



Project | SEARCH

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# 2023-2024 PROJECT SEARCH INTERN HANDBOOK

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## **ProMedica Charles and Virginia Hickman Hospital**

Project SEARCH Classroom

5640 N. Adrian Hwy. ☒ Adrian, MI 49221

517.577.0325 (phone) ☒ 517.577.0980 (fax)

[www.lisd.us](http://www.lisd.us)

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Published: July 27, 2023







Welcome to Project SEARCH at ProMedica Charles and Virginia Hickman Hospital. This year is an opportunity to learn, grow and develop skills that will assist you in your job search. With your hard work and participation, you will have experiences here that will make you employable in many different careers.

While you are at ProMedica Charles and Virginia Hickman Hospital, you are expected to have the utmost respect for the staff, patients and families. We expect interns to have good manners and a good attitude each and every day. We expect interns to follow the Project SEARCH at ProMedica Charles and Virginia Hickman Hospital Code of Conduct as well as the LISD Student Code of Conduct.

This Handbook summarizes many of the LISD's official policies and procedures. To the extent that the Handbook is unclear or, if the information contained herein conflicts with Project SEARCH at ProMedica Charles and Virginia Hickman Hospital Code of Conduct, the Policies and Procedures followed by the employees of ProMedica Charles and Virginia Hickman Hospital, and/or LISD Board Policy and Administrative Regulations, the Project SEARCH at ProMedica Hickman Hospital Code of Conduct, the Policies and Procedures followed by the employees of ProMedica Hickman Hospital, and/or LISD Board Policy and Administrative Regulations shall control.

Together we can make this one-year Project SEARCH experience a productive experience for you.

Should you have any questions for which the answers are not found in this Handbook, you are encouraged to contact the Project SEARCH Instructor or the ProMedica Charles and Virginia Hickman Hospital Business Liaison.

Amanda Brooks  
Human Resource Service Specialist  
ProMedica Charles and Virginia Hickman Hospital  
Project SEARCH Business Liaison

Glen Bowman  
Project SEARCH Instructor  
Lenawee Intermediate School District

Tamara Terry  
Project SEARCH Teacher Assistant  
Lenawee Intermediate School District

## Important Contact Information At A Glance

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LISD Project SEARCH Classroom

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### **LISD Nondiscrimination Statement**

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD). **See Policy 1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY - on the LISD website.**

### **Declaración de No Discriminación del LISD**

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

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## Enrollment Procedures

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All interns who are accepted to participate in Project SEARCH at ProMedica Charles and Virginia Hickman Hospital are at least 18 years old, qualify for special education services, are in their last year of school and have participated in an interview and skills assessment.

The following forms have been completed and turned in for interns to participate in a Project SEARCH Internship at ProMedica Charles and Virginia Hickman Hospital:

- Completed Project SEARCH Registration Form
- Project SEARCH Health Appraisal
- Current copy of immunizations including influenza and TB test
- Sign Off of Project SEARCH Policies and Procedures

## Project SEARCH Appearance Standards

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Project SEARCH at ProMedica Charles and Virginia Hickman Hospital have an established Appearance Standards Policy. The Appearance Standards are intended to promote a professional image to internal and external customers and to maintain required guidelines relative to safety and infection control. Interns are expected to wear the Project SEARCH uniform every day.

Project SEARCH uniforms will be provided to each intern and will include five (5) professional, black collared shirts with the appropriate Project SEARCH and hospital logos on the breasts. Short-sleeved collared shirts will be provided to the intern through program funding. Dress khaki slacks will be worn at all times. Five (5) pair of slacks will be provided to each intern, as well as a pair of black, non-slip shoes. Long-sleeved t-shirts may be worn under the Project SEARCH shirts but must be black, white, gray or green.

Interns are expected to come to work each day with their clothing neat and clean, in good repair and properly fitted for the work environment. Please plan ahead and make sure you have enough clean clothes for the week. A copy of the Appearance Standard – Project SEARCH Interns is available in [Appendix B](#).

## Immunization

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All Project SEARCH interns must be current in their required immunizations before they can begin a Project SEARCH internship at ProMedica Charles and Virginia Hickman Hospital. This requirement includes a TB test and annual influenza immunization. Completion of all immunizations and TB test is expected to be done in the Spring/Summer prior to starting Project SEARCH in the Fall. Annual influenza immunization will be completed in the Fall when it is available to other ProMedica Charles and Virginia Hickman Hospital staff.

## Project SEARCH Attendance Monitoring

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Project SEARCH interns are expected to come to work on time every day. In order for the hospital to provide the highest level of quality care and service, it is essential that each intern recognizes and accepts responsibility for his or her attendance. The hospital acknowledges that there may be occasions when interns are not able to work on a scheduled day or days, but also feels that certain standards of attendance must be maintained.

Each Intern may request up to four (4) scheduled absences during the program calendar year. Absences which are not pre-approved are considered unscheduled absences. The intern is responsible for notifying the Project SEARCH Instructor of their unscheduled absence by 8:30 AM of the day of the unscheduled absence. This will allow adjustments to be made within their internship department for the day. Three (3) unscheduled absences during the program calendar year may result in termination from the Project SEARCH Program. A copy of the Project SEARCH Attendance Monitoring Policy/Procedure is available in [Appendix C](#).

## Project SEARCH Calendar

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The Project SEARCH calendar includes 200 intern days and does not follow a traditional school calendar. During the course of the year, each intern will have one week of orientation and three weeks of training, as well as an opportunity to participate in three (3) 12-week internships.

## Project SEARCH Daily Schedule

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7:30 AM – 8:00 AM	Arrival to Project SEARCH Classroom
8:00 AM – 9:00 AM	Classroom Instruction
9:00 AM – 11:30 AM	Internship Site
11:30 AM – 12:00 PM	Lunch
12:00 PM – 2:00 PM	Internship Site
2:00 PM – 2:30 PM	Classroom Instruction
2:30 PM	Dismissal

## Transportation

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Transportation to and from ProMedica Charles and Virginia Hickman Hospital each day is the responsibility of the intern and his/her family.

Transportation options in Lenawee County can include public transportation, such as Dial-A-Ride within the city limits of Adrian, or Lenawee Transportation outside the city limits of Adrian. Because there are some areas of Lenawee County where Lenawee Transportation does not travel, interns and families will need to explore this option early in the decision-making process.

Families may choose to transport their intern each day. Interns must arrive before 8:00 AM and be picked up at 2:30 PM each day.

A final option for some interns who have a driver's license would be to drive to and from ProMedica Charles and Virginia Hickman Hospital each day. Interns will be instructed where to park on the ProMedica Charles and Virginia Hickman Hospital Campus.

## Smoking/Tobacco/Alcohol Use

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ProMedica Charles and Virginia Hickman Hospital is a smoke-free work environment. The use of tobacco and/or alcohol is not permitted in ProMedica owned properties, buildings and vehicles. This extends to parking lots, parked cars in parking lots and sidewalks. Project SEARCH interns are not allowed to smoke or use any other form of tobacco while participating in the program. In [Appendix D](#) you will find the Project SEARCH Tobacco Free Campus Policy.



## Lunch

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Project SEARCH interns are expected to provide their own meals. Interns may either pack a lunch or purchase lunch in the ProMedica Charles and Virginia Hickman Hospital Cafeteria.

An approximate cost for lunch will be \$6.00 – \$7.00.

Both a refrigerator and microwave will be available for intern use.

## Job Coaching Services

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Job coaches will be available to assist the interns to be successful on their job. They will help interns learn tasks and understand what is expected. Job coaches DO NOT work side-by-side with interns all day long. The goal of Project SEARCH is independent work. Interns are expected to take directions from the department supervisor.

## Michigan Rehabilitation Services (MRS)

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MRS is paying part of the costs for interns to attend Project SEARCH and receive job coaching services. In order to receive these services, interns and their parents and/or guardians are expected to attend a required monthly meeting and complete necessary paperwork with MRS.

## Medication

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Any Project SEARCH intern who takes medication during the day must be responsible for taking it him- or herself. Medications will not be stored in the classroom. If a special medication need arises, please let the Project SEARCH Instructor know right away.

## Emergency Contact Updates

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Please make sure someone on the registration form is always available and can be reached in case of an emergency. Please notify the Project SEARCH Instructor if any phone numbers on the registration form change during the year.

## Individualized Education Plan Team (IEPT)

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Each intern who participates in Project SEARCH will have an Individual Education Plan. You and other members of this team will be asked to meet, discuss and design a plan for the educational program for you.

The Procedural Safeguards Available to Parents of Children with Disabilities information should be sent to you prior to your IEPT meeting. If you do not have a copy of the handbook or procedural safeguards, please contact the Project SEARCH Instructor. We will be glad to send one to you.

## Age of Majority

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Age of majority (age 18) means an intern is a legal adult, who makes the decisions at his/her IEP team meeting, as well as in other areas of life. At this time, the rights of the parent transfer to the intern unless

guardianship, partial guardianship or power of attorney is obtained. School personnel will provide each intern and his/her parents with information on this topic at least one year before the intern reaches the age of 18. If rights will be transferred to the young adult, encourage the school to assist in training the intern in the IEP process and, if possible, in chairing the IEP meeting before the age of majority. This will be easier if the intern has been an active member of the IEP team and has had training in self-advocacy and self-determination. The intern will help determine participants in the IEP meetings, which may or may not include his/her parent(s) and/or an advocate. At this time, an intern will also want to check his/her eligibility for SSI, register to vote, and males may need to register for the draft.

## Custody and Guardianship Documents

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If there are guardianship papers that assign guardianship of a Project SEARCH intern to another person, a copy of this document will be needed for the intern's file. The Project SEARCH Instructor will also need any court documentation which restricts the intern from interacting with another person.

## Communication with Project SEARCH Instructor

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Communication is very important and encouraged as a part of Project SEARCH. If you need to contact the Project SEARCH Instructor, you can do so before or after the workday by phone, email, a note, or you may schedule a time to meet.

Please be aware that the Project SEARCH Instructor will not be available for phone calls during the school day.

## Project SEARCH Confidentiality and HIPPA Policy

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Project SEARCH intern information is kept confidential. Project SEARCH follows the LISD and Michigan Department of Education's procedures about special education intern information and personally identifiable intern records.

All Project SEARCH interns are required to learn and understand the ProMedica Charles and Virginia Hickman Hospital HIPAA Policy. This policy complies with federal and state laws concerning confidentiality of an individual's Protected Health Information ([Appendix E](#)).

Project SEARCH interns will not share or discuss a patient's Protected Health Information with anyone else including: fellow interns, job coaches, teachers, teacher assistants, parents, siblings, other family members, friends, neighbors, hospital employees, etc. If an intern sees someone that they know at the hospital, whether they are a patient or a visitor, they are not allowed to mention this to anyone, including the list above.

## Intern Code of Conduct and Project SEARCH Professional Behavior

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It is the policy of the LISD to provide a safe and nurturing educational environment for all of its interns. This policy protects all interns from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. For a complete copy of the Bullying and Other Aggressive Behavior Toward Students Policy see [Appendix F](#).

When there is a violation of school rules there is a Student Code of Conduct for the LISD. This includes

Project SEARCH at ProMedica Charles and Virginia Hickman Hospital. This Code of Conduct for interns has been officially adopted by the LISD Board of Education. A complete copy of this Code of Conduct is included with this Handbook.

In addition to the LISD Student Code of Conduct, Project SEARCH interns are also expected to follow the Project SEARCH Professional Behavior Policy. This policy aligns the professional behavior expectations for the Project SEARCH interns with those of the ProMedica Charles and Virginia Hickman Hospital staff. This Policy can be found in [Appendix G](#).

## Seclusion and Restraint

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LISD Board Policy prohibits the use of intern seclusion and/or restraint unless such is necessary as a last resort emergency safety intervention that is necessitated by an ongoing emergency situation and where the seclusion and/or restraint will provide an opportunity for the intern to regain self-control while also maintaining the safety of the intern and others.

Should the emergency use of seclusion and/or restraint of an intern become necessary, such will be done in accordance with LISD Board Policy 5630.01 – Student Seclusion and Restraint (available at <http://www.neola.com/lenaweeisd-mi/>) and the Michigan Department of Education’s Policy on the Emergency Use of Seclusion and Restraint.

The intern’s parents/guardians will be contacted by a representative of the LISD as soon as reasonably possible after the emergency use of seclusion and/or restraint and will be informed of the circumstances necessitating the use of seclusion and/or restraint. Within 24 hours after the emergency use of seclusion and/or restraint, the building principal or superintendent will provide written notice to the intern’s parent/guardian informing them of the use of seclusion and/or restraint. The intern’s parents/guardians will also be invited to participate in a meeting to discuss the emergency use of seclusion and/or restraint and to identify strategies to prevent similar circumstances from occurring again.

## Search and Seizure

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

### School Property

The Board acknowledges the need for in-school storage of intern possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, interns may lock them against incursions by other interns, but in no such places shall interns have an expectation of privacy as to prevent examination by school official. The Board may conduct routine inspections of all such storage places. During any search, intern’s privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations.

### Intern Person and Possessions

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

Administrators are authorized to arrange for a breathalyzer test for the purpose of determining if an intern has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

A request for the search of an intern or an intern's possessions will generally be directed to the principal or program supervisor. S/He shall attempt to obtain the freely-offered consent of the intern to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or supervisor. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed dispatch as may be required to protect persons and property.

## Emergency Code Procedure

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To ensure that interns participating in the Project SEARCH program have a procedure to follow in the event of an emergency. Interns' safety, along with decreasing excessive activity in dangerous situations, is of the utmost importance to interns, hospital staff, and patients. Most interns will be unable to decide if a code that is called is a serious situation, and the goal of this procedure is to standardize a process for all codes that are called. Interns, department leadership, mentors, department staff, and Project SEARCH staff will work together to keep a standardized process and communication chain for all codes called within the hospital. See [Appendix H](#).

## Policies Related to Suspension and Expulsion

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LISD Project SEARCH at ProMedica Charles and Virginia Hickman Hospital will follow Michigan Department of Education guidelines for the suspension and expulsion of Special Education interns, the LISD Student Code of Conduct, and LISD Board Policy. See [Appendix I](#).

## Technology Code of Conduct

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The LISD promotes and encourages the use of a wide variety of technology applications in education. Although the benefits associated with technology are great, there also exists the potential for misuse, which can be both distracting and harmful. In order to promote the responsible use of technology, the LISD requires that all persons using LISD technology must have proper authorization for the specific legitimate educational use or school business intended and must adhere to the LISD's Technology Acceptable Use Policy and related administrative procedures.

In order to ensure that all users of LISD-provided technology applications are aware of the responsibilities

associated with the use of district provided technology, new users will be prompted to review and accept the District's Technology Acceptable Use Policy. By accepting the provisions of the District's Acceptable Use Policy ([Appendix J](#)), technology users affirmatively agree that they have read, understood, and agreed to comply with the policy. Failure to comply with the provisions of the Technology Acceptable Use Policy may result in termination of a user's ability to use District technology, as well as other disciplinary measures as described in the Student Code of Conduct and determined by the school administration. Furthermore, the District reserves the right to inform the appropriate law enforcement agency if misuse violates local, state, or federal law.

## Project SEARCH Intern Use of School Equipment and Facilities

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Interns should not use ProMedica Charles and Virginia Hickman Hospital equipment or materials without the permission of the Project SEARCH Instructor or another relevant staff member.

Interns should take care in their use of ProMedica Charles and Virginia Hickman Hospital equipment and facilities. Failure to exercise the appropriate care, proper use, or other negligent actions resulting in damage to school equipment or facilities may result in the intern's discipline and/or other action by the district as is permissible by law.

## Discrimination, Harassing, or Other Inappropriate Conduct

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The Lenawee Intermediate School District (LISD) and ProMedica Charles and Virginia Hickman Hospital desire to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, discrimination, and other inappropriate conduct. Project SEARCH interns who are subject to or aware of behavior by another intern, LISD staff member, ProMedica staff member, volunteer, contractor, or other school or hospital representative should immediately report such to a school or hospital staff member. Individuals who do not feel comfortable reporting the conduct to a teacher or program/building administrator may contact one or both of the LISDs' Compliance Officers:

Daniel Garno, Executive Director, Staff Resources  
Lenawee Intermediate School District  
4107 N. Adrian Highway  
Adrian, Michigan 49221  
(517) 265-1608  
[dan.garno@lisd.us](mailto:dan.garno@lisd.us)

Heather Reau  
Instructor of Compliance and Monitoring  
2946 Sutton Road  
Adrian, Michigan 49221  
(517) 266-6973  
[heather.reau@lisd.us](mailto:heather.reau@lisd.us)

The LISD and ProMedica take seriously all reports of discriminatory and/or harassing conduct and will investigate all complaints pursuant to the District's Board Policies, Hospital Policies, and applicable law.



**RECEIPT OF HANDBOOK & ACKNOWLEDGEMENT OF PROJECT SEARCH AT PROMEDICA CHARLES AND VIRGINIA HICKMAN HOSPITAL POLICIES, PROCEDURES AND STANDARDS FOR THE 2023-24 SCHOOL YEAR**

Please sign and return by August 28, 2023. Thank you for your support and commitment to Project SEARCH at ProMedica Hickman Hospital.

Intern Name: \_\_\_\_\_ Age: \_\_\_\_\_

I have received a copy of the Project SEARCH at ProMedica Hickman Hospital Intern Handbook and understand that questions regarding any information should be asked of the LISD Project SEARCH Instructor or the ProMedica Hickman Hospital Business Liaison. (All Project SEARCH Interns must have a signed, and dated copy of this form on file)

\_\_\_\_\_  
(Intern Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)





## Appendix

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APPENDIX A	Equal Opportunity, Nondiscrimination, Illegal Harassment and Complaints
APPENDIX B	Appearance Standard – Project SEARCH Interns
APPENDIX C	Project SEARCH Attendance Monitoring Policy/Procedure
APPENDIX D	Project SEARCH Tobacco Free Campus Policy
APPENDIX E	Project SEARCH Confidentiality and HIPPA Policy
APPENDIX F	Bullying and Other Aggressive Behavior Toward Students
APPENDIX G	Project SEARCH Professional Behavior Policy/Procedure
APPENDIX H	Emergency Code Procedure
APPENDIX I	LISD Student Code of Conduct
APPENDIX J	LISD Technology Code of Conduct



## Appendix A – LISD Administration Guidelines

### Lenawee Intermediate School District Administrative Guidelines

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#### [2260](#) - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

This administrative guideline is established to assist in the proper implementation of Policy 2260. That policy states: The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information (collectively, "Protected Classes") in its educational programs or activities.

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

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

The District's Compliance Officers shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities (i.e., students who have a physical or mental impairment that substantially limits one (1) or more major life activities).

#### **Sex-Based Harassment/Discrimination**

The United States Department of Education, Office for Civil Rights ("OCR") considers gender-based harassment to be a form of sex discrimination. In 2010, OCR stated:

Title IX prohibits harassment of both male and female students regardless of the sex of the harasser – i.e., even if the harasser and target are members of the same sex. It also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Thus, it can be sex discrimination if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or failing to conform to stereotypical notions of masculinity and femininity. Title IX also prohibits sexual harassment and gender-based harassment of all students, regardless of the actual or perceived sexual orientation or gender identity of the harasser or target.

Although Title IX does not prohibit discrimination based solely on sexual orientation, Title IX does protect all students, including lesbian, gay, bisexual, and transgender (LGBT) students, from sex discrimination. When students are subjected to harassment on the basis of their LGBT status, they may also be subjected to forms of sex discrimination prohibited under Title IX. The fact that the harassment includes anti-LGBT comments or is partly based on the target's actual or perceived sexual orientation does not relieve a school of its obligation under Title IX to investigate and remedy overlapping sexual harassment or gender-based harassment.

Courts have endorsed this interpretation of Title IX.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender- based harassment.

Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the Superintendent's attention.

## FACILITIES

The educational program of this District shall be accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise- qualified student with a disability the opportunity to participate in the academic or other school program on the same basis as a nondisabled student.

Service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District. (See AG [8390](#) and Policy [8390](#))

## PROGRAM

The educational program includes the academic and nonacademic setting. Each qualified, disabled student shall be educated with the nondisabled student to the maximum extent appropriate. In the nonacademic setting, the disabled student shall participate with the nondisabled students to the maximum extent appropriate to the needs of the disabled student.

Each principal shall ensure that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular program do not discriminate on the basis of the Protected Classes (see AG [2411](#) - Guidance and Counseling).

## COMPLAINTS

All complaints shall be handled in accordance with the procedure described in Policy [2260](#) or Policy [2260.01](#). Section 504 does not establish timelines for submission of a hearing request nor does it define "impartial hearing" or require that the selection of the hearing officer be mutually agreed-upon by the District and the parents. The impartial hearing officer should be someone who is not an employee or under contract to this District in any capacity other than to provide this service as a hearing officer. The complainant is to be informed that s/he may contact the U.S. Department of Education's Office of Civil Rights at any time.

## Appendix B – Appearance Standards Policy



### *Project SEARCH* **Policy & Procedure**

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**Policy Title: Intern Appearance Policy**

**Policy Number:**

**Original Date: 9/1/2014**

**Review/Revised Date: 10/1/2020**

**Purpose:** Appearance standards are intended to promote a professional image to internal and external customers and to maintain required guidelines relative to safety and infection control. Employees create an impression of, and represent, the entire organization, regardless of the amount of public contact they may have. Employees must recognize there is a difference between fashion for home or casual events, and professional work attire. For these reasons, we require employees to be well groomed, practice appropriate personal hygiene, and use good judgment in dressing appropriately for their positions, consistent with the guidelines in this policy.

A service provider's dress and demeanor influence the first impression of anyone with whom the service provider comes in contact. Therefore, while we are on duty, we will first consider our customers' expectations in how we present ourselves and always maintain a welcoming, competent, and professional image. Pride is a personal commitment. It is an attitude that separates excellence from mediocrity.

#### **General Policy & Guidelines:**

- 1. Attire:** Dress will always be professional, tasteful, clean, in good repair, and properly fitted to each individual frame. It may not be overly snug fitting nor overly baggy. Shoulders must be covered and midriffs/lower backs must not show even with arms raised or when bending.
  - Pants/slacks must be full length; no crop/capris, leggings, stirrup, cargo pocket, or athletic style pants. Pants must be in good condition without excessive length that is dragging on the ground. No ripped or torn pant hems are permitted as part of the uniform.
  - Clothing made of flannel, fleece, sweatshirt knit, and/or denim material are prohibited. Sweatshirts or "hoodies" are never allowed as part of the work attire.
- 2. Color:** Interns are required to ensure that the colors selected match the color swatches provided by the hospital. Care must be taken to ensure that the colors are not faded and remain unchanged from the approved color.
- 3. Attitude:** All customers will be greeted with a warm and friendly smile.
- 4. Identification Badges:** Badges will be properly worn at shoulder level on a pull chain or lanyard, with the photo facing outward. Stickers on badges are not allowed. Approved pins (i.e. service recognition, professional certification/designation) must not cover information listed on the badge, such as employee name, photo, etc. nor should they pierce any barcodes or magnetic strips. Approved vertical badge buddies such as licensure or program designations (i.e. RN, Project SEARCH, etc.) may be worn as long as it does not impede visibility of the front of the employee badge.
- 5. Personal Jewelry/Piercings/Tattoos:** Visible piercing, other than ear piercing, is not permitted. Minimal amounts of conservative jewelry may be worn. Non-offensive tattoos are allowed as long as they are conservative and in good taste, suitable for a professional environment (i.e.: no profanity, no gory or obscene pictures, and no gang related symbols). Any offensive marks must remain covered by either clothing or makeup, and is up to the discretion of the department leadership and Human Resources to make those determinations.
- 6. Personal Hygiene:** Good personal hygiene is expected. Excessive cosmetics are not appropriate. Due to potential allergies and sensitivities, cologne/perfume use is strongly discouraged.
- 7. Footwear/Leg Covering:** Socks or hosiery will be worn at all times. Shoes must be clean, in good repair, and



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- In a color appropriate to the uniform of the department. Open-toed shoes are not to be worn in patient care areas, but clogs and athletic footwear are allowed. Shoe covers are not to be worn outside the department. Footwear for other uniformed staff is addressed as appropriate in the Specific Uniforms section.
8. **Fingernails:** Fingernails must be clean and maintained. Nail polish is permitted as long as the nail surface and polish is smooth and intact. In clinical areas and Nutrition Services, artificial nails and nail jewelry are not permitted, and nails must be no more than ¼ inch past the fingertip.
  9. **Hair/Facial Hair:** Hair must be kept neat, clean, and maintained at all times. Hairstyle and hair color are to be controlled and non-distracting. Hairnets/bonnets may be required in some areas. No personal hats or caps may be worn when on duty inside our buildings; company issued hats or caps may be appropriate depending on the role. Men are to be clean-shaven, with the exception of beards, mustaches, and sideburns, which must be maintained and neatly trimmed.
  10. **Enforcement:** All Project SEARCH affiliates (teachers, assistants, and job coaches), as well as hospital department leaders are responsible for the application and enforcement of this policy. Interns who are deemed to be in non-compliance with the appearance standards will be counseled by Project SEARCH staff and department leaders. If an intern reports to their internship improperly dressed or groomed, the Project SEARCH staff and/or department leader or designee may, depending on the situation and severity of the non-conformance, send the intern home for the day. This will count towards an absence for the intern. Repeated non-conformance, regardless of the reason, will result in discipline, up to removal from the program.
  11. **Project SEARCH Uniform Specifications:** Professional, black collared shirts with the appropriate Project SEARCH and hospital logos on the breast. Two long sleeved collared shirts and three short sleeved collared shirts will be provided to the interns through program funding. Optional black, green, or white long sleeve shirt, turtleneck, or mock turtleneck may be worn under shirt, or black, green, or white sweater may be worn for added warmth. Dress khaki slacks will be worn at all times and may be pleated or flat fronted. Five pair of slacks will be provided to the interns through program funding. One pair of plain black athletic shoes will be provided to the interns through program funding.
    - a. **Exception for surgical services and central supply interns:** The hospital will provide surgical scrub uniforms for use while in the department for any interns assigned to work in these areas. Scrubs are provided and laundered by the hospital to meet OSHA and/or other regulatory agency requirements for safety and infection control. Interns will wear the Project SEARCH uniform to and from the program each day and during the classroom portion of their day. They will change into the provided scrubs once they get to the department and will remove them prior to leaving the department at the end of the day.

Approvals:

Approved by: [Signature] Date: 10/12/2020  
President, ProMedica Charles and Virginia Hickman Hospital

Approved by: [Signature] Date: 10/9/2020  
VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by: [Signature] Date: 4/1/2021 | 1:59 PM EDT  
Superintendent, Lenawee Intermediate School District

Approved by: [Signature] Date: 4-20-21  
President & CEO, Goodwill Industries of SE Michigan

## Appendix C – Attendance Monitoring



### *Project SEARCH* **Policy & Procedure**

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**Policy Title: Attendance Monitoring**

**Policy Number:**

**Original Date: 9/1/2014**

**Review/Revised Date: 10/1/2020**

**Purpose:** In order for the hospital to provide the highest level of quality care and service, it is essential that each intern recognizes and accepts responsibility for his/her attendance. The hospital acknowledges that there may be occasions when interns are not able to work on a scheduled day or days, but also feels that certain standards of attendance must be maintained. While each intern bears the responsibility for his/her attendance, the Project SEARCH coordinator is expected to appropriately discuss with and counsel interns about their attendance, with appropriate feedback from the intern's immediate supervisor within their internship department. The Project SEARCH Coordinator and department leadership must make themselves aware of each intern's situation in order to assess his/her attendance in relation to the disciplinary policies.

**Procedure:** When an intern is identified as exceeding the stated number of absences, the Project SEARCH Coordinator will initiate the steps outlined below:

Formal discipline may be applied when the frequency of unscheduled absences has become unacceptable or a pattern of unscheduled absences has developed. An excessive amount of absences will result in discipline, up to and including dismissal from the Project SEARCH program. (See Guidelines for Failure to Maintain Regular Attendance below.)

#### **Absences**

- Absences will be defined as scheduled or unscheduled
- Multiple unscheduled absences over consecutive scheduled days (up to 3 days) will be counted as one (1) absence if a physician's note for treatment sometime during the 3 consecutive days is provided. Bereavement time for immediate family members (up to 3 days) will not count towards an absence.

#### **Unscheduled Absence:**

Defined as any time off from scheduled internship work that is not pre-approved by the Project SEARCH Coordinator and immediate supervisor, where more than 25% of the scheduled shift is missed. The intern is responsible for notifying the Project SEARCH Coordinator of their unscheduled absence by 8:30am that day so that adjustments can be made within their internship department for that day's tasks.

#### **Scheduled Absence:**

Defined as any time off from scheduled work that is pre-approved by the Project SEARCH Coordinator and the intern's immediate department supervisor or designee. Each intern may request up to four (4) scheduled absences in the program calendar year. Scheduled absences will not result in an absence under the Summary of Guidelines for Failure to Maintain Regular Attendance for Unscheduled Absences.

#### **Approval Process:**

Each intern is responsible for requesting time off from the Project SEARCH Coordinator and their immediate department supervisor. Requests will be made at least two (2) days in advance of the requested time off. The Project



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SEARCH Coordinator will make sure that the immediate department supervisor is aware of the requested time off so that adjustments can be made within the department for the intern's tasks. The Project SEARCH Coordinator will be responsible for the monitoring and compliance of the process. Immediate department supervisors will provide feedback to the Coordinator for any excessive requests.

**Guidelines for Failure to Maintain Regular Attendance:**

A table outlining recommended guidelines for managing attendance is shown below. The Project SEARCH Coordinator is expected to review each situation individually and to be aware these are intended to be guidelines and not meant to be all inclusive or restrictive. Emergencies or other extenuating circumstances will be reviewed on a case by case basis. Specific questions or guidance relating to the application of this policy should be directed to Amanda Brook, HR Service Specialist.

**Tardiness or Leaving Early**

Tardiness or leaving early is defined as any time off from scheduled internship work that is not pre-approved where less than 25% of an individually scheduled shift is missed.

\*Three (3) tardies will equal one (1) unscheduled absence.

**No Call/No Show**

Absent and failure to call in to the internship for one day will result in a decision making leave (DML) unless the intern is already at that level of discipline at which time it would result in immediate dismissal from the program, except in the event of a documented emergency. Two (2) No Call/No Shows will result in immediate dismissal from the Project SEARCH program.


**Regulations**

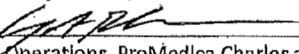
The Project SEARCH Coordinator will monitor unscheduled absences in accordance with the guidelines. He/she is encouraged to work with the intern to pursue options to assist the intern in maintaining acceptable attendance.


**Summary of Guidelines for Failure to Maintain Regular Attendance**

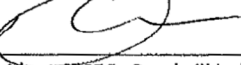
Oral Documented Reminder	Written Reminder	Decision Making Leave (DML)	Dismissal from Program
One (1) Unscheduled Absence During the Program Calendar Year	Two (2) Unscheduled Absences During the Program Calendar Year	Three (3) Unscheduled Absences During the Program Calendar Year	Four (4) Unscheduled Absences During the Program Calendar Year

**Approvals:**

Approved by:  Date: 10/13/2020  
 President, ProMedica Charles and Virginia Hickman Hospital

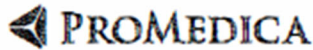
Approved by:  Date: 10/9/2020  
 VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by:  Date: 4/1/2021 | 1:59 PM EDT  
 Superintendent, Lenawee Intermediate School District

Approved by:  Date: 4-20-21  
 President & CEO, Goodwill Industries of SE Michigan



Appendix D – Tobacco Free Campus



*Project SEARCH*  
**Policy & Procedure**

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**Policy Title: Tobacco Free Campus**

**Policy Number:**

**Original Date: 9/1/2014**

**Review/Revised Date: 10/1/2020**

**Purpose:** ProMedica Charles and Virginia Hickman Hospitals mission explicitly promotes improving the health of the communities we serve. All ProMedica facilities and campuses are tobacco free and smoke free. Signs communicating the tobacco free policy are posted at all ProMedica facilities in prominent, visible areas. Patients, employees, physicians, Project SEARCH interns, Project SEARCH affiliates, visitors, or others coming to the ProMedica entities are not permitted to smoke while on property owned or operated by ProMedica.

The use of tobacco, electronic, and combustible smoking devices are not permitted in ProMedica owned properties or buildings. This includes parking lots, parked cars in parking lots, sidewalks, and walking trails.

**Procedure:** ProMedica Charles and Virginia Hickman Hospital and its facilities and campuses are tobacco free and smoke free. Any use of these products anywhere on campus will subject the Project SEARCH intern or affiliate to appropriate discipline. Project SEARCH interns and affiliates should be advocates for a safe, healthy environment.

**Approvals:**

Approved by: Date: 20/12/2020  
President, ProMedica Charles and Virginia Hickman Hospital

Approved by: Date: 10/9/2020  
VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by: Date: 4/1/2021 | 1:59 PM EDT  
Superintendent, Lenawee Intermediate School District

Approved by: Date: 4-20-21  
President & CEO, Goodwill Industries of SE Michigan



## Appendix E – Project SEARCH Confidentiality and HIPAA Policy



*Project SEARCH*

### **Policy & Procedure**

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**Policy Title: Confidentiality and HIPAA Policy    Policy Number:**

**Original Date: 9/1/2014**

**Review/Revised Date: 10/1/2020**

**Purpose:** To comply with federal and state laws concerning confidentiality of Protected Health Information ("PHI") by providing guidelines for the use and disclosure of such PHI.

**Policy:** This policy shall apply to all Project SEARCH interns and affiliates. All interns and affiliates are required to understand this policy, and to seek help and training when necessary to resolve questions about the policy/procedure.

**Definition:** Protected Health Information ("PHI") means information that is received from, or created, or received on behalf of the hospital and is information about an individual which relates to the past, present, or future physical or mental health condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual. PHI also either identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual. PHI pertains to both living and deceased individuals.

**Use of PHI:** Project SEARCH interns and affiliates will not share or discuss a patient's PHI with anyone else, including fellow interns, job coaches, teachers, teacher assistants, parents, siblings, other family members, friends, neighbors, hospital employees (unless necessary for them to do their job), etc. Most interns and affiliates will not have immediate access to written PHI, but in the event that you do, make sure this is not shared with anyone.

If an intern or affiliate sees someone that they know at the hospital, whether they are a patient or a visitor, they are not allowed to mention this to anyone, including fellow interns, job coaches, teachers, teacher assistants, parents, siblings, other family members, friends, neighbors, hospital employees (unless necessary for them to do their job), etc.

**Discipline of Noncompliance:** ProMedica Charles and Virginia Hickman Hospital and the Project SEARCH affiliating agencies are committed to taking, and will take, appropriate disciplinary measures against Project SEARCH interns and affiliates who violate any ProMedica policy or business entity policy/procedure related to maintaining the privacy of protected health information. The disciplinary measures taken will be consistent with the violation, up to and including, termination from the program.

**Examples of PHI Misuse:**

- a) Removing paperwork, supplies, etc. from the department and/or hospital with patient information on them.
- b) Sharing a story about a patient that you saw or an event you heard about during your workday while eating dinner with family and friends.
- c) Describing an accident that happened in the community that we received patients from.
- d) Seeing your neighbor, grandmother, friend's aunt, etc. while they are at the hospital getting a routine blood draw and telling someone that you saw them there that day, even if you don't



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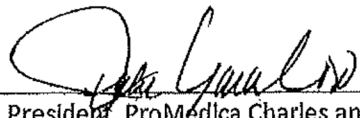
say why they were at the hospital.

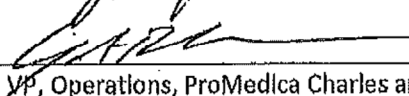
- e) Posting information about what you saw or did that day at ProMedica Charles and Virginia Hickman Hospital on a social networking site such as Twitter, Facebooks, blogs, email, etc.

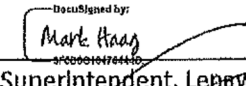
**Ways to Avoid PHI Misuse:**


- a) Don't talk about patients, even in general terms. It only takes a couple of clues to put pieces together and to identify a patient.
- b) Do not post anything online about your Project SEARCH experience details, except to talk about the great experience, fun in the classroom, etc.
- c) Don't talk to anyone about specifics of your day that involve patient information, patient names, and patient situations, etc.

**Approvals:**

Approved by:  Date: 10/13/2020  
President, ProMedica Charles and Virginia Hickman Hospital

Approved by:  Date: 10/13/2020  
VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by:  Date: 4/1/2021 | 1:59 PM EDT  
Superintendent, Lenawee Intermediate School District

Approved by:  Date: 4-20-21  
President & CEO, Goodwill Industries of SE Michigan

## Appendix F – Bullying and Other Aggressive Behaviors

### Lenawee Intermediate School District Bylaws & Policies

#### 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD INTERNS

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

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

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

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

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

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#### Notification

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

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

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

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#### Reporting

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No later than May 30, 2019, the District shall submit to the Department of Education a copy of this policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according

to the form and procedures established by the Department of Education.

Should this policy be amended or otherwise modified, the District shall submit a copy of the amended or modified policy to the Department of Education no later than thirty (30) days after adopting the modification.

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### Implementation

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The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for interns, conducive to learning and other legitimate objectives of the school program.

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### Procedure

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

An intern may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed not addressed to the individual at that person's office or desk. The intern may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining intern is not available to provide additional information during the course of the investigation.

The identity of an intern who reports bullying, hazing or aggressive behavior, as well as those interns who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining intern(s) and intern witnesses, and then only the extent necessary to effectively deal with the situation.

The identity of the intern who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the intern (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting intern(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the intern(s) names. Also, under certain circumstances, the identity of the reporting intern may become obvious even without disclosure by school personnel.

Every intern is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward an intern. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in

prompt and appropriate remedial action. This may include up to expulsion for interns, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy

[5517](#) - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

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### Non-Retaliation/False Reports

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

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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### Definitions

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

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

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

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

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

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

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

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

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

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

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For further definition and instances that could possibly be construed as: Harassment, see Policy [5517](#); Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) PA 478 of 2014 Policies on Bullying,  
Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education Revised 6/1/15



Appendix G – Professional Behavior



Project SEARCH  
Policy & Procedure

- 3) Potential Actions
  - a) A code NORA could be called if ProMedica staff, Project SEARCH Intern, or affiliate feels physical threatened.
  - b) Warn & watch through surveillance or rounds. Follow up with Individual on weekly basis.
  - c) Supports such as anger management, counseling, and other options available through affiliating agencies.
  - d) Education of Project SEARCH Intern or affiliate involved.
  - e) Proceed with any disciplinary process.
  - f) Follow up with Individuals with frequency determined by infraction.
  - g) Maintain pattern of behavior in Intern or personnel file.

**Definitions:** Examples include, but are not limited to, the following:

**Disruptive/inappropriate Behavior:** Rudeness, gossiping (intimidating, vicious), blaming others, invasion of personal space, throwing things, foul language (in both public and private areas), verbal altercations (screaming, condescending tone, not controlling self), physical altercations, malicious intent, negativity about others and organization, violations of confidentiality, stealing of others personal belongings or items belonging to the hospital, including supplies. Disruptive episodes can be defined as either infrequent occurrences that are addressed case by case or as frequent occurrences that are not rectified over a period of time.

**Professional Behavior:** Good appearance and hygiene, knocking, introducing oneself, open positive communication, telephone etiquette and not using cell phones, email etiquette, showing respect, providing and accepting constructive feedback, asking for help and advocating for oneself, assertive communication.

**Approvals:**

Approved by: [Signature] Date: 10/10/2020  
President, ProMedica Charles and Virginia Hickman Hospital

Approved by: [Signature] Date: 10/9/2020  
VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by: [Signature] Date: 4/1/2021 | 1:59 PM EDT  
Superintendent, Lenawee Intermediate School District

Approved by: [Signature] Date: 4-20-21  
President & CEO, Goodwill Industries of SE Michigan

- a) and witnesses.
- b) Decision is made about the merit of complaint
- c) If in doubt regarding appropriateness of behavior, Sr. Leadership members shall be involved.
- d) Issues may be resolved during investigation and not result in any further action.



## Appendix H – Emergency Code Procedure



### *Project SEARCH* **Policy & Procedure**

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**Policy Title:** Emergency Code Procedure

**Policy Number:**

**Original Date:** 9/1/2014

**Review/Revised Date:** 10/1/2020

**Purpose:** To ensure that interns participating in the Project SEARCH program have a procedure to follow in the event of an emergency. Intern safety, along with decreasing excessive activity in dangerous situations, is of the utmost importance to interns, hospital staff, and patients. Most interns will be unable to decide if a code that is called is a serious situation, and the goal of this procedure is to standardize a process for all codes that are called. Interns, department leadership, mentors, department staff, and Project SEARCH staff will work together to keep a standardized process and communication chain for all codes called within the hospital.

**Policy:** Each department that will be hosting Project SEARCH interns in their department has identified a "Safe Zone" within the department. When a code is called overhead, interns will report to the "Safe Zone" until notified by department staff that it is safe to resume their activities within the department. If it is unsafe to resume activities, communication will take place between the intern, department staff, and the Project SEARCH staff.

**Procedure:** When a code is paged overhead at the hospital, interns will automatically report to their "Safe Zone" and await further direction. Mentors, department staff, and leadership will all assist in providing clear directions to the intern on how to proceed. If the code that is called is not a risk for the intern and does not critically affect the department or intern, such as a Communication or Network Failure, the intern will be told to continue the activity that they were doing when the code was called.

If the department is critically affected by the code, in the case of a Code Blue, NORA, or Amber Alert, the intern in that department would be told to either remain in the "Safe Zone" until the risk is removed, or told to return to the Project SEARCH classroom until further notice.

If the entire hospital is affected by a code, such as a Fire, Bomb Threat, or Facility Lockdown, department staff will instruct the intern to stay in the "Safe Zone" while the staff member contacts Project SEARCH staff. Depending on the code, department staff will work with the Project SEARCH staff to get the interns to the classroom. Project SEARCH staff will be responsible for picking up interns in their departments and escorting them back to the classroom.

Each code that is called is a unique situation. Department staff and leadership have the authority to deviate from this procedure if the situation warrants it and it is in the best interest of the intern, department staff, and our patients.

**Safe Zone List by Department:**

Emergency Department – Collaboration Hub

Environmental Services – Intern to stay with their mentors in the department they are working in

Facilities – Intern to stay with their mentor in the department they are working in

Laboratory – Phlebotomy Draw Area, or Lab Processing

Medical Oncology/Infusion – Nurses Desk Area

Med/Surg – Collaboration Hub

Nutrition Services – Café Area or Cooking Area




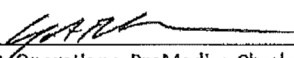
*Project SEARCH*  
**Policy & Procedure**

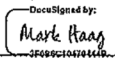
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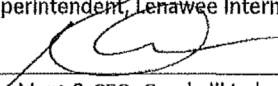
Obstetrical Services – Collaboration Hub  
Radiology – Tech Work Area (S1045)  
Respiratory Therapy – Collaboration Hub in nearest department  
Total Rehab – Therapist Work Room

**Approvals:**

Approved by:  Date: 10/12/2020  
President, ProMedica Charles and Virginia Hickman Hospital

Approved by:  Date: 10/9/2020  
VP, Operations, ProMedica Charles and Virginia Hickman Hospital

Approved by:   
DocuSigned by:  
Mark Haag Date: 4/1/2021 | 1:59 PM EDT  
Superintendent, Lenawee Intermediate School District

Approved by:  Date: 4-20-21  
President & CEO, Goodwill Industries of SE Michigan

**LENAWEE INTERMEDIATE SCHOOL DISTRICT  
STUDENT CODE OF CONDUCT**

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## **LENAWEE INTERMEDIATE SCHOOL DISTRICT STUDENT CODE OF CONDUCT**

The safety and wellbeing of the LISD's students, staff, and visitors represents one of the most important responsibilities of the LISD. In order to ensure that a safe and nurturing environment is provided for all while on LISD property or participating in an LISD sponsored educational program, event, or activity, the LISD Board of Education has developed and adopted this Student Code of Conduct which is intended to serve as a guide for students, parents, and LISD staff regarding student conduct and discipline. This Student Code of Conduct applies to all LISD programs unless otherwise stated in writing by the LISD.

### **1. Jurisdiction**

Michigan's Revised School Code grants intermediate school districts the power to provide for the safety and welfare of students while at school or a school sponsored activity or while traveling to and from school or any school sponsored activity. MCL 380.601a(b).

Furthermore, the Revised School Code requires intermediate school districts to develop and implement a code of student conduct and enforce its provisions with regard to student misconduct. MCL 380.1312(8).

### **2. Joint Applicability**

In some circumstances, LISD students may also be expected to abide by another code of conduct in addition to the LISD's student code of conduct. For example, students enrolled in a LISD program that is located within a local school district will be expected to abide by both the LISD's and local district's student code of conduct. Typically, if discipline becomes necessary, representatives from both districts will jointly determine the appropriate disciplinary action, provided that such is permissive under both district's student code of conduct. And, the districts will jointly apply/enforce the disciplinary action.

Additionally, LISD programs may develop additional expectations and rules for students enrolled in those programs. In those instances, students are expected to abide by both the program expectations and rules and the expectations and rules in this student code of conduct.

### **3. Expectations of Students**

LISD students will:

- Demonstrate respect for the law, District rules, including this student code of conduct, and for those persons in authority.
- Demonstrate respect for the rights and interests of others.
- Demonstrate respect for real and personal property.
- Demonstrate exemplary personal standards of courtesy, decency, and honesty.
- Demonstrate a sense of responsibility for personal choices.
- Be prepared to learn and contribute positively to the educational environment and program.

- Value the educational program and opportunity provided by the LISD and continually seek to maximize the benefit of program enrollment and attendance for all students.

#### **4. Use of Force**

LISD employees and other representatives will not use, inflict, or cause physical pain by hitting, paddling, spanking, slapping, or applying any other means of physical force against a student for the purpose of discipline. A LISD employee or representative may, however, use reasonable physical force against a student as is necessary to maintain order and control within the school environment or educational program. MCL 380.1312.

#### **5. Reporting Student Conduct to Law Enforcement**

The LISD Board of Education requires LISD personnel to report to law enforcement student conduct that is suspected to be illegal and that jeopardizes the health or safety of other students, staff, or others, including, but not limited to, anytime that a student is in possession of a dangerous weapon at school or at any school sponsored program or event, a student who engages in arson, a student who engaged in criminal sexual conduct, or a student who physically assaults an employee or other representative of the District.

This does not, however, prevent the LISD from reporting other incidents to law enforcement which, in the opinion of the LISD Superintendent or another District administrator, is suspected to be illegal and that jeopardizes the health or safety of other students, staff, or others.

#### **6. Reporting Student Conduct to a Student's Local District**

The LISD is a regional educational service provider of educational programs and services supporting its local constituent school districts and community. Many LISD programs and services represent an extension of the educational program provided by the local school district. As an extension of local district educational programs, the LISD may disclose a student's educational records, including any behavioral incidents or disciplinary action taken by the LISD, to another school system where the student is enrolled so long as the disclosure is related to the student's enrollment. In most cases, the local school district will enforce the same disciplinary action as the LISD. For example, if a student is suspended from a LISD program for conduct while at a LISD school, the local school district will typically apply the same suspension.

#### **7. Reporting Student Conduct to Parents/Guardians**

Under most circumstances, student conduct which represents a violation of this Student Code of Conduct will be reported to the student's parent/guardian. If the violation is minor (level one) and the student is not a frequent offender, the student's parent/guardian may not be notified.

#### **8. Reporting Student Conduct to Other Persons or Organizations**

The LISD may report student conduct to other persons or organizations where disclosure of the information is necessary to protect the health or safety of the student or other persons. Disclosure of the student's conduct will only be made to the individuals or organizations to whom the information is necessary to protect the health or safety of the student or another person.



## 9. Student Discipline

The LISD Board of Education desires to provide its students and staff with a learning environment that is free from substantial disruption. To that end, the Board requires that all LISD students adhere to this Student Code of Conduct and that students submit to such disciplinary measures as are appropriate for infraction of these rules and expectations.

## 10. Seriousness of Offense

The LISD has developed a level system, which is intended to identify the seriousness of each offense and the typical, minimum disciplinary action to be imposed by the District should a student commit the identified offense. Although the identified levels are intended to establish the basis for which disciplinary action will be determined, the LISD may also consider the following factors in arriving at a disciplinary decision: (1) the egregiousness of the student's conduct; (2) the history or record of the student's past conduct; (3) the impact of the student's conduct on the delivery of educational services to other children; (4) the interest of the student; (5) the student's age; (6) the student's ability-functioning level; (7) circumstances surrounding the offense and the student's intent; and (8) relationship of the student's behavior to the student's mental or physical health.

**Level One:** A level one offense consists of problematic behavior which violates the expectations and rules of the District community, but is not severe enough to warrant significant disciplinary action, such as removal from class or suspension from school, unless the offender has committed multiple violations. Level one offenses may result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Two:** A level two offense consists of a problematic behavior which violates the expectations and rules of the District community, which may result in immediate removal from class and/or a short-term suspension (10 or fewer days) from school on the first offense, or may result in more severe action if the offender has committed multiple violations. Level two offenses may also result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Three:** A level three offense consists of a problematic behavior which violates the expectation and rules of the District community, which may result in an immediate long-term suspension (more than 10 days, but not more than 59 days) from school on the first offense, or may result in more severe action if the offender has committed multiple violations. Level three offenses may also result in loss of privilege to participate in non-mandatory educational programs, activities, or events sponsored by the District.

**Level Four:** A level four offense consists of a problematic behavior which violates the expectation and rules of the District community, which may result in suspension for 60 or more days or expulsion from school on the first offense.

## 11. Restorative Practices

The LISD will consider using restorative practices as an alternative to or in addition to a suspension or expulsion from school. Restorative practices may, at the sole discretion of the LISD, offer students who violate this Student Code of Conduct alternative options to the District's imposed disciplinary action. Such strategies may include participation in a restorative program intended to address the underlying issue(s) believed to be causing the inappropriate conduct. Restorative practices will be the first consideration to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying. Restorative practices may be used at the discretion of the LISD Superintendent.

## 12. Level One Offenses

Offense	Definition	Seriousness of Offense
Disruptive Behavior	Behavior that interferes with the orderly operation of the educational program and/or school environment.	Level One
Inappropriate Display of Affection/Physical Contact	Inappropriate display of affection includes the physical touching of another person in an intimate or sexual manner.	Level One
Inappropriate Dress	Refusal or failure to comply with the school dress code, including failure to provide school-issued identification, if applicable.	Level One
Inappropriate Use of Technology/Violation of the District's Acceptable Use Policy	Failure to comply with the requirements of the District's Technology Acceptable Use Policy or use of any technological device or resource, including personal mobile devices and computers, for inappropriate or illegal purposes, such as action which results in loss of data, interruption of District operations, interference with educational activities, alteration or damage to software or hardware, or creating or distributing/sharing inappropriate content.	Level One
Larceny/Theft	Taking an item without permission of the owner.	Level One – Three, depending upon the circumstances and the value of the item(s)
Leaving Classroom/Assigned Area without Permission	Leaving the assigned area without obtaining prior approval of the teacher or school official in charge.	Level One
Loitering	Remaining, without authorization or legitimate purpose, within an area or part of a school facility or campus.	Level One
Misrepresentation, fraud, or making a false statement	Knowingly or intentionally making a statement, whether oral or written, that is not true, whether for personal gain or not.	Level One
Possession of a Weapon	The possession, while on school property or at any school sponsored program or event, of any instrument or object, which could reasonably be determined to be a weapon, but that is not considered a "dangerous weapon" as defined by Michigan law and in this Student Code of Conduct.	Level One
Tardy	Failure to be in an assigned classroom, laboratory, or other location at the beginning, or during any part, of the class period or educational program or activity.	Level One
Unexcused Absence	Failure to attend a class or other educational program or activity without a valid reason, and if a minor student, without parent/guardian permission.	Level One
Use of Profanity or Inappropriate Communication	Use of offensive language, images, or other means of communication either written or spoken.	Level One

Academic Dishonesty	Cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty.	Level One
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### 13. Level Two Offenses

Offense	Definition	Seriousness of Offense
Bullying/Intimidation	<p>Any written, verbal, or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant, or wireless hand held device) that, without regard to its subject matter or motivation, is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and is conduct that meets all of the following:</p> <ul style="list-style-type: none"> <li>▪ substantially interferes with educational opportunities, benefits, or programs of one or more students;</li> <li>▪ adversely affects the ability of a student to participate in or benefit from the LISD's educational program or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and</li> <li>▪ is based on a student's actual or perceived distinguishing characteristic (i.e. race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, mental/physical disability, or by any other distinguishing characteristic) or is based on an association with another person who has or is perceived to have any of these characteristics.</li> </ul>	Level Two
Consensual Sexual Activity	Engaging in sexual conduct to which the participating parties have consented on school property or at any school sponsored program or event.	Level Two
Controlled Substance Use	Use of any controlled substance or look-alike substance on school property or at any school sponsored program or event, unless such is permitted by law.	Level Two
Disorderly Conduct	Acting in such a way as to cause a significant disruption to the school environment or educational program.	Level Two
Drug Possession, including Possession of Drug Paraphernalia	Possession of any kind of controlled substance or look-alike substance on school property or at any school sponsored program or activity.	Level Two

Offense	Definition	Seriousness of Offense
Extortion	Obtaining money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).	Level Two
Fighting	Engaging in the use of physical force against another person, whether planned or unplanned.	Level Two
Gambling	Participating in games of chance or skill for money or profit.	Level Two
Harassment, Hazing, or Discriminatory Conduct	<p>To annoy, impede, or otherwise negatively interfere with another person, including the wearing or possession of items depicting or implying hatred of, or prejudice towards, another person on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy status, genetic information, or other characteristic protected by law, and where the conduct is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress, and is conduct that meets all of the following:</p> <ul style="list-style-type: none"> <li>▪ substantially interferes with educational opportunities, benefits, or programs of one or more students;</li> <li>▪ adversely affects the ability of a student to participate in or benefit from the LISD's educational program or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and</li> <li>▪ is based on a student's actual or perceived distinguishing characteristic (i.e. race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, mental/physical disability, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics.</li> </ul>	Level Two
Insubordination	Refusal or failure to comply with a directive or instructions given by a school official or representative.	Level Two
Interference with School Representatives	Preventing or attempting to prevent school representatives from engaging in their responsibilities through threats, violence, harassment, physical action, or otherwise. Providing false information during an investigation or making false accusations.	Level Two

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
Intoxication	Unable to act within one's normal capacity and/or having a diminished ability to function as a result of the consumption or use of alcohol, drugs, or other controlled substances.	Level Two
Minor Under the Influence of Alcohol	Having any bodily alcohol content while present at school or while participating in any school sponsored program or event.	Level Two
Misuse of a non-controlled substance	Misuse of any non-controlled substance such as over-the-counter medicines or other chemicals, which when used improperly, are likely to cause harm.	Level Two
Physical, Verbal, or Written Assault	Issuing a threat, with the ability to carry it out, and the action reasonably causes a person to feel afraid of impending violence, or causing violence or physical injury to another person.	Level Two however, if the offender is a student in grade six or higher and the physical assault is against a school representative or another student, Level Four (MCL 380.1311a)
Possessing, Displaying, or Disseminating Inappropriate Materials	Possession, display, or distribution of any inappropriate or illegal materials such as violent or pornographic images or statements.	Level Two
Sexual Harassment	Any communication that denigrates, threatens, or shows hostility towards another person based on that person's gender, including persons of the same or opposite gender from the offender. Sexual harassment may consist of unwelcome sexual advances, sexting, requests for sexual favors or other communication of a sex-based nature.	Level Two
Tobacco (including electronic smoking devices and look-alike items) or Alcohol Possession	Possession of any kind of tobacco, including electronic smoking devices and look-alike items, or alcohol, including look-alike items, on school property or at any school sponsored program or event.	Level Two
Tobacco (including electronic smoking devices) or Alcohol Use	Consumption or use of any kind of tobacco, including electronic smoking devices, or alcohol on school property or at any school sponsored program or event.	Level Two
Trespassing	Entering or remaining on a school facility or campus without proper authorization, or when directed not to be present on the school facility or campus.	Level Two
Unauthorized Video/Audio Recording	Use of a video or audio recorder to record the image or statements of others without their permission or use of such in areas with an expectation of privacy such as restrooms.	Level Two

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
Under the Influence of a Controlled Substance	Having any bodily controlled substance content while present at school or while participating in any school sponsored program or activity, unless such is permitted by law.	Level Two
Vandalism	Intentionally or recklessly causing damage to or defacing District property or the property of others.	Level Two

#### 14. Level Three Offenses

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
Battery	Use of force causing bodily harm or injury to another person.	Level Three, however, if the offender is a student in grade six or higher and the battery/physical assault is against a school representative or another student, Level Four (MCL 380.1311a)
Endangerment	Acting with recklessness or disregard such that significant bodily injury or death to another person is likely.	Level Three
Poisoning	To attempt to cause physical harm to another person by causing them to ingest, inhale, or otherwise absorb a poisonous substance.	Level Three
Possession of an Explosive Device	The possession, while on school property or at any school sponsored program or event, of any device that relies on the exothermic reaction of an explosive material to provide a violent release of energy.	Level Three
Robbery	Taking property from another person by force or threat of force.	Level Three

#### 15. Level Four Offenses

<b>Offense</b>	<b>Definition</b>	<b>Seriousness of Offense</b>
Arson	Acting in a deliberate manner to set fire to property, or the intent or attempt to participate in or enable the burning of property for any reason.	Level Four (MCL 380.1311(2))
Bomb Threat	Reporting to school, public safety, or others the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Level Four (MCL 380.1311a)
Possession of a Dangerous Weapon	The possession, while on school property or at any school sponsored program or event, of a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.	Level Four, unless the student establishes in a clear and convincing manner at least one of the following: (a) the dangerous weapon was not possessed for use as a weapon, or for delivery to another

		<p>person for use as a weapon.</p> <p>(b) the student did not know he/she had the weapon.</p> <p>(c) the student did not know or should not have been expected to know that the item was a dangerous weapon.</p> <p>(d) the student had permission to possess the weapon from school authorities or law enforcement.</p> <p>(MCL 380.1311)</p>
Sexual Misconduct	Engaging in any unwelcome behavior of a sexual nature, which typically includes physical contact with another person that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.	Level Four (MCL 380.1311(2))
Threat of Violence	Reporting to school, public safety, or others that violence on or near school property is imminent or likely to occur without a reasonable belief that violent activity will occur.	Level Four
Use of a Weapon, including, but not limited to, a Dangerous Weapon	The use of any object which is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, daggers, dirks, stilettos, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and any other weapon described by State or Federal law.	Level Four
Use of an Explosive Device	The placement or use of any device that relies on the exothermic reaction of an explosive material to provide a violent release of energy, regardless of whether or not such actually detonates or causes any explosion, with the intent to cause physical harm or damage to property.	Level Four

**16. Safety Sensitive Program**

The LISD operates many safety-sensitive programs which, for the protection of staff and students, may necessitate additional expectations and rules beyond those which are included in this Student Code of Conduct. Students are expected to adhere to both those rules and expectations established by the program in which they are enrolled and this Student Code of Conduct.

Michigan law permits the use of medical marihuana by a qualifying patient as defined by the law. However, the law prohibits the possession or consumption of marihuana on a school bus or on the grounds of any preschool, primary, or secondary school. Additionally, the law prohibits anyone to engage in any conduct under the influence of marihuana, when doing so would be dangerous, and permits employers to prohibit employees from working under the influence of marihuana. All persons, including qualifying patients, are prohibited from being under the influence of marihuana or any other prescription medication, which may impede or interfere with one's ability to participate in any safety-sensitive program or while performing on-the-job training.

Violators will be disciplined in accordance with this Student Code of Conduct.

### **17. Work-based Learning and On-the-Job Training**

The LISD provides numerous work-based learning and on-the-job training opportunities for its students. These opportunities typically consist of student placement within the work place and/or the community where learning takes place. Students participating in work-based learning and/or on-the-job training opportunities are expected and required to follow the work place policies and procedures as well as the policies and procedures of the LISD and this Student Code of Conduct. Failure to abide by the work place policies and procedures, the LISD's policies and procedures, or this Student Code of Conduct may result in removal from the work place, which may adversely impact the student's standing within the LISD's academic program.

### **18. Suspension and Expulsion of Students**

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of greater than 10 school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days or an expulsion, District administration and/or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the following factors:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and



- (g) Whether lesser interventions would address the behavior.

The LISD Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the LISD Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The LISD Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The LISD Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

LISD school administrators may suspend a student for 10 or fewer school days for an offense identified in this Student Code of Conduct as a level two or greater offense, or if the offense is identified as a level one offense, but the student is a frequent offender. Before exercising this authority, the school administrator must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the school administrator, before choosing to suspend a student for 10 or fewer days must consider the following factors:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

The LISD Superintendent may suspend a student for up to 59 school days for an offense identified in this Student Code of Conduct as a level three or higher offense, or if the offense is identified as a level two offense, but the student is a frequent offender. Before exercising this authority, the LISD Superintendent must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the Superintendent, before choosing to suspend a student for 59 or fewer days must consider the following factors, and must detail his/her rationale for the suspension against the factors in writing:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

The LISD Board of Education may suspend for 60 or more days or may expel a student for an offense identified in this Student Code of Conduct as a level four offense, or if the offense is identified as a level two or three offense, but the student is a frequent offender. Before exercising this authority, the Board must: (1) provide the student due process as described in the section of this Student Code of Conduct entitled "Due Process and Appeals Rights"; and (2) determine if the student is a student with a disability, in which case the student's discipline is subject to the section of this policy entitled "Discipline of Students with a Disability." Furthermore, the Board, before choosing to expel a student must consider the following factors, and must detail their rationale for the suspension against the factors in writing:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

## **19. Mandatory Suspension or Expulsion**

Michigan's Revised School Code requires the LISD to act to suspend or expel students under certain circumstances, which are as follows:

### *Physical Assault of Another Student*

If a student enrolled in 6<sup>th</sup> grade or higher intentionally causes or attempts to cause physical harm to another student through force or violence, the LISD must suspend or expel the student from the LISD for up to 180 school days. Provided however that, prior to permanently expelling a student for physical assault of another student, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

### *Bomb Threat*

If a student enrolled in 6<sup>th</sup> grade or higher makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the LISD must suspend or expel the student from the LISD for a period of time determined by the LISD Board of Education. Provided however that, prior to permanently expelling a student for making a bomb threat, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and

- (g) Whether lesser interventions would address the behavior.

*Physical Assault of a District Employee or Representatives*

If a student enrolled in 6<sup>th</sup> grade or higher intentionally causes, or attempts to cause, physical harm to a LISD employee or representative through force or violence, the LISD must permanently expel the student from the LISD, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for physical assault of a District employee or representative, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

*Arson*

If any LISD student commits arson as defined by Michigan law in a school building or on school grounds, the LISD shall permanently expel the student from the LISD, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for arson, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

*Criminal Sexual Conduct*

If any LISD student commits criminal sexual conduct as defined by Michigan law in a school building or on school grounds, the LISD shall permanently expel the student from the LISD, subject to possible reinstatement as is allowable by law. Provided however that, prior to permanently expelling a student for criminal sexual conduct, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

### *Possession of a Dangerous Weapon*

If any LISD student possesses a dangerous weapon as defined by Michigan law in a school building or on school grounds, the LISD shall permanently expel the student from the LISD, subject to possible reinstatement as is allowable by law.

However, the LISD is not required to permanently expel the student if the student established by clear and convincing evidence 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 person to 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 that he/she possessed was a dangerous weapon; (4) the object or instrument was possessed by the student at the suggestion, request, or direction of, or with the express permission of, LISD or police authorities.

Provided however that, prior to permanently expelling a student for possession of a dangerous weapon that is not a firearm, the LISD Board will consider the following factors when deciding whether to permanently expel the student or to impose a less severe penalty:

- (a) The student's age;
- (b) The student's disciplinary history;
- (c) Whether the student has a disability;
- (d) The seriousness of the behavior;
- (e) Whether the behavior posed a safety risk;
- (f) Whether restorative practices are a better option; and
- (g) Whether lesser interventions would address the behavior.

The LISD will undertake those additional procedures related to mandatory suspension or expulsion as are set forth in the LISD Board of Education's Policy and/or applicable law.

## **20. Discipline of Students with a Disability**

In addition to the requirements under Section 18 of this Student Code of Conduct, when the LISD is considering discipline of a student with a disability and the resulting disciplinary action is determined to be:

1. Expulsion; or
2. Suspension for more than 10 consecutive school days; or
3. Suspension for any period which would result in the cumulative total of suspended days exceeding 10 during the same school year and the removal constitutes a pattern of removal; or
4. Placement in an interim alternative educational program.

The LISD will notify the student's parent/guardian of the disciplinary decision and will provide the parent/guardian with a copy of Michigan's Procedural Safeguards Notice.

### *Procedural Safeguards for Discipline of a Student with a Disability*

Within 10 school days after a decision to impose one of the above-listed disciplinary actions on a student with a disability, the LISD will convene a manifestation determination review team meeting, which must include the student's parent/guardian and relevant members of the student's individualized education program team, for the purpose of determining whether the student's conduct leading to the disciplinary action was a manifestation of the student's disability.

If the manifestation determination review team meeting determines that the conduct was not a manifestation of the student's disability, the LISD will proceed with the decided disciplinary action, and may, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

If the manifestation determination review team meeting determines that the conduct was a manifestation of the student's disability, the LISD will not proceed with the decided disciplinary action and will instead: (1) conduct a function behavioral assessment (unless one has already been conducted), develop or modify, and implement a behavior intervention plan for the student; and (2) return the student to the LISD program from which the student was removed, unless both the parent and District agree to change the placement. However, if the conduct consisted of (a) carrying or possessing a weapon, (b) knowingly possessing, using, selling, or soliciting a controlled substance, or (c) inflicting serious bodily harm on another person, the LISD may place a student in an interim alternative educational setting for up to 45 school days, even when the conduct is determined to be a manifestation of the student's disability and regardless of whether or not parent/guardian consent is given.

#### *Definitions Related to the Discipline of Students with Disabilities*

For the purposes of this Discipline of Students with a Disability section of the LISD Student Code of Conduct only, the following definitions apply:

“Student(s) with a disability” means a student who has been evaluated according to the Individuals with Disabilities Education Act (IDEA) and the Michigan Department of Education’s Administrative Code regarding the operation of special education programs and services, and is determined by an Individualized Education Program (IEP) team, an individualized family service plan team, or an administrative law judge to have one or more of the impairments that necessitates special education or related services, or both, who is not more than 25 years of age as of September 1 of the school year of enrollment, and who has not graduated from high school. A student who reaches the age of 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

“Student(s) with a disability” also includes “Section 504 student,” which means a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. These students will have a Section 504 Evaluation and Educational Plan.

“Student(s) with a disability” also includes students not presently identified as a student with a disability if (1) the student’s parent/guardian had, prior to the conduct occurring, expressed concern in writing to an LISD administrator that the student needed special education or related services, (2) the student’s parent/guardian requested a special education evaluation, (3) the student’s teacher or other District personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District’s Director of Special Education or another LISD administrator.

A student whose parents/guardians refused to allow the LISD to evaluate the student, refused to allow the LISD to provide special education services, or who was previously evaluated and determined not to be a student with a disability, is not a “student with a disability.”

“Weapon” means any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2 ½ inches in length.

## **21. Due Process Rights and Appeals Rights**

The LISD will ensure that all students are provided due process as required by State and Federal law before a student is suspended or expelled.

If a LISD administrator determines that an emergency exists that requires the immediate removal of a student from school or an LISD program or activity, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school or the educational program or activity. The administrator must, as soon as practicable thereafter, follow the procedures outlined below.

Before making the decision to suspend a student for 10 or fewer school days, the LISD will: (1) provide the student verbal notice of the offense the student is suspected to have committed and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, the LISD will not suspend the student unless, after providing the student notice and an opportunity to explain, the LISD is reasonably certain that the student committed a violation of this Student Code of Conduct and that suspension is the appropriate consequence. A student or his/her parent/guardian may appeal the decision to suspend a student for 10 or fewer school days to the LISD Superintendent, whose decision shall be final.

Before making the decision to suspend a student for more than 10 school days, the LISD Superintendent will provide the student and his/her parent/guardian: (1) written notice of the offense the student is suspected to have committed and (2) 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 LISD Superintendent will provide the student and his/her parent/guardian at least three calendar days' notice before the hearing. The student and his/her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The LISD Superintendent will not suspend the student unless, following the hearing, s/he is convinced by a preponderance of the evidence that the student committed a violation of this Student Code of Conduct and that suspension is the appropriate consequence. A student or his/her parent/guardian may appeal the LISD Superintendent's decision to the LISD Board of Education, whose decision shall be final.

Before the LISD Board of Education suspends or expels a student, the LISD will provide the student and his/her parent/guardian: (1) written notice of the offense the student is suspected to have committed and (2) opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The LISD will provide the student and his/her parent/guardian at least three calendar days' notice before the hearing. The student and his/her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either this Student Code of Conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The decision of the Board of Education is final.

## **22. Educational Programming during Suspension or Expulsion**

Unless otherwise agreed by the LISD Superintendent, a student who has been suspended or expelled may not be on LISD property, attend or participate in classes or school functions, or participate in

extracurricular activities during the student's suspension or expulsion. The District will, to the extent required by law, assist students who have been suspended or expelled to explore alternative means to earn credit and to complete course work during the period of the student's suspension or expulsion. To the extent required by law, students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

**Nothing contained in this Student Code of Conduct is intended to prevent a student and/or a student's parent/guardians from exercising whatever rights may be available to them under Federal or State law, administrative code, or other applicable regulation, nor is anything intended to prevent the LISD from immediately removing any dangerous student from an LISD program, activity, or event, or from taking other action allowable under law.**





## Appendix J – LISD Student Technology Acceptable Use and Safety

### LENAWEE INTERMEDIATE SCHOOL DISTRICT

#### 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy [5136](#)).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child

pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

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