisor.

Student Support Team

VLAC's Supervisor, Lead Teacher, Special Populations Consultant, and teachers comprise the Student Support Team and are available for learning resources, assessment, and other essential services.

- **Counseling/career guidance** - Students connect with their Sending School counselors and support staff to coordinate resources and services such as educational planning, career planning, and/or provide support for issues or challenges. Students or families can contact the VLAC Student Support Team who will assist in connecting you with resources in your Sending School district.

- **Academic support** - Intervention or advancement opportunities are available to Students. Students may be referred for services by VLAC or Sending School staff.

- **504/IEP Plans** – If any Student enrolled in VLAC is eligible for special education, related services, supplementary aids/services, accommodations, or other supports pursuant to an Individualized Education Program ("IEP") or "504 Plan," the Sending School District is solely responsible for the provision of a free appropriate public education to the Student (including the implementation of the IEP or 504 plan) and all associated costs. The Sending School District is also responsible for identifying and evaluating any of its Students enrolled in the Program and who are or may be eligible for programs, services, and supports. VLAC partners with students, families and district personnel to implement plans with fidelity. VLAC general education teachers or mentors and special populations consultants are available to attend meetings as part of the IEP or 504 team to provide input as requested by the Sending School district. VLAC can provide academic progress updates including grades, attendance/interactions, and test scores.

- **English Language Learners ("ELL")** – The Sending School District is responsible for any costs associated with ELL or related services. The Sending School District is also responsible for identifying and assessing any Students who may be eligible for ELL services.

LEARNING GUIDE

Parent participation is vital to Student success in VLAC. Without Parent involvement, the Student is unlikely to succeed in VLAC. Therefore, each Student in VLAC is required to work with a learning guide in the Student's home or at another location selected by the Parent to oversee the daily activities of the Student and provide ongoing support. The Parent is

responsible for providing the learning guide and may serve in that capacity or designate a responsible adult. The Parent must provide an average of five hours of learning guide availability to the Student during each school day.

CURRICULUM

For each school year of enrollment, Students will receive access to online curriculum materials for their grade level. Instructional materials accessible to Students enrolled in VLAC are copyrighted and shall not be duplicated or sold. Upon completion of a grade level, students may retain all materials for future review and reference. Students are responsible for the care and safekeeping of all instructional materials.

GRADES AND CREDIT

Grades, Credit, Certificates and Certification

Students who attend VLAC have the opportunity to earn letter grades, which Sending School districts transfer into high school credit. Students may earn Pass/Fail or Credit/No Credit grades when the Student Support Team, in coordination with the Sending School district, decide these to be appropriate. The final determination on credits earned, transcripts, grades, and graduation is determined by the Sending School districts.

VLAC is an asynchronous virtual program. Students earn grades in six courses in which they are enrolled. Students in grades K-8 will have grades regularly updated to reflect work that is not turned in in order to accurately reflect Student grades in classes. Students can still turn in work that is marked zero due to this reason; however, the zero will not be replaced until the work is submitted and graded by the teacher.

Course Extensions

It is the Student and learning guide's responsibility to remain on pace in courses and complete course work, assessments, and projects by the course end date. Requests to re-take or re-submit assignments, assessments or projects may be made to teachers. It is within the teacher's discretion to allow re-takes or re-submissions unless otherwise stated in a Student's IEP or 504. Extensions of course end dates may be made by Students or learning guides two weeks in advance of the end date. Teachers have discretion to approve up to a two week extension of a course end date for the first semester. No course end dates will be granted for second semester courses.

Grades

Grades are based on demonstration of academic knowledge and skill. Sending School districts have the final determination on what grade or mark to transfer to Student transcripts and report cards.

Credit

VLAC reports grades to Sending School districts. The Sending Schools make the determination as to what credit type and amount to transfer to transcripts.

Incompletes

Incompletes are issued when a Student or learning guide requests and is granted a course extension. In extenuating circumstances, a Student may receive a grade of "incomplete" for a semester. In these cases Students are allowed to complete unfinished work (within an agreed upon time frame) and be re-issued a grade for the semester. In these cases, the Student will be informed in writing of the specific requirements and time frame for submission of work.

Records

Official Student records (often referred to as CA60), including enrollment documents, school of choice applications and Student documentation such as custodial agreements are the responsibility of and maintained by Sending School districts. VLAC does not maintain a Student's official records. VLAC is able to provide information to Sending School districts such as grades, student report cards, attendance/engagements, and test scores.

Updates to information such as addresses, and phone numbers, must be made to the Sending School district following their enrollment process. The Sending School districts will update VLAC if adjustments to Student, Parent, or custodian information should be updated.

Requests for Student records should be made to the Sending School districts using their process. Requests for records generated by VLAC during a Student's participation in the program such as grade information, report cards, attendance/interactions, or test scores can be provided upon verification of appropriate written request and documentation. Please make requests of this nature to info@vlac.org.

ACADEMIC CONDUCT

It is expected that Students only submit their own original school work for credit. Academic misconduct occurs when a Student submits work which is not their own.

Plagiarism or the copying of information directly from other sources without proper citation is prohibited. Purchasing, borrowing, or obtaining materials and presenting it as the Student's own work is also prohibited. The Instructor may authorize Students to collaborate on assignments with appropriate guidelines.

Students taking courses offered through third party vendors are subject to the practices, policies and procedures of those vendors. Vendors clearly communicate expectations in course syllabi including re-take, plagiarism, late work and other.

STATE ASSESSMENTS

Students in grades 3-11 who are enrolled in VLAC are required to participate annually in the State of Michigan's summative assessment test ("assessment test or Test"). VLAC is required by state and federal law to administer an assessment test. If a Student cannot take the assessment at the required time, the Parent will need to provide a written reason to the VLAC Administrator and schedule a time to make up the Test. It is understood that there should be no requests to exclude a Student from the testing requirement. Students who do not fully participate in the required testing may be ineligible for re-enrollment at VLAC the following year.

Oakland Schools will determine the locations for VLAC Students to participate in the assessment test and will notify Parents of the testing dates. Travel will be required in order for a Student to be tested. Oakland Schools will monitor all testing sites.

Student scores from all grade-level state assessments will be reported directly to the Sending School district. For Students requiring any testing accommodations due to a disability, the Parent should notify their VLAC teacher as soon as possible so that necessary arrangements can be made in advance. Additional testing requirements may be required for ELL Students. VLAC shall determine the time, date and location of the testing.

GENERAL INFORMATION

While VLAC is a virtual academy there are still some activities and events that require VLAC Students to come onto District property. All District policies are applicable to VLAC and its Students. Accordingly, any reference in this handbook to the term Dean is defined as including the Supervisor and any reference to a Campus, Technical Campus or OSTC shall include VLAC. Furthermore, some conduct and discipline are not applicable to VLAC Students and only apply to the Oakland Schools Technical Campuses.

Security Cameras and Electronic Monitoring

The District recognizes it must balance the rights of personal privacy with its duty to provide a safe environment to learn and work and its responsibility to safeguard District property and equipment.

Use of Security Cameras

All District property may be monitored with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms), unless such placement is permitted by law and deemed necessary by the Superintendent to protect the safety of Students, Employees, District Invitees, Visitors, other persons, and district property. A person has no expectation of privacy except in those areas where a person has a legally recognized and reasonable expectation of privacy,

Use of security cameras may occur in any District building or on any District property for non-instructional purposes:

- To monitor and protect District property;
- To foster the safety and security of Students, Employees, District Invitees, Visitors, and other persons while at work or participating in District functions;
- To assist with Student or Employee discipline, assisting law enforcement or investigations; and
- For any other lawful circumstance, if approved by the Superintendent.

Please refer to Policy 4115 – Security Cameras and Electronic Monitoring for more information.

Student Transportation

The normal courtesy expected on any commercial bus is expected on school buses. Bus riding is a privilege and the privilege to ride the bus may be revoked if the Student violates the rules and regulations for bus riders as specified by their Sending School.

Students who elect to drive their personal motorized vehicle ("Vehicle") to OSTC shall assume all responsibilities connected with transportation.

Please refer to Policy 8640 – Student Transportation and Use of Motorized Vehicles for more information.

Dress Code and Safety Requirements

The style and manner in which a Student dresses while attending VLAC

activities such as live lessons, field trips, and state testing is the responsibility of the Student and Parent. Oakland Schools adopts this Dress Code to ensure that Student attire does not interfere with Student health or safety or contribute to a hostile or intimidating atmosphere for any Student, and that the dress code and its enforcement does not result in discrimination or marginalization of any group based on race, ethnicity, religion, sex, gender identity, gender expression, sexual orientation, body type/size, or household income.

1. Clothing must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students **must** wear, while complying with #1, above:
   - A shirt (with fabric in the front, back, and on the sides under the arms), **AND**
   - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, shorts, or a dress), **AND**
   - Shoes.

3. The following prohibited:
   - Wearing undergarments or swimwear in lieu of a shirt and pant/jeans (or the equivalent), as discussed in #2, above
   - Clothing and accessories, including purses, backpacks, jewelry, electronic device covers and decals, tumblers, and water bottles, that:
     - Advocate violence or include threats, hate speech, or profanity
     - Display images or language related to drugs, alcohol, vaping, or other conduct that is illegal for minors
     - Depict lewd or sexual images or language
   - Clothing that reveals visible undergarments other than waistbands and straps under other clothing
   - Clothing or accessories that could be considered dangerous or could be used as a weapon
   - Clothing with images or language that create a hostile or intimidating environment based on any protected class
   - Clothing or items that imitate law enforcement officers, such as bullet proof vests, body armor, tactical gear, police uniforms or similar items

Student Expression

The District will balance Student speech and expression rights with its responsibility to provide a safe, orderly learning environment.

Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before Student speech may be regulated or discipline imposed if it can be reasonably forecast that a substantial and material disruption or interference with school operations may occur.

Please refer to Policy 7810 – Student Expression for more information.

Service Animals for Students

Students are allowed to bring service animals onto District property to the extent required or permitted by law. Emotional support animals are not considered service animals for purposes of this policy.

Service animals are permitted on District property except as provided below. A service animal is any dog that is individually trained to perform tasks for the benefit of a person with a disability. A dog whose sole purpose is to deter crime or whose mere presence is to provide emotional support or comfort to the person with a disability is not a service animal. The work or tasks performed by a service animal must be directly related to the person's disability. The crime deterrent effects of an animal's presence and the provision

A service animal must be under the control of its handler and must have a harness, leash, or other tether, unless the use of such would interfere with the service animal's performance of work or other tasks. The building or program administrator, or their designee, may remove or exclude a service animal from District property or a District-sponsored event if the animal is out of control and the handler does not take effective action to control it; or the animal is not housebroken. The decision to remove or exclude a service animal from District property or a District-sponsored event may be appealed by submitting a request, in writing, to the Executive Director of Student Services.

The District requests that Students with service animals notify the Supervisor of Student Programs at least 10 days before bringing the service animal onto District property or to a District function, if possible, for preparation and planning purposes.

Additional information can be found in Policy 8015 – Service Animals for Students.

Rights of Non-Custodial Parents

Absent production of a court order that provides otherwise, the District will treat each Parent, regardless of custody or visitation rights, the same as to accessing Student records, meeting and conferring with the Employees, visiting their Student at in person evets, and transporting their Student to or from in person events. Except as required by court order, the District is not responsible for enforcing visitation or parenting time orders to which the District is not a party.

STUDENT ATTENDANCE

All VLAC Students are expected to be motivated and sincerely interested in succeeding in virtual learning. Students are required to respond to a minimum of one (1) contact per week that is initiated by their VLAC teacher. Weekly contact between the Student and their VLAC teacher is required only during the weeks that school is in session. The methods of contact may include telephone, video conference, and/or email.

Attendance Monitoring and Adequate Progress

The Student's teacher will monitor student attendance through daily long-ins and less checkpoints.

Absenteeism

VLAC staff's concern is with those Students who choose to not interact with teaching staff and mentors and who are not accessing online curriculum regularly and frequently.

Students with chronic absenteeism (missing at least 10% or more of interactions or access to online curriculum) in a school year for any reason will be referred to the Supervisor and placed on an Interaction Success Plan. VLAC provides information regarding Student attendance, by means of, including but not limited to, teacher input and attendance/interaction data, to Sending School districts, The Sending School district will be notified of chronic absenteeism and will determine whether to pursue truancy.

VLAC Student Support Team meets regularly to monitor Student absenteeism. Proactive measures are considered including written warning, attendance success plans, and incentives. If proactive measures are not effective Students may be asked to return to in person learning and/or be referred to Oakland Schools Truancy.

Student Responsibilities

- Complete a weekly attendance interaction each week with the Student's mentor teacher. Weekly interactions are conducted through the Google Classroom platform, text, phone call or video call and are a VLAC program requirement.
- Log on to online classes daily.
- Stay on pace using the pacing guide provided in online classes.
- Communicate with VLAC teacher or mentor teacher if a Student misses interactions or falls behind in completing assignments according to pacing guides.

Parent Responsibilities

- Parents of Students in grades K-5 may interact or assist in interacting on Student's behalf.
- Parents of Students in grades 6-12 must communicate with VLAC teachers or mentor teachers if the student is unable to communicate themselves. Documentation may be necessary to verify Student's lack of ability to communicate.
- Notify the enrolling district of any changes in your contact information.

VLAC Responsibilities

- VLAC teachers and mentor teachers notify Students and Parents when Students are not interacting and/or on pace with classes.
- Notify Student and Parent that Student absences are near 10% of total attendance missed.
- Notify Parent and Student (Grades 6-12) if Students are absent and approaching or qualify for referral to Oakland Schools or Sending School truancy office.
- Notify Parent and Student (Grades 6-12) if, due to Student absences and/or academic performance, the Student will be recommended to return to their Sending School.

Interaction Success Plan

- Contact will be made to the Parent of any Student who does not attend/interact and log into virtual classes each week.
- VLAC teacher or mentor teacher and Student Support Team intervention will occur when students are excessively absent/not interacting, logging into classes, and not on pace to pass classes.
- The Student Support Team will determine whether to meet with the Student, enrolling school counselor, and or Parent to discuss the situation and initiate an attendance/interaction plan.

Discontinuation of Participation

If it is determined that a Student is not making adequate progress, is habitually absent, and/or is not likely to complete their grade level, Oakland Schools will contact the Parent of its decision to recommend to the Student's Sending School district that the Student should return to their Sending School district where there is more direct teacher support.

Should VLAC staff determine there has been no recent activity in the course work by the Student and the Parent does not respond to contacts or notices from VLAC staff, Oakland Schools reserves the right to administratively withdraw the Student and will collaborate

with the Sending School district who is responsible for placing the Student into a traditional classroom or other educational program of the Sending School district at the grade-appropriate level.

STUDENT DISCIPLINE

The Board is committed to providing Students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline Students who engage in misconduct, that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school; and
5. at any other time or place if the conduct has a nexus to a Campus or student program, substantially disrupts the school environment, or as permitted by law.

Please refer to Policy 8345 – Student Discipline to review the Policy and Administrative Rule in their entirety.

STUDENT CODE OF CONDUCT

It is very important that all Students enrolled in an instructional program are given an opportunity to pursue a course of study in a safe, well-ordered school environment free of any and all situations and misconduct that threatens the educational process. The Student Code of Conduct ("Code") assures that all instructional programs and Student activities and events are administered and carried out in an appropriate and orderly fashion for the common good of all Students, Parents, Employees, District Invitees, and visitors.

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

The Code shall be mandatory and enforced uniformly throughout each District instructional program.

The Code will not limit the legal authority of the Administration and Employees to deal appropriately with types of Student conduct not specifically described in the Code.

Disciplinary action shall be subject to the Student's due process rights pursuant to applicable state and federal laws and accompanying administrative rule.

For purposes of this Policy, the term

"Instructional program" shall include all Technical Campuses and the Virtual Learning Academy Consortium (VLAC), Oakland Accelerated College Experience (ACE), and Oakland Technical Early College (OTEC).

"Dean" shall include all of the Deans and the Supervisor of Student Programs.

Category I Offenses

Repeated Category I offenses may result in further discipline, including out-of-school suspension or expulsion from the District or the Sending School.
Examples of Category I offenses:

1. Showing an excessive/inappropriate display of affection
2. In a classroom, hallway, or other District location without permission
3. Loitering, remaining or lingering on District premises without a legitimate purpose and/or without proper authority
4. Having or consuming food or drinks during class time or where prohibited without permission
5. Throwing objects
6. Disrupting the educational process
7. Wrestling or horseplay in class or on District property
8. Violating the Dress Code or otherwise wearing inappropriate attire for the school/work setting
9. Academic dishonesty including plagiarism, cheating, claiming another's work as your own, copyright violations and unapproved use of artificial intelligence
10. Use of electronic communication devices during instructional time disrupting the educational environment

Category I Disciplinary Consequence(s)

1. Teacher intervention
2. Warning - verbal or written warning issued to Student
3. Parent contact
4. In-school suspension

Category II Offenses

Repeated Category II offenses may result in further discipline, including out-of-school suspension or expulsion from the District or the Sending School.
Examples of Category II offenses:

1. Making a recording while on District property, when in a vehicle owned, leased, or contracted by the District, or at a District-sponsored activity without the appropriate permission. Recording includes still photographs, video, audio, and other similar data captured in any medium

2. Leaving a Technical Campus or instructional program activity or event without permission
3. Entering areas without permission or authorization when on a field trip or at a work-based learning location
4. Engaging in a verbal altercation
5. Insubordination, as when a Student refuses to honor the reasonable requests or appropriate directives of an Employee
6. Disrespectful language and/or behavior
7. Refusing to identify themself when requested by an Employee
8. Habitual disregard for classroom rules
9. Violation of safety procedures/guidelines
10. Stealing, defacing, or destroying District or another individual's property with an estimated value of less than $250
11. Falsifying information
12. Gambling
13. Driving violations including careless/reckless or negligent driving on or to and from District property
14. District parking violations such as parking without a parking pass and/or in a lot other than the Student lot without permission

Category II Disciplinary Consequence(s)

1. Any of the Category I Disciplinary Consequences
2. A Student/Parent conference
3. Counselor referral
4. Restorative Practices
5. Student Success Plan
6. Short-term suspension for 1-10 days
7. Demand for payment or restitution
8. Possible police contact and report
9. Employee may not recommend Student for employment or awards
10. Revocation of parking and/or driving privileges

Category III

Repeated Category III offenses may result in further discipline, including out-of-school suspension or expulsion from the District or the Sending School.

Examples of Category III offenses:

1. Discrimination, harassment, and/or retaliation in violation of Policy 8018 – Illegal Discrimination, Harassment – Student.
2. Possession, use, or distribution of tobacco in violation of Policy 8220 - Schools Free of Alcohol, Drugs, Smoking and Tobacco Products.
3. Possession, use, or distribution of alcohol, other illicit or illegal substances, and/or related paraphernalia in violation of Policy 8220 - Schools Free of Alcohol, Drugs, Smoking and Tobacco Products.
4. Bullying, including cyberbullying, in violation of Policy 8019 – Bullying

5. Making verbal and/or written threats or engaging in acts of intimidation toward Students or others
6. Violation of the Oakland Schools Acceptable Use Policy or the Children's Internet Protection Act
7. Stealing, defacing, or destroying District property, equipment, or Student/Employee property or equipment with an estimated value of $250 or more
8. Gang activity
9. Cruelty or abuse of any animal
10. Multiple or repeated Category I and/or Category II violations

Category III Disciplinary Consequence(s)

1. Any of the Category II Disciplinary Consequences
2. Referral to appropriate law enforcement agencies

Category IV Offenses

Examples of Category IV offenses:

1. Creating, taking, possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs (including images generated or modified through artificial intelligence regardless of whether the action violates state or federal law
2. Major violations of the Oakland Schools Acceptable Use Policy or Children's Internet Protection Act such as hacking, visiting pornographic sites, or installation of damaging software
3. Using an object as a weapon (that is not defined as a dangerous weapon) to threaten harm or harm another Student, regardless of whether injury results
4. Possession of gun paraphernalia (e.g., gun case, ammunition, targets)
5. Possession or use of an incendiary device (e.g., smoke bombs, fireworks)
6. For grade six and above, making a bomb threat or similar threats directed at a school building, other school property or school-related event
7. For grade six and above, verbal assault, or a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat, at school against an Employee, contractor, or volunteer
8. Physical altercation, fighting, inciting violence, filming a fight or assault, distributing or publishing a fight or assault video
9. For grade 6 and above, physical assault against another Student (physical assault is causing or attempting to cause physical harm to another through intentional use of force or violence)
10. Off-campus criminal sexual conduct against another District Student when there is no conviction, plea, or adjudication
11. Possession of other weapons and look-alike weapons to include an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of three inches or less, items intended to look like a dangerous weapon

12. Gross misdemeanor or persistent disobedience (for example, multiple or repeated Category I, II or III violations).

Category IV Disciplinary Consequence(s)

1. Any of the Category III Disciplinary Consequences
2. Long-term suspension or expulsion from the District, including from all Technical Campus programs and/or other District instructional programs.
3. Referral to the Student's Sending School with a recommendation that the Sending School suspend or expel the Student.
4. Referral to appropriate law enforcement agencies.

Category V Offenses

Examples of Category V offenses:

1. Possession of a dangerous weapon*
2. Arson in a District building or on District grounds (arson is purposefully, intentionally, or maliciously setting a fire)
3. Criminal sexual conduct in a District building or on District grounds
4. A Student pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another enrolled Student in the District
5. For grade six and above, physical assault against an Employee, contractor or volunteer (physical assault is causing or attempting to cause physical harm to another through intentional use of force or violence)

**Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade three inches or more in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.*

Category V Disciplinary Consequence(s)

1. Any of the Category IV Disciplinary Consequences
2. Long- term suspension or expulsion from the District, including from all Technical Campus programs and/or other District instructional programs.
3. Referral to the Student's Sending School with a recommendation that the Sending School suspend or expel the Student.
4. Permanent expulsion from all Michigan school districts (with limited exceptions).
5. Referral to appropriate law enforcement agencies.

Possession of a Dangerous Weapon

A Student is not required to be expelled for possessing a weapon if the Student establishes in a clear convincing manner at least one of the following:

1. The object or instrument possessed by the Student was not possessed by the Student for use as a weapon, or for direct or indirect delivery to another individual for use as a weapon

2. The weapon was not knowingly possessed by the Student
3. The Student did not know or have reason to know that the object or instrument possessed by the Student constituted a dangerous weapon
4. The weapon was possessed by the Student at the suggestion, request, or direction of, or with the express permission of the District, Sending School or law enforcement

An expulsion of a Student for possession of a dangerous weapon is not justified if both of the following criteria are met:

1. The Superintendent determines in writing that at least one of the above factors has been established in a clear and convincing manner
2. The Student has no history of suspension or expulsion

Possession of a Firearm

Under state law, a Student who possesses a firearm in a weapons free zone (within the meaning of MCL §380.1311 (d)(3)) on District property is required to be permanently expelled from all public schools in the State of Michigan. This may also be true for other offenses as well.

Firearm means: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silence; or (D) any destructive device. Such term does not include an antique firearm (defined in Title 18 of the United States Code, 18 USC 921).

Weapon free school zone means: school property and a vehicle used by a school to transport Students to or from school property (defined in the Michigan penal code, MCL 750.237a).

Students Receiving Services Under IDEA or Section 504

A Student with an IEP or 504 plan has additional protections under IDEA or Section 504, respectively, when a disciplinary recommendation would result in a change in placement for the Student. A change of placement generally occurs when a Student is subject to a disciplinary removal from school of more than ten consecutive school days or a pattern of disciplinary removals totaling more than ten (nonconsecutive) school days in the same school year for substantially similar conduct.

If discipline would result in a Student's change in placement, the Student generally has the right to a manifestation determination review to determine if the conduct at issue was related to the Student's disability. When conduct is a manifestation of a Student's disability, the Student must be returned to the placement identified in the Student's IEP or 504 plan unless the parent and school agree on a change of placement or the conduct permits placing the Student in an interim alternative educational setting. The District will comply with federal and state requirements for Students with IEPs or 504 plans who may be subject to discipline.

Disciplinary Actions

The District shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed, while minimizing out-of-school suspensions and expulsions. The District recognizes the importance of safeguarding a Student's constitutional rights, particularly in disciplinary proceedings and provides due process consistent with Policy 8350 - Student Code of Conduct for disciplinary actions that include suspension or expulsion .

Disciplinary Factors

Prior to a Technical Campus and/or other District instructional program suspending or expelling a Student, the Mandatory Seven Factors ("Disciplinary Factors") will be considered, in accordance with Policy 8345 – Student Discipline, unless the discipline is for possession of a firearm.

"Disciplinary Factors" means the following:
1. The Student's age;
2. The Student's disciplinary history;
3. Whether the Student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether less interventions would address the behavior.

Except when discipline is for possession of a firearm, there is a rebuttable presumption that a long-term suspension or expulsion is not justified unless the Executive Director of Student Services has considered each of the Disciplinary Factors. The method used for consideration of the Disciplinary Factors is at the sole discretion of the Superintendent.

Student Success Plan

A Student Success Plan is a written document designed to eliminate unacceptable behaviors and increase desirable behavior in accordance with the Student Code of Conduct. A Student Success Plan must be authorized by the Dean or their designee and will include the responsibilities of the Student, Parent, Sending School staff, and District staff to address the problem. The Student Success Plan will be monitored for its effectiveness over a specified time period. Necessary modifications may be made. A student's failure to meet the responsibilities specified in the Student Success Plan may be grounds for discipline or other consequences, as discussed in the plan.

Restorative Practices

Before suspending or expelling a Student (except a Student who possesses a firearm in a weapon-free school zone), Employees authorized to issue discipline must first determine whether restorative practices would better address

the Student's misconduct, recognizing the Board's objective of minimizing out-of-school suspensions and expulsions. Use of Restorative Practices may be appropriate as an alternative to, or in addition to, a suspension or expulsion; it may also be appropriate for lesser violations of the Code not rising to the level of a suspension or expulsion. Restorative Practices will be administered in accordance with Policy 8345 – Student Discipline.

In-School Suspension

This action is the denial of the Student access to a regular class or instructional program for up to three school days. The Student is removed from class and assigned to a specific room where classroom assignments will be completed and monitored. An in-school suspension must be authorized by the Dean or Student Support Specialist.

When the Student's conduct cannot be remedied in the classroom, the Instructor will make a referral to the Dean or Student Support Specialist describing the situation and what remedial attempts have been made. Occasionally, other Employees will observe Code violations outside of the classroom and will make a direct referral to the Dean or Student Support Specialist.

- The referred Student will meet with the Dean or Student Support Specialist and the circumstances or details will be reviewed (the Instructor may or may not be present, at the discretion of the Dean or Student Support Specialist). The Student will have the opportunity to give an explanation and provide evidence on their behalf.
- If a Student is found to be in violation of the Code, they will be informed of the consequences and/or the action plan to address the violation.
- The Dean or Student Support Specialist will attempt to notify the Parent and the Student's Sending School of the action.

The Dean or Student Support Specialist will determine the need for a Parent conference. If, however, the Parent requests a conference, the Dean or Student Support Specialist will honor this request.

Short-Term Suspension

A short-term suspension occurs when a Student is temporarily removed from an instructional program up to a maximum of ten school days.

During a short-term suspension, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is suspended for ten or fewer school days, the Dean or Student Support Specialist will: (1) provide the Student verbal notice of the offense the Student is alleged to have committed, and (2) provide the Student an informal opportunity to respond and explain what happened. Except in emergency

circumstances, the Dean or Student Support Specialist will not suspend the Student unless, after providing the Student notice and an opportunity to explain, the Dean or Student Support Specialist is reasonably certain that the Student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. For emergency circumstances, the Dean or Student Support Specialist will provide the Student notice and an opportunity to explain as soon as practicable after the emergency is over. The decision of the Dean or Student Support Specialist is final.

Students may make up work or tests missed during a short-term suspension for credit. It is the Student's responsibility to arrange for make-up work and tests in a timely manner.

Long-Term Suspension

A long-term suspension is when a Student is removed from an instructional program for more than ten school days and fewer than 60 school days.

A long-term suspension may follow a short-term suspension. The Dean shall promptly notify the Executive Director of Student Services of the recommendation for the Student's long-term suspension. During a long-term suspension, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is suspended for more than ten school days but less than 60 school days, the Executive Director of Student Services will provide the Parent or Student with: (1) written notice of the offense the Student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the Student may present evidence and witnesses to show that the Student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Executive Director of Student Services will provide the Parent or Student at least three calendar days' notice before the hearing. The Parent and Student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Executive Director of Student Services will not suspend the Student unless, following the hearing, they are convinced by a preponderance of the evidence that the Student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence.

In lieu of, or in addition to, the procedures described above, the Executive Director of Student Services may refer the Student to the Student's Sending School with a recommendation that the Student be suspended. The Student's

suspension from the Sending School will result in the Student's corresponding suspension from the District. Nothing in this paragraph limits the District's ability to proceed with a suspension as otherwise described in this section.

Students may not be permitted to make-up practical work for credit missed or participate in work-based learning during a long- term suspension. A Student may not be awarded credit for the semester(s) the Student is on a long-term suspension.

Expulsion

An expulsion is when a Student is removed from an instructional program for 60 or more school days. An expulsion may follow a short-term or long-term suspension. The Dean shall promptly notify the Executive Director of Student Services of any recommendation for a Student's expulsion. A Dean shall recommend expulsion for any Category IV or Category V offense as required by law. During an expulsion, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is expelled, the Executive Director of Student Services will provide the Parent or Student with: (1) written notice of the offense the Student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the Student may present evidence and witnesses to show that the Student did not commit the alleged offense or that expulsion is not an appropriate consequence.

The Executive Director of Student Services will provide the Parent or Student at least three calendar days' notice before the hearing. The Parent and Student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Executive Director of Student Services will not expel the Student unless, following the hearing, they are convinced by a preponderance of the evidence that the Student committed a violation of the Student Code of Conduct and that expulsion is the appropriate consequence.

In lieu of, or in addition to, the procedures described above, the Executive Director of Student Services may refer the Student to the Student's Sending School with a recommendation that the Student be expelled. For Category IV and Category V offenses, the Executive Director shall refer the Student to the Student's Sending School with a recommendation that the Student be expelled. The Student's expulsion from the Sending School will result in the Student's corresponding expulsion from the District. Nothing in this paragraph limits the District's ability to proceed with an expulsion as otherwise described in this section.

Students may not be permitted to make-up practical work for credit missed or participate in work-based learning during an expulsion. A Student may not be awarded credit for the semester(s) the Student is expelled.

Educational Programming During Suspension or Expulsion

Any Student or Parent of a Student who has received a long-term suspension or expulsion may appeal to the Superintendent by submitting a written notice of the appeal to the Superintendent within ten calendar days after receiving written notice of the decision to suspend or expel. The appeal does not stop implementation of the suspension or expulsion determination. The Student may present reasons the Superintendent should reverse or modify the long-term suspension or expulsion. The Executive Director of Student Services or the Dean shall respond. The Superintendent shall have the right to question witnesses and review documents. The Superintendent may affirm, reverse or modify the long-term suspension or expulsion.

Appeals of Long-Term Suspensions/Expulsions

Any Student or Parent of a Student who has received a long-term suspension or expulsion may appeal to the Superintendent by submitting a written notice of the appeal to the Superintendent within ten calendar days after receiving written notice of the decision to suspend or expel. The appeal does not stop implementation of the suspension or expulsion determination. The Student may present reasons the Superintendent should reverse or modify the long-term suspension or expulsion. The Executive Director of Student Services or the Dean shall respond. The Superintendent shall have the right to question witnesses and review documents. The Superintendent may affirm, reverse or modify the long-term suspension or expulsion.

Reinstatement

Students expelled by the District may submit a petition for reinstatement to the Superintendent in accordance with Policy 8345 – Student Discipline. Students permanently expelled may submit a petition for reinstatement to their Sending School consistent with their Sending School's policies and procedures. If the Sending School reinstates the Student, with or without conditions, the District will determine, on a case-by-case basis, whether the Student may return to the District. The District reserves the right to require that any Student subject to a permanent expulsion seek reinstatement from the District.

Corporal Punishment

The Board prohibits corporal punishment as an acceptable method of disciplining Students.

An Employee is authorized to use reasonable physical intervention when, in their professional judgment, the physical intervention is necessary to prevent a Student from harming self, others or doing harm to property (for purposes of the Student Code of Conduct).

In order to review the Student Code of Conduct in its entirety, please refer to Policy 8350 – Student Code of Conduct.

VLAC PROCEDURES

Field Trip Guidelines

District-sponsored field trips, implementing the District's curriculum, are permitted. Field trips should be primarily academic and curriculum-related. All field trips are to be approved in advance by the Superintendent.

Each Student must submit all necessary parental consent forms signed by the Student's Parent before being allowed to attend a field trip. Deans must ensure that Students are adequately supervised by authorized Employees at all times during field trips. Volunteers may be allowed to support Employees during field trips.

A Student's failure to comply with Board policy, the Student Code of Conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

The District shall assume the costs of required field trips for Students that are directly related to the District's academics and curriculum.

Fees, Fines and Charges

Deans or designated representatives are authorized to collect fees, fines, charges, and deposits. Each student program shall prepare and make available upon request a complete list of Student fees, charges, deposits and fines.

Fee Schedule

At the beginning of each school year, Deans will distribute a schedule of fees, fines, charges, and deposits to all Students.

Care of Personal Property and Valuables

Students must exercise extreme caution in the handling of their personal property. It is recommended that uniforms, shoes, safety glasses, kits and other personal items belonging to the Student be

labeled with a permanent marker or engraved with the Student's name for identification purposes. Personal property should not be left unattended. VLAC is not responsible for Students' personal property. Unnecessary amounts of money should not be brought to school.

Any theft or attempt at theft or extortion should be reported to the Main Office immediately. While VLAC cannot assume financial responsibility for such losses, it is vitally concerned that Student property be protected and that efforts will be made to stop such activities.

Visitors

All Visitors must use the designated front entrance to enter and exit a District property. If it is necessary for a Visitor to use an entrance other than the front entrance, the Visitor must be escorted by an Employee. A Visitor may be required to present a form of identification and explain the purpose of their visit. A Visitor may also be escorted while on District property.

Classroom (Virtual) Visits

Classroom (virtual) visits need to be carefully planned so as not to be disruptive. Parent visits shall be scheduled with the Instructor and the Dean. Parent visits are for becoming acquainted with instruction, programs, Employees, operation, and/or the facility. Parents shall refrain from giving directions or making evaluations of Employees or operating procedures during their visits. If a visit leaves a Parent with a concern, this concern should be discussed with the Dean or Superintendent.

Illness

If a Student wishes to leave a VLAC activity or event due to illness, they MUST REPORT TO THE Supervisor or Instructor and follow the SIGN-OUT PROCEDURE.

Accidents

Employees have certain responsibilities in case of accidents or injuries that occur in a Campus. The responsibilities, subject to the judgment of the Employee(s) present, extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration, notification of Parents, and the filing of accident reports. In all cases, the appropriate Dean shall be informed of the accident.

School Closing Procedure

Conditions, such as inclement weather, equipment failures and power outages, may make it necessary to temporarily alter the operation of the entire District and/or one of its District Campuses to protect the health, safety, and welfare of Students, Employees and others. Changes in District operations may involve closing, delaying, dismissing, cancelling, or altering any or all activities at one or more District Campuses.

Please refer to Policy 4080 – District Closings for more information.

Telephone Usage and Acceptance of Messages

A Student may use a phone in the VLAC Office with authorization for school related purposes. Students may be permitted to use a school phone at the discretion of VLAC staff.

Administration of Medication

Whenever possible, Parents should arrange Student medication schedules to eliminate the need for the administration of medication at a Technical Campus. The administration of prescribed medication to a Student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the Student, or the Student would not be able to attend school if the medicine were not made available during school hours. Oakland Schools nurses, trained personnel, Deans, or their designees, may administer over-the-counter and/or prescribed medications to enrolled Students in accordance with Policy 8670 – Administration of Medications, applicable administrative rules, and pursuant to state law.

Students enrolled in a Technical Campus whose Parent(s) and healthcare professional provide written permission will be able to self-administer and self-possess for emergency purposes their own over-the-counter and/or prescription medication except as provided within the administrative rule accompanying this Policy.

The District requires the disclosure of all medications taken by Students enrolled in courses requiring the use of machinery, equipment, instruments, or tools to ensure the safety of all Students and Employees.

Please refer to Policy 8670 – Administration of Medications for more information.

Epinephrine Auto-Injectors (Epi-Pens)

The possession of Epinephrine Auto-Injectors (Epi-Pens) is governed in Policy 8671 – Epinephrine Auto-Injectors (Epi-Pens). A Student may possess an Epi-Pen at a Technical Campus, on District vehicle, or at any activity, event, or program- sponsored by the District or in which the Student's OSTC is participating, provided that:

- The Student has written approval to possess and use the Epi-Pen from the Student's physician or other health care provider authorized by law to prescribe an Epi-Pen, and, if the Student is a minor, from the Student's Parent.
- The Dean, or their designee, of the Student's Technical Campus has received a copy of each written approval required for the Student.
- There is on file at the Student's Technical Campus a written emergency care plan that contains specific instructions for the Student's needs, that is prepared by a physician licensed in this state in collaboration with the Student and the Student's Parent and that is updated as necessary for changing circumstances.

Do-Not-Resuscitate Orders

Employees will honor a Do-Not-Resuscitate Order ("DNR") or physician orders for scope of treatment form ("POST") executed pursuant to the Michigan Do Not-Resuscitate Procedure Act or Public Health Code if they have actual notice of the DNR or POST.

Lice, Nits and Bed Bugs

A Student with nits within ¼ inch of the scalp or live lice may remain in a District Student program. The Student will be restricted from activities that involve close head-to-head contact or sharing personal items as required in designated programs for health and safety purposes. The Superintendent will notify the Student's Parent(s) and provide educational materials on head lice prevention and treatment.

If a Student has a persistent infestation after six weeks or three separate cases within one school year, the Dean, Supervisor of Student Programs, or designee will form a team of appropriate staff to support the Student and Parent(s) to remediate the issue effectively.

If it is suspected that a Student's clothing or belongings contain bed bugs, the School Nurse or Student Support Specialist may visually inspect the Student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the Student's Parent(s) and provide

educational materials on bed bug prevention and treatment. No Student will be excluded from school because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the Technical Campus, the Dean or designee will notify the Public Health Nurse Consultant and the Parent(s) of all Students in the affected Technical Campus and will provide information on bed bug prevention and treatment. The Technical Campus will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the Technical Campus consistent with Policy 4005 – Integrated Pest Management.

Student confidentiality shall be maintained concerning instances of lice, nits, and bed bug infestations.

Communicable Diseases

The District is committed to providing educational services in a safe and healthy environment. The identification, management and reporting of disease in the public school setting is required for the safety and welfare of Students and Employees, while also recognizing the rights and needs of the Student or Employee.

Whenever a physician has diagnosed a Student or Employee as having a communicable disease, the Student or Employee is expected to voluntarily report the diagnosis and nature of the disease to the Public Health Nurse Consultant. A Student or Employee with a communicable disease that is deemed a threat to public health by the Oakland County Health Division may be required to withdraw from active employment or school for the duration of the illness in order to give maximum health protection to other Students or Employees. A Student or Employee with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

All Employees shall maintain the strictest confidence of an individual's status to the extent permitted without compromising the health and safety of other individuals. A Student or Employee with a communicable disease has all rights, privileges and services as provided by law and District policies.

A decision to close a District facility due to communicable disease outbreaks is at the discretion of the Superintendent.

For more information please refer to Policy 5370 – Communicable Diseases.

Integrated Pest Management

The District only authorizes the application of a pesticide at a District property by a properly trained, certified, or registered applicator if a written integrated pest management program is in place for that property. After the application of a pesticide, a person may only reenter District property in compliance with restrictions identified by the applicator and required by law. A "pesticide" does not include sanitizers, germicides, disinfectants, or antimicrobial agents.

Notices will comply with methods, time frames, and information requirements established by MCL 324.831.

Schools Free of Alcohol, Drugs, Smoking and Tobacco Products

In the interest of providing a healthy, safe and productive environment, the Board prohibits any Student from engaging in the actual or attempted manufacture, sale, distribution, dispensation, possession, use, delivery, or transfer of, or from being under the influence (legal intoxication is not required) of any illicit substance on District property or at a District function. An illicit substance may be a substance that is topical, ingested, injected, or inhaled.

A controlled substance as defined by this policy includes alcohol, as one listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in federal regulations at 21 C.F.R. 1308.11–1308.15. Despite Michigan law, marihuana is still a controlled substance pursuant to Schedule I of Section 202 of the Controlled Substances Act and marijuana use, distribution, dispensation, possession or manufacturing, whether for medical or recreational purposes, is regulated by this policy.

In compliance with state law, the Board also prohibits the actual or attempted use, sale, possession, distribution, or dispensation of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems by any Student at any time on all District property or at a District function. Signs designating the District "tobacco-free" or "smoke-free" will be prominently displayed on all District property.

The Board prohibits drug, cannabidiol, alcohol, smoking, or nicotine related paraphernalia, including but not limited to, scales, pipes, rolling paper, aerosols, vaping devices, electronic nicotine delivery system, and incendiary devices.

Any Employee, student intern, student teacher, or volunteer observing, knowing of or suspecting a Student is in violation of this Policy shall notify a Dean or Supervisor of Student Programs as soon as practical.

Any Student in violation of this Policy may be subject to disciplinary action in accordance with Board policy and the Student Code of Conduct. The Student may also be referred to law enforcement for prosecution. Substance abuse counseling and rehabilitation services/ referrals may be available to Students through their Sending Schools.

Search and Seizure

Searches of lockers (defined to mean any District provided storage area for Student use) motorized vehicles, Students, and Students' personal property shall be conducted under the appropriate legal standard, to maintain the safety and security of Students, Parent(s), Employees, District Invitees, visitors, and District property. Students and Students' personal property are subject to searches while on District property, as well as at any District-sponsored activity or event, regardless of its location. Searches shall be conducted by the Dean the presence of another adult Employee.

Search and Seizure – Reasonable Suspicion

The Dean may search a Student and their belongings if there is a reasonable suspicion that the search will reveal contraband or evidence of a violation of law, policy or rule. In rare cases, the Dean may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when the Dean has reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, policy or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the Student's age and sex and the nature of the infraction.

The Dean is not required to have reasonable suspicion to search lockers or other District property. The District may use detection dogs to search for contraband on District property.

Strip searches are prohibited.

Notification to Parent(s)

The Student's Sending School and the Parent(s) of Students who are searched will be promptly notified by the Dean that a search has been conducted or canines have been used in the detection of illegal drugs or devices. The Dean will call the Parent(s) at the telephone number(s) provided on the Student's contact information.

Please refer to Policy 8130 - Search and Seizure for more information.

Electronic Communication Devices

The District recognizes that electronic communication devices ("ECD") serve multiple purposes within and outside the school environment.

The following policy outlines the restrictions on ECDs for all VLAC in-person activities or events, and Student interactions with VLAC teachers.

Conduct governed by this Policy that occurs off District property or after school hours may still be subject to discipline if it is a substantial disruption to or interferes with the educational environment of the District.

The Student who possesses a personally owned ECD is responsible for its care and security. If a personally owned ECD is damaged, lost or stolen while on District property or while confiscated by the District, the District is not responsible for recovering or reimbursing the Student, their Parent(s), or its owner for the replacement or repair of the personally owned ECD or any other costs or consequences attributed to it or its damage, loss or confiscation.

Any Student violating this Policy may be subject to discipline in accordance with the Student Code of Conduct.

ECDs include, but are not limited to, wireless communications devices as defined under MCL 380.1303a, including an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A wireless communications device does not include a basic telephone. In addition to devices without wireless capabilities, ECDs include desktop computers, laptop computers, audiovisual equipment, and other similar devices.

With limited exceptions, the use of personally owned ECDs by Students is not permitted on school grounds during instructional time.

Except where use is permitted and while such permitted use is occurring, personally owned ECDs will be kept out of sight and powered off during instructional time.

Please refer to Policy 8280 – Electronic Communication Devices – Students for more information.

DISTRICT TECHNOLOGY AND ACCEPTABLE USE

Use of District Technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their Parents are required to sign the Technology Equipment and Acceptable Use Agreement before they may be assigned, use or access District technology resources. Students who violate the District's technology policy and/or Technology Equipment and Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion. For more information please refer to Policy 4510 – District Technology and Acceptable Use for more information.

Data Privacy

Data privacy, including the protection and management of the various types of Student, Parent, Employee and District Invitee Personally Identifiable Information ("PII"), is a critical component of District operations. Computer systems and related devices collect and record data as required for educational delivery, management, and reporting purposes. This information should be protected from, and never be disclosed to, unauthorized individuals. The District will maintain privacy management practices which establish the criteria, means, and methods to protect the confidentiality, integrity, and availability of data and communication networks; establish the rules for the access of data and network infrastructure; and mitigate the risks associated with security threats to networks, data, and information resources.

Children's Internet Protection Act Policy

The purpose of this Policy is to ensure that all Internet safety policies and technology protection measures comply with the provisions of the Children's Internet Protection Act. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce this Policy with respect to Student access to and use of the Internet through the District's computer network, and in accordance with policies and administrative rules.

All Student users and their Parents are advised that access to the electronic network, including the Internet, may include the potential for access to materials inappropriate for Students. To that end, it is not possible to guarantee Students will not gain access through the Internet to information and communications that they and/or their Parents may consider inappropriate, offensive, objectionable, or controversial. Parents of minors are the first and best source of guidance as to what materials to avoid and are responsible to establish standards and restrictions for their children. If a Student finds that other users are visiting offensive or harmful sites, they should immediately

report such use to a Dean, Supervisor of Student Programs, Instructor, or Counselor. For information on the District's technology protection measures please refer to Policy 4520 – Children's Internet Protection Act Policy.

Generative Artificial Intelligence Use

The District supports the application of Artificial Intelligence (AI) technologies where efficiency, reliability, and student learning are enhanced, provided such applications adhere to strict standards of data privacy and human accountability. To that end, these guidelines govern the implementation and monitoring of Generative AI use by Students.

Scope

- Educational Use. These guidelines apply to all Student use of Generative AI for schoolwork, regardless of whether such Generative AI was accessed on a personal or district-issued electronic communication devices ("ECD"), and regardless of whether such use occurs on or off District property.
- Personal Use. These guidelines also apply to Student use of Generative AI for personal reasons if that use occurs while the Student is on District property, at District-sponsored activities or events, in District vehicles, or outside of school hours or off District property if such use is a substantial disruption to or interferes with the educational environment of the District.

AI-Generated Content Responsibility

- Personal Responsibility. Students are personally responsible for all AI-Generated Content which they create and utilize for schoolwork. Any AI-Generated Content submitted by a Student will be treated as if it was the Student's own work.

AI-Generated Content

Students may not use AI tools to manipulate media, including, but not limited to, an image or likeness of another Student, Employee, or other individual, to create content for the purpose of or resulting in bullying, harassment, discrimination, retaliation, or any other form of intimidation.

Student Considerations for Generative AI Use

Any time a Student uses Generative AI, the Student should consider the following:

- Preventing Intellectual Property Infringement. Students should be cognizant that AI-Generated Content may infringe upon others' Intellectual Property rights. Verification of AI-Generated Content and attribution of proper sources for such content mitigates infringement risk. In addition, use of Generative AI Tools may prohibit Students from securing Intellectual Property rights in their own work.
- Responsible Data Handling. Any information entered into publicly available Generative AI Tools should be treated as public. Students should be cognizant of privacy concerns and seek permission prior to sharing an individual's private information with Generative AI Tools.

- Assumption of Falsity. Students should assume that all AI-Generated Content is incorrect or inaccurate. Unless the AI-Generated Content is verified to be factually accurate, Students should not use the content.
- Ethical Considerations. Generative AI Tools are only as good as the data they are trained on and can perpetuate historical biases in data. Students should question Generative AI Tools and assess whether AI-Generated Content reflects biases.

Enforcement

- Monitoring. The District retains the right to monitor Student use of Generative AI on all district-issued and personal ECDs, if such use falls within the scope of these guidelines as defined above.
- Discipline. Any student violating these guidelines may be subject to discipline in accordance with the Student Code of Conduct up to and including suspension, expulsion, or permanent denial of attendance at any Technical Campus.
- Reporting Violations. If a Student becomes aware of an actual or potential violation of these guidelines, or have reason to believe of such a violation, the Student must promptly disclose this fact to their Instructor, Student Support Specialist, Dean, or Program Administrator with all the relevant information and any applicable evidence of inappropriate use of Generative AI in violation of these guidelines. If a Student questions whether use of Generative AI is in violation of these guidelines, then they should consult with the Instructor. If the Instructor is unsure whether the use is a violation, they should consult with Student Support Specialist, Dean, or Program Administrator.
- Anti-Retaliation. Oakland Schools prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of these guidelines.
- Internal Contact. Individual Instructors, Student Support Specialist, Dean, or Program Administrator are responsible for the administration and enforcement of these guidelines. If a Student has any questions regarding these guidelines or about using Generative AI at Oakland Schools that are not addressed in these guidelines, the Student should contact their Instructor, Student Support Specialist, Dean or Program Administrator.

DISCRIMINATION AND HARASSMENT

Oakland Schools is committed to providing a safe, positive, and productive educational environment for its Students, Employees, and other members of the district community. In accordance with state and federal law, the District does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs or activities. Prohibited discrimination includes harassment and retaliation.

Prohibited Conduct

The District's nondiscrimination policies, including applicable definitions, investigation procedures, the parties' rights, and information about employees' obligations, are available on the District's website:

- For reports of conduct that fall under Title IX's definition of sexual harassment, the applicable policy is Policy 5032 – Title IX Sexual Harassment.
- For all other reports and complaints of discrimination and harassment, the applicable policy is Policy 8018 - Illegal Discrimination, Harassment – Student.

Oakland Schools does not permit discrimination, harassment, or retaliation that occurs –

- On District property (including District transportation);
- At District activities or events; and
- Using District-owned or operated electronic devices, networks, electronic information systems, or related equipment.

Oakland Schools may also address conduct that occurs outside of school where the conduct creates an intimidating, hostile, or offensive educational environment, prohibits a Student from accessing the District's programs or activities, or creates a substantial interference with the educational environment.

Harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's membership in a protected class, where the conduct has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with an individual's ability to benefit from the District's educational programs or activities.

Harassing conduct may include:

- Physical harm or threats of harm
- Inappropriate physical contact and groping
- Name calling
- Derogatory or disrespectful comments
- Unwelcome, repeated sexual advances
- Stalking
- Social exclusion
- Public humiliation
- Spreading rumors
- Threats or intimidation
- Hazing

Retaliation is intimidation, threats, coercion, or similar conduct against an individual for the purpose of interfering with that person's right to make a report, initiate a complaint, participate in the investigation process, or otherwise exercise a right under Policy 5032 or 8018.

Under Title IX and Policy 5032, sexual harassment includes:

1. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Oakland Schools' education programs or activities;
2. Sexual assault;*
3. Dating and domestic violence;* and
4. Stalking.*

* Title IX and its regulations specifically define these terms. The definitions, as well as additional information on the Title IX grievance process, are provided in Policy 5032 - Title IX Sexual Harassment.

Reports of discrimination, harassment, and/or retaliation will be reviewed and investigated in accordance with Policy 8018 or 5032, as applicable. A student found to have engaged in harassment or retaliation may be subject to discipline, including suspension or expulsion, consistent with applicable policies and the Student Code of Conduct.

Reporting and Investigating Complaints

Reports of discrimination and harassment can be made to any employee or to Oakland Schools' Civil Rights/Title IX Coordinator:

Casey Guthrie
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2467
CivilRights.TitleIX@oakland.k12.mi.us

When a formal complaint is made alleging sexual harassment under Title IX, or conduct is alleged that would, if true, constitute sexual harassment as defined by Title IX, the matter will be referred to the Civil Rights/Title IX Coordinator for consideration under the grievance process outlined in Policy 5032 – Title IX Sexual Harassment.

Any person who believes that he or she has been the subject of unlawful discrimination or harassment may also file a complaint with the Office for Civil Rights (OCR):

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Bullying

The District has adopted Policy and Administrative Rule 8019 -Bullying. The Policy may be accessed in its entirety on the District's website at https://go.boarddocs.com/mi/oaklandschools/Board.nsf/Public# (osisd.us/boarddocs).

Bullying

Pursuant to the Revised School Code, MCL 380.1310b, Oakland Schools prohibits bullying at school of Students by other Students, Parents, Employees, or others. The District also prohibits retaliation against an individual who reports bullying or participates in an investigation of bullying conduct.

Definitions

"Bullying" includes cyberbullying and means any written, verbal or physical act, or any electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more Students, either directly or indirectly, by doing any of the following:

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

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. At school includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises

if the telecommunications access device or telecommunications service provider is owned by or under the control of the District.

"Telecommunication access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL §750.219a.

Confidentiality

The District shall comply with the confidentiality requirements of state law with respect to the identity of any individual who reports an act of bullying. In addition, the District will refrain from disclosing the identities of the individuals involved in a bullying investigation, including the parties and witnesses, except as necessary to conduct the investigation, resolve the complaint, and comply with legal requirements.

Reporting Bullying Conduct

Every Student is encouraged to report any situation they believe to be bullying behavior directed toward themself or another Student. Reports of bullying, retaliation, or that someone has made a false report may be made to any of the following persons: the Civil Rights/Title IX Coordinator, a Dean, a Student Support Specialist, an Instructor, or another Employee. A report can be made in person, by telephone, by email, or by completing a bullying complaint form for review by the Civil Rights/Title IX Coordinator.

Casey Guthrie
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2467
CivilRights.TitleIX@oakland.k12.mi.us

Any individual with information about conduct that may threaten Student or school safety can also submit a tip at any time, using OK2SAY, Michigan's Student Safety Program, or another anonymous reporting process established by the District. However, the District's ability to investigate anonymous reports may be limited. Employees who receive notice of bullying conduct must immediately notify the Civil Rights/Title IX Coordinator.

Investigation

All reports of bullying at school will be promptly investigated by the Civil Rights/Title IX Coordinator or other individual, as provided by Policy 8019 - Bullying. All investigations concerning bullying shall minimally include a preliminary review, interviews and written statements. Relevant documentary information shall also be collected and reviewed, if available.

The investigator shall prepare a written summary of the investigation results, including their findings of fact, a determination as to whether bullying occurred, and recommended disciplinary action (if applicable), using the preponderance of the evidence standard. Upon conclusion of the investigation, the Sending School of both the victim and perpetrator(s) and the Parent(s) of the victim and the perpetrator(s) shall be notified of the results of the investigation consistent with the confidentiality requirements of the Family Educational Rights and Privacy Act ("FERPA") and state law.

Interim measures may be implemented during the investigation to provide support, prevent misconduct, and ensure the parties access to their education. Such measures may include no contact directives, academic or counseling support, temporary class or schedule changes, short-term removals, etc.

Disciplinary Action

If there has been a finding that a Student has violated Policy 8019 – Bullying, another policy or administrative rule, or the Student Code of Conduct, the Dean or designee, or other appropriate administrator, will make a final decision as to what discipline, if any, to implement. Any discipline will be imposed in accordance with the due process protections provided in the Student Code of Conduct. The Parent and an appropriate administrator or counselor at the Sending School of each Complainant and Respondent will also be notified of the bullying investigation consistent with the confidentiality requirements of the Family Educational Rights and Privacy Act and state law.

Hazing

The act of "hazing" is a crime in the State of Michigan and is prohibited by the District. This Policy applies regardless of a Student's consent, permission, or assumption of risk to the hazing or hazing-type conduct The District will comply, in all ways, with Michigan law regarding any "hazing" incidents. All hazing incidents shall be reported to the Dean as soon as practical.

Permission, consent, acquiescence, or assumption of risk by an individual subjected to hazing shall not be a defense to or lessen the prohibitions contained in this Policy. Students engaging in any hazing or hazing-type conduct will be subject to the provisions of the Student Code of Conduct as would apply to any other Student violation of State law.

Section 504

The District does not discriminate against any Student with a disability, as that term is defined in Section 504 of the Rehabilitation Act (Section 504), in any District program or activity. Any claim of disability-based discrimination will be addressed pursuant to Policy 8018 Illegal Discrimination, Harassment - Student.

Eligible Students are entitled to a free appropriate public education through a Section 504 plan developed and provided by the Student's Sending School.

The District will follow federal law and applicable regulations and guidance in identifying and educating students with disabilities under Section 504.

If you have questions regarding these procedures or want to file a complaint, please contact the District's Civil Rights/ Title IX Coordinator:

Casey Guthrie
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2467
CivilRights.TitleIX@oakland.k12.mi.us

For more information, see Policy 8303 - Section 504.

ADDITIONAL RIGHTS

Student Education Records

Access and use of Student education records is governed by the Family Educational Rights and Privacy Act (FERPA). In compliance with FERPA, the District has adopted Policy and Administrative Rule 8940 - Student Education Records. The Policy may be accessed in its entirety on the District's website at https://go.boarddocs.com/mi/oaklandschools/Board.nsf/Public#.

Definitions

"Education record" means a record directly related to a Student that the District or its agents maintain, except that an education record does not include:

a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
c. records relating to a Student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the Student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the Student's choice);
d. records created or received by the District after a person is no longer a Student in the District and that are not directly related to the person's attendance as a Student in the District;

e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a Student are, however, "education records."

"Personally identifiable information" means a Student's name; the name of a Student's Parent(s) or family member; the Student's address or the address of a family member; a personal identifier, such as the Student's social security number, Student number, or biometric record; other indirect identifiers, such as the Student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific Student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the Student to whom the education record relates.

"Eligible Student" means a Student who is at least 18 years old, an emancipated minor, or a Student enrolled in a postsecondary institution.

"Directory information" means the information contained in a Student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

1. Student name;
2. Student's telephone numbers;
3. Student's email address;
4. Student's program of enrollment;
5. Student's extracurricular participation;
6. Student's achievement awards or honors (not to include specific scholastic grades); and
7. The name of the Student's Sending School.

"School official" means any of the following:

1. any person employed by the District in an administrative, supervisory, academic, research or support staff position, including health or medical staff;
2. a School Board member;
3. a School Resource Officer;
4. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor) and is under the direct control of the District with respect to the use and maintenance or personally identifiable information from education records;

5. a contractor, consultant, volunteer, or other party or company to whom the Board has outsourced a service or function that would otherwise be performed by Employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist) and is under the direct control of the District with respect to the use and maintenance of personally identifiable information from education records;
6. a person or Student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
7. a person, including a Student or volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own Employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

"Legitimate educational interest" means that a school official needs to review an education record in order to fulfill their professional responsibilities or to perform a service or benefit for a Student or the Student's family.

"Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

Rights of Parents and Eligible Students

The Family Educational Rights and Privacy Act (FERPA) affords Parents and Eligible Students certain rights with respect to the Student's education records. They are:

1. Right to Inspect and Review Education Records
Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Eligible Students have the right to inspect and review their own education records. Parents may also inspect and review the education records of an Eligible Student if the Student is considered a dependent under Internal Revenue Code Section 152.
The District will not disclose a Student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the Student or the Student's Parent notifies the District that the Student or the Student's Parent has obtained a participation card issued by the Michigan Department of Attorney General.

Parents or Eligible Students should submit to the Dean or Legal Affairs a written request that identifies the record(s) they wish to inspect. The Dean will forward any requests received to Legal Affairs. Legal Affairs will make arrangements for a Parent or Eligible Student to inspect and review the Student's education records within a reasonable time from receiving a request and not more than 45 calendar days from the date of the request or, if the Student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing. If the request is for the records of a former Student or for video records of a former or current Student, the Dean will forward the request to Legal Affairs.

2. Right to Request Explanation or Interpretation of Student Education Records

A Parent or Eligible Student may request, in writing, an explanation or interpretation of a Student's education records. The Dean will respond to any reasonable request.

3. Right to Request Amendment of Education Records

A Parent or Eligible Student may request that a Student's education record be amended if the Parent or Eligible Student believes the record is inaccurate, misleading, or otherwise in violation of the Student's privacy rights. The Parent or Eligible Student should write the Dean, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the Parent or Eligible Student, the District will notify the Parent or Eligible Student of the decision and advise them of their right to a hearing with the Superintendent regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or Eligible Student when notified of the right to a hearing.

4. Right to Consent to Disclosures

A Parent or Eligible Student has the right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent.

Collection and Retention of Records

The District may collect and retain information about the District's Students that is reasonably necessary for the District to perform its role as an intermediate school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all Student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 2800 - Records and Retention and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

Disclosure of Education Records to School Officials

Except as noted in "Disclosure to a For-Profit Business Entity," a school official may receive and review personally identifiable information from a Student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the Student or the Student's family.

The Superintendent will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a Student's education records.

Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or Eligible Student unless the Parent or Eligible Student specifically notifies the District that the Parent or Eligible Student does not consent to the disclosure of the Student's directory information for one or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and Eligible Students with a Directory Information Opt Out form ("Form"), listing all uses for which it commonly discloses Student directory information. The Form will allow the Parent or Eligible Student to elect not to have the Student's directory information disclosed for one or more of the listed uses. Upon receipt of a completed Form, school officials may not release the Student's directory information for any of uses selected on the form.

The Form will be provided to all Parents or Eligible Students within the first 30 days of the school year. The Form will also be made available at a Parent's or Eligible Student's request at any time during the school year. If the Parent or Eligible student does not return the Form by September 30th or within 10 school days after requesting the opt-out form, the District may release directory information as permitted by law. The Form will be kept on file for one year.

To ensure that directory information is not improperly used, the Superintendent may require that a person requesting directory information

execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a Student's education record without the consent of the Parent or Eligible Student to another school or post-secondary institution in which the Student seeks or intends to enroll, is enrolled, or from which the Student receives services, if the disclosure is related to the Student's enrollment or transfer.

Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a Student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the Student pursuant to a contract with the District.

Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a Student's education records without the consent of the Parent or Eligible Student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or Eligible Student, in writing, that the District intends to comply with the court order or subpoena.

Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its Employees and agents are prohibited from disclosing personally identifiable information from a Student's education records without the written consent of a Parent or Eligible Student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a Student's application for or receipt of financial aid;

- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a Student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

Video Recordings

A video recording that is directly related to a Student may be an "education record" (e.g., when it is maintained to document Student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Executive Director of Student Services or the Executive Director of Legal Affairs will determine, on a case-by-case basis, upon receipt of a request for the disclosure of a video, whether a particular video constitutes an "education record" and whether it contains "personally identifiable information" about a Student. If the Executive Director of Student Services or the Executive Director or Legal Affairs determines that a video recording is an "education record," its release and disclosure and the rights of Parents and Eligible Students to inspect and review the video recording shall be considered a FERPA request and processed by Legal Affairs.

Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a Student's education records to law enforcement without the prior written consent of a Parent or Eligible Student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or court order or subpoena). The only school officials that are authorized to contact law enforcement and to address requests by the SROs are: at the Campuses the members of the Student Support Teams, and for VLAC the members of the Student Success Team.

If a designated school official reports possible criminal activity of a Student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the Student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written

consent to transmit the records of a Student with a disability immediately after reporting the Student's potential criminal activity to authorities.

Right to File Complaint
A Parent or Eligible Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520
Email:FERPA.Complaints@ed.gov

Protection of Pupil Rights

The District respects the rights of Parents and Students and has adopted a Protection of Pupil Rights policy as required by law. Policy 8840 – Protection of Pupil Rights is available on the District's website or upon request from an OSTC Campus or VLAC program. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

Additionally, Oakland Schools sometimes conducts risk assessments for students who pose a threat of harm to themselves or others. Risk assessments may inquire about sensitive information described in the annual notice. These risk assessments are not federally funded. While Oakland Schools will endeavor to notify parents about threatening behavior as quickly as possible, a risk assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential risk assessments that inquire about sensitive information as defined in the annual notice, please follow the opt-out process described in the annual notice.

Address Confidentiality Program Act

Oakland Schools shall not disclose the confidential address of a Student if the Student or their Parent has obtained a participation card issued by the Michigan Department of Attorney General ("Attorney General") under the Address Confidentiality Program Act and if the Parent provides notice of the issuance of the participation card in a form and manner prescribed by the Attorney General.

Personal Protection Orders Against Students

Upon receipt of a personal protection order ("PPO") from a Student against another Student at the same Technical Campus or in the same District program, the Dean or the Supervisor of Student Programs shall notify the Civil Rights/Title IX Coordinator and provide a copy of the PPO. The Civil Rights/Title IX Coordinator, Dean or Supervisor of Student Programs will work with the families involved to make necessary changes or adjustments. These modifications may include, but are not limited to, changes or adjustments to class schedules, lockers, arrival and departure times, means of entering or exiting the buildings, transportation of either Student or increased supervision or security. Although the District is not legally responsible for enforcing a PPO to which it is not a party, the District is committed to the safety of Students and will endeavor to make changes or adjustments and provide supportive measures to assist Students who are parties to a PPO.

Retaliation in any form, including, but not limited to, bullying, harassment or intimidation, against either a Student because the Student has obtained or is the subject of a PPO is prohibited. An Employee or Student who engages in retaliation may be subject to discipline in accordance with Policies or Student Code of Conduct, as applicable.

The existence of a PPO alone is not a sufficient basis to exclude a Student from school. The District reserves the right to determine the educational placement of a Student who is the subject of a PPO.

Please Note: All of the forms below are available on the MiSTAR Parent Portal. Please use the MiSTAR Parent Portal to complete all required VLAC forms. If you are unable to complete these forms online, please contact the Main Office of the Campus that you attend for a paper copy.

VLAC HANDBOOK COMPLIANCE FORM

I hereby acknowledge receipt of the Virtual Learning Academy Consortium (VLAC) Student/Parent Handbook ("Student/Parent Handbook"). Although all Oakland Schools Board of Education Policies and Administrative Rules ("Policies and Rules") are important and need to be followed, I have given special attention to the following policies and documents

a. Acceptable Use Policy for Oakland Schools Internet
b. Dress code and safety requirements
c. Harassment statement
d. Student attendance policy
e. Student Code of Conduct
f. District Technology and Acceptable Use
g. Security Cameras and Electronic Monitoring, and
h. Bullying Policy

As a Parent/Student, I:

- Authorize VLAC, in case of EMERGENCY, to take immediate action necessary for the preservation of the Student's health, except in such an instance in which a valid DNR or POST form has been executed on behalf of the Student and actual notice of such has been provided to the Executive Director of Student Services
- Understand the contents and agree to abide by the Student/ Parent Handbook and Policies and Rules.
- Further understand the violation of any of this Student/Parent Handbook or Policies and Rules may result in disciplinary actions as outlined.
- Understand and agree that in the event the information contained in this Student/Parent Handbook is inconsistent with the Policies and Rules, the Policies and Rules shall apply.
- Understand and agree that Oakland Schools reserves the right to amend or modify this Student/Parent Handbook or its Policies and Rules at any time. Further, in the event this Student/Parent Handbook is amended or modified during the school year, I will be notified of any such changes.

SIGNATURE OF PARENT AND MY STUDENT

I, and my Student, understand the contents and agree to abide by the Student/Parent Handbook. I, and my Student, further understand that violation of the Student/Parent Handbook may result in disciplinary actions as outlined in the Student Code of Conduct.

_____ _____

Student Signature Student Name

_____ _____

Parent Signature Parent Name

_____

Date

CONSENT FOR USE OF LIKENESS AND WORK PRODUCT FORM

The below named Student (the "Student") acknowledges that during participation in educational activities at Oakland Schools, photographs and videos may be taken of the Student. The Student hereby consents to the use of their likeness (including, without limitation, the Student's likeness on camera or in photographs taken by the student, Instructors, etc. or otherwise), voice, name, personal, biographical/ directory information and any other reproduction of the Student's physical likeness (as the same may appear in any still camera photography and/or video or tape) in and in connection with the marketing, advertising, exhibition and publicizing of Oakland Schools or its programs.

Additionally, the Student acknowledges that they may create certain work product (the "Work") during their educational activities at Oakland Schools, to which the Student may have a right, title and interest. Oakland Schools is desirous of acquiring the right to use, display, copy, and distribute copies of the Work, and for good and valuable consideration, the receipt of which is hereby acknowledged, the Student grants Oakland Schools the license and right to use, display, copy, and distribute copies of the Work, in any medium, for the use and benefit of Oakland Schools. Oakland Schools reserves the right to identify the Student in connection with the Work. The Student understands that they will not be entitled to monetary compensation for granting rights to Oakland Schools. The Student may terminate the license granted herein at any time by giving written notice to Oakland Schools, provided, however, that Oakland Schools maintains the right to make use of displays and copies of the Work in existence, commissioned, or ordered prior to Oakland Schools' receipt of notice of termination.

If the Student does not consent to the use of their likeness and the use of their work product, the box directly below must be marked.

☐ **I AND MY STUDENT DO NOT AGREE** to the use my Student's image and likeness and use of my Student's work product as stated above.

MILITARY OPT-OUT FORM

Federal law requires school districts to release the names, addresses, and telephone listings of secondary school Students to military recruiters upon their request unless the Students or their Parents request that the Students' contact information not be released without prior written parental consent.

☐ **I AND MY STUDENT** are exercising the "opt-out" right and the District shall **NOT** release my Student's name, address, and telephone listing to military recruiters.

SCHOOL MESSAGING SYSTEM CONSENT FORM

VLAC utilizes an automated dialing system to send Parent(s) phone and SMS text messages to provide you with important and/or emergency information. Emergency information may include school unexcused absences, cancellations, snow days, delayed start, fire, health risks, threats, or other school-related emergencies. General information may include reminders about important school events, absence notifications, parent conferences, or other parent reminders.

Pursuant to the Telephone Consumer Protection Act (TCPA), Parents are now required to "opt-in" to receive automated communication on their mobile device. This means Parents must provide express consent to receive general messages through automated calls and SMS text message on their mobile device(s). Consent is not required if the call or SMS text is for emergency purposes or if made directly from the Supervisor, Instructor or other authorized Employee. Please note that you may revoke consent to receive these messages at any time by providing written notice to the Supervisor.

By signing this form, you are authorizing Oakland Schools to use an automated system to deliver general automated informational calls or SMS text messages to the phone number(s) provided to the District via your cellular device. You understand that emergency notifications are excluded from this permission and will be sent as normal. You also permit Oakland Schools to call or text any numbers you may provide to the District in the future if your phone number changes. You further agree that this consent will remain valid and you will continue to receive automated phone calls until you revoke your consent.

☐ **I AGREE** to receive automated informational calls or text messages from Oakland Schools as stated above.

☐ **I DO NOT AGREE** to receive automated informational calls or text messages from Oakland Schools as stated above.

ANNUAL NOTICE FOR DIRECTORY INFORMATION AND STUDENT PRIVACY FORM

The Family Educational Right and Privacy Act (FERPA) requires that Oakland Schools designate certain personally identifiable information taken from Students' educational records as "directory information." Information designated as directory information may be made available to the public unless you as the Parent or eligible Student refuse the release of such information.

Oakland Schools may provide directory information for public listings such as honor roll, awards, graduation lists, public displays of Student work with names, and other notices in the newspaper or on the Oakland Schools and/or VLAC websites or official social media accounts. Directory information may also be made available to qualified organizations upon request. Qualified organizations include, but are not limited to scholarship providers, trade/technical schools, colleges and universities, and potential employers.

Oakland Schools does NOT provide directory information to commercial enterprises.

Oakland Schools has only designated the following information as directory information:

- Student's name,
- Student's telephone number,
- Student's email address,
- Student's program of enrollment,
- Student's extra-curricular participation,
- Student's achievement awards or honors (not to include specific scholastic grades), and
- The name of the Student's Sending School.

You may "opt-out" at any time by providing written notification to the Supervisor of Student Programs..

If you do not want Oakland Schools to disclose (release) directory information or want only limited disclosure of directory information from your Student's education records in accordance with federal law, please check one of the three options A, B, or C.

☐ **A. DO NOT RELEASE** my Student's directory information at any time. No information shall be released for school publications, school activities, trade schools, scholarship providers or employers.

☐ **B. DO NOT RELEASE** my Student's directory information, **EXCEPT** for school publications, school activities, and to qualified outside organizations, such as colleges or scholarship providers.

☐ **C. DO NOT RELEASE** my Student's directory information, **EXCEPT** for school publications, including yearbooks, and school activities.

You must return this form to VLAC main office within two weeks of starting school. If not received within that timeframe, it will be assumed that the above information may be released to the extent disclosure is permissible by the Family Educational Rights and Privacy Act (FERPA).

SIGNATURE OF PARENT AND MY STUDENT

I, and my Student, have read and understand the Consent for Use of Likeness and Work Product Form, Military Opt-Out Form, School Messaging System Consent Form, and the Annual Notice for Directory Information and Student Privacy Form, and that the corresponding checked box(es) accurately reflects my/our Student's decision for each of the forms.

_____ _____

Student Signature Student Name

_____ _____

Parent Signature Parent Name

_____

Date

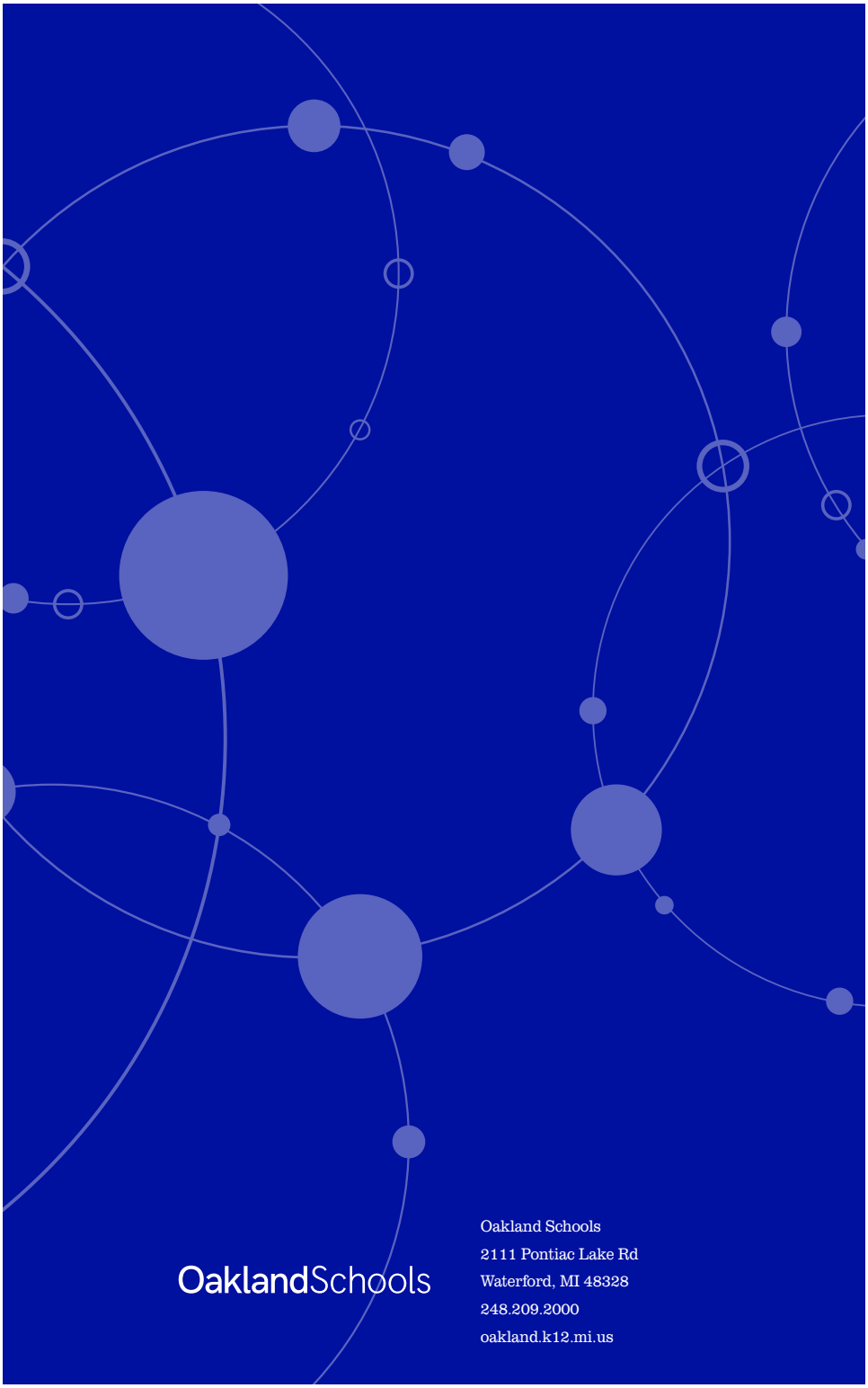
NOTES

Oakland Schools Board of Education:

Marc Katz, *President*
Connie Williams, *Vice President*
Gary Hauff, *Treasurer*
Carol Finkelstein, *Secretary*
Steven Gottlieb, *Trustee*

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex (including pregnancy or parental status, gender identity, gender expression, and sexual orientation), disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts of America and other legally designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management, and Labor Relations at **248.209.2466** or **Complaints@oakland.k12.mi.us**. Students and others should contact the Civil Rights/Title IX Coordinator at **248.209.2467** or **CivilRights.TitleIX@oakland.k12.mi.us**.

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OaklandSchools

Oakland Schools
2111 Pontiac Lake Rd
Waterford, MI 48328
248.209.2000
oakland.k12.mi.us