SAGINAW ISD
SERVE • INNOVATE • EMPOWER

Saginaw ISD Transitions Center School Student Handbook 2025-2026



Transitions Center School

Saginaw Intermediate School District Transitions Center
3860 Fashion Sq. Blvd.
Saginaw, MI 48603
Phone: (989) 399-7400
Office Hours: 7:00 A.M. To 3:45 P.M.
www.sisd.cc

SISD Transportation Department (989)799-1885

Start Time: 8:00 A.M. **End Time: 3:00 P.M.**
Transitions Center Principal:
Brigette Uhrich, uhrichb@sisd.cc
Transitions Center Assistant Principal:
Mitch Wheatcraft, mwheatcr@sisd.cc

THE VISION AND MISSION

THE VISION

The vision of Transitions Center School Programs is one where all students with a disability access their adult years in a manner that allows them to lead an independent life. This life is one where the person is allowed to make empowered decisions regarding their personal life. It is also one where students function independently and responsibly in their work world, adult responsibilities and living arrangements, interpersonal relationships, mobility, and leisure/ recreational activities as they are able.

THE MISSION

The mission of the Transitions Center School is to empower and support students in gaining the skills necessary to make responsible decisions that allow them to lead independent, productive, adult lives through effective and innovative services, resources, and programs that meet or exceed the expectations of our diverse community.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age., or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov
This institution is an equal opportunity provider.

SAGINAW ISD BOARD OF EDUCATION POLICIES
To view a full list of the Saginaw ISD Board of Education Policies, which are supported in the student handbook, please go to https://go.boarddocs.com/mi/sagisd/Board.nsf/Public.

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TRANSITIONS CENTER SCHOOL CALENDAR:

The school calendar will be made available to students at the start of the school year detailing the days in session, breaks (Thanksgiving, Winter Break, Spring Break) , special activities, and the last day of instruction for the current school year. The calendar is subject to change with notice.

STUDENT RECORDS

CUMULATIVE RECORD FOLDER-CA60

The cumulative record folder, or CA60, is a comprehensive account of your school progress from the day you entered kindergarten to the present. Included in the CA60 is a high school transcript, quarterly progress reports, and Individualized Education Plan(s) (IEP), which become part of the permanent record. The CA60 of students attending the Transitions Center School will remain at the Transition Center until the student completes the program or withdraws. The CA60 will then be returned to the student's high school or the district they reside in. All parents/guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. Legal guardians of a student may also request to review the contents of the official CA60. Request needs to be placed in writing to the Transitions Center School Principal. The request will be processed within 24 business hours. The CA60 may be viewed in the presence of a designated school employee, such as a school social worker, counselor, administrator or someone designated as a school official within the school building.

All parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or over have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or the parents/guardian of a student under eighteen (18) or the student 18 years of age except:

a. The teachers and officials of this school district who have a legitimate educational interest in such information; or unless,
b. There has been a federal request for submission of student records in connection with the student's application for financial aid.

The student or parent will be notified if officials of a school in which the student intends to enroll desire access to student records or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

SCHOOL TRANSCRIPT

Your high school transcript is made available to colleges, employers, military, etc., that may require such information. This is a permanent record and copies can be forwarded wherever you request. Parents must sign request forms prior to the student's 18th birthday; after 18, the student must sign the request form unless guardianship has been obtained.

The Transitions Center School is a skills-based program and does not follow the Michigan Merit Curriculum. School credit nor grades are awarded for classes taken while at the Transitions Center School. Student progress in classes and/or toward goals is documented through the IEP process, not in a report card or transcript.

NOTICE OF RIGHTS OF CONFIDENTIALITY OF EDUCATION RECORDS

The school district has compiled records for use in developing appropriate education programs and services. Federal and State legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following:

1. Your right to access education records, which includes the right to inspect and to review them, to request copies or portions thereof.
2. Your right to request an amendment to the records if you think the records or portions thereof are inaccurate and misleading and therefore, violate their confidentiality, and your rights to a due process hearing. Notice of hearing and corresponding process shall follow procedures established in the agency policy.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of education records, if and when the educational agency has decided that records are no longer needed for the educational and or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment, or when a student reaches age 26.
5. The following directory information may be made available for publication in directories, school catalogs, sport programs, etc.
    a. The student's name, address and date of birth; the names of the student's parents.
    b. The student's class designation, extracurricular participation, achievement awards or honors, major fields of study and dates of school attendance for any school district the student has attended.
    c. The student's photograph.

d. The student's weight and height, if a member of an athletic team.

6. Students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the building principal.
7. Your right to protest if you think that the administrative procedures of the school district are not in compliance with the law, to:

The Family Educational Rights and Privacy Act Office
United States Department of Education
330 Independence Avenue, S.W.
Washington, D.C. 20201

HEALTH RECORDS

School personnel will cooperate with the public health department to maintain records on waivers, immunizations, and any exclusion. Students who are found to have a communicable disease may be sent home according to the health department guidelines.

SCHOOL SERVICES

BREAKFAST AND LUNCH PROGRAM

A lunch and breakfast program is available to all students. Students are required to complete a household survey annually to determine if the student qualifies for free or reduced meals. The Saginaw ISD contracts with Chartwell for the food service management. Saginaw ISD school staff supervise the cafeteria during breakfast and lunch. Students eat breakfast in their

homeroom. Students are expected to clean up after themselves after each meal and demonstrate age-appropriate behaviors when eating.

Menus are created quarterly and accessible daily on the school website calendar. https://www.sisd.cc/o/saginaw-isd/page/transitions-center-school

If a student has a medical issue (i.e.: allergies) that would prevent them from eating certain foods, a form signed by a health care provider stating the problem foods and what acceptable substitutions can be made must be submitted annually to the school. If you have any questions about food service, please contact the Chartwells Food Service Director at 989-777-7018 ext. 3023

SCHOOL STORE

The Transitions Center School operates a store within the building whose purpose is to teach students skills related to the retail industry. The school store follows the USDA Smart Snack guidelines. Profits are used to fund student activities.

SALES

Unauthorized sales of food/merchandise are not permitted in the building.

PARENT/GUARDIAN INVOLVEMENT POLICY

The Saginaw Intermediate School District Board of Education believes that parental/guardian involvement is necessary for successful student learning and personal adjustment. We consider parents/guardians to be essential partners in the educational and psycho-social development of their children.

TRANSITIONS CENTER SCHOOL INVOLVEMENT PLAN

Transitions Center School staff will:

- Provide a safe, positive learning environment.
- Show care and respect for all students and their families.
- Deliver a high quality, individualized curriculum through innovative hands-on learning activities and experiences.
- Address each student's unique needs and encourage individual talents.
- Value and respect the importance of parents' roles in the education of their children.
- Communicate academic progress and attendance information.
- Establish methodologies and scheduling to allow parents/guardians to visit classrooms and participate in school activities.
- Help parents to support learning and positive behaviors at home.
- Help students become active members of their community.
- Help students and parents understand their rights and responsibilities at the age of majority.

Transitions Center students will:

- Arrive at school and attend class on time each day.
- Put forth their best effort which includes paying attention and participating in the class activities.
- Promptly deliver to parent(s) and teacher(s) all communications from school or home.
- Cooperate with other students and staff at school.
- Respect the rights and property of others and follow all school expectations.
- Use appropriate language to communicate with adults and other students.

- Work to become an active member of their community including gaining and maintaining employment/a volunteer position and living as independently as possible in their home.
- Be actively involved in designing, setting goals , and implementing a personal development plan.
- Recognize that they have responsibilities along with their rights.

Transitions Center School parents/guardians can help their student succeed by encouraging their development and progress in school. For example:

- Review and discuss activities in school and progress on schoolwork.
- Encourage student to attend school on a regular basis
- Encourage and assist the student in reading life skill information such as recipes, directions, safety words and personal information at home and in the community.
- Assist the student in becoming involved in community activities with peers.
- Support the student as they practice skills learned at school in the home.
- Encourage the student to become a worker or volunteer in their community.
- Show the student the value of learning self-control and hard work. For example:
    - Help the student see how school learning is needed and used in the real world.
    - Recognize and praise the student's efforts and progress.
- Model good communication between school and home by:
    - Sharing information with school staff about unique family or life circumstances that may affect the student at school.

- Reading newsletters, notes, and other communications and discussing and/or responding when needed (or appropriate).
- Participating in and attending case conferences, IEP meetings, school Open House activities and other appropriate school functions.
- Sharing concerns and working together with the school to resolve problems.

DISCRIMINATORY HARASSMENT OF STUDENTS

Harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student harassment is prohibited, equally, and will not be tolerated. Harassment includes unwelcome advances or requests for sexual favors or other verbal or physical conduct relating to an individual's' gender, race, color, national origin, age, sexual orientation, religion, height, weight, marital status or handicap/disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District.
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse
- Threats or intimidation
- Public Humiliation
- Cyberstalking or Cyberbullying
- Physical Violence
- Theft
- Destruction of Property
- Pressure for sexual activity
- Sexting (Sending of inappropriate pictures/text through cell phones or internet)
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Any student who believes that they have suffered harassment shall immediately report the incident(s) to their Teacher, Principal or Assistant Principal or to the following persons:

Scott Sawyer
Deputy Superintendent
Saginaw ISD
3933 Barnard Rd
Saginaw, MI 48603
989-249-8702
ssawyer@sisd.cc

Erin Senkowski
Deputy Superintendent
Saginaw ISD
3933 Barnard Rd
Saginaw, MI 48603
989-249-8708
senkowskie@sisd.cc

The Compliance Officer, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the

nature of the harassment and the context in which the alleged incident(s) occurred will be investigated.

The School District will make every effort to assure that a student reporting an incident(s) of harassment will not suffer any form of reprisal.

STUDENT INSTRUCTION AND EDUCATIONAL MATERIALS POLICIES:

Instructional Program Prohibitions

A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the District receives prior consent from a student over 18 years of age, or prior written consent from a parent(s)/guardian(s) of a student less than 18 years of age. The District shall give students notice of their rights under this policy.

Inspection by Parent(s)/Guardian(s) of Instructional Material

The parent(s)/guardian(s) shall be permitted to inspect all instructional materials used by the District in evaluating, surveying, or analyzing students in furtherance of an instructional program. Instructional materials shall include teacher's manuals, videos, or other supplementary materials. The District shall give parent(s)/guardian(s) notice of their rights under this policy.

MEDICATION:

Students who must take medication during school hours, must have a Physician's Order Form completed and signed by both the student/parent/guardian and the physician. A Physician's Order is also required for short-term antibiotics and prescriptions as well as over-the-counter products such as Tylenol, cough syrup, cold

medicine, and ointments. *The Physician's Order Form must be on file BEFORE any medication will be administered in school.* A new Physician's Order Form must be submitted **annually** and is required for any change in medication including when medications are discontinued.

STUDENTS WILL NOT BE GIVEN OR ALLOWED TO TAKE MEDICATION AT SCHOOL UNTIL THE SCHOOL HAS RECEIVED PRIOR WRITTEN AUTHORIZATION SIGNED BY THE PARENT/GUARDIAN AND THE PHYSICIAN!

Medications **must** be sent to school in its original **labeled** container including the student's name, prescribing physician's name, name of medication, dose and specific directions for administration. Please request an extra labeled container from the pharmacy when filling your prescription. If a student is unable to handle their own medication, the medication should be given to the bus driver for transport to school or it can be delivered to the school by the parent/guardian. The school must be notified if the student will be responsible for bringing and taking their own medications. A Physician's Order form is required and must state that the student is capable of assuming this responsibility.

It is imperative for the school to know if medications are being brought into the building.

LOST AND FOUND

Any item(s) found should be turned into the Wellness Center where a lost and found area is maintained. If items are not claimed within two (2) weeks after being found, they will be disposed of or given to the finder.

TELEPHONES

The phones in the school office and classrooms are business phones and are to be used for official school business only. If there is an emergency, requiring the immediate attention of a student, the message will be delivered to students by the office.

STUDENT ACCIDENT/INJURY

All student injuries are to be reported to the office to determine the cause and extent of injury. An accident report will be filed with the Principal before the end of the school day when the incident occurred. Parents may be contacted if the injury requires treatment.

TRANSPORTATION

The Saginaw Intermediate School District welcomes the opportunity to transport students to and from the Transitions Center School. Board Policy relating to transportation is as follows.

- The Board shall provide safe, efficient transportation to the eligible students of the District. The use of buses by the District shall conform to state law. School bus routes shall be established by the Transportation Director. Bus transportation will be provided for students to and from school for those students per IEP.
- Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day unless student self-transportation is approved.
- Students must observe the guidelines and regulations developed by the administration governing student transportation. Students will also be subject to the District's behavior code while riding school buses. The

Superintendent may suspend or revoke the transportation privilege or entitlement of any student who violates any administrative rules or regulations as allowed by current law and regulations.

- All such guidelines shall be published in the student handbook or copies given to students and parent(s)/guardian(s) at the beginning of the school year.
- Bus drivers shall report any violation of said guidelines to the appropriate administrator who shall take the necessary steps to discipline students according to Board policy. As a disciplinary action for violation of District rules, a student may be refused school bus transportation but required to attend school as allowed by current law and regulations.

In order for the Saginaw Intermediate School District to provide students with a safe and efficient transportation service, they ask for your cooperation in adhering to the following transportation procedures.

- Please call the SISD Transportation Office at 989-799-1885, as early as possible, whenever the student will **not** be riding the bus. Office hours are from 4:15 a.m. until 6:30 p.m. If the student has not ridden the bus for an extended length of time (more than 3 consecutive days the student or a family member will be contacted by the Transportation Department. Transportation may be stopped until communication can be made.
- Bus drivers have been instructed to stop at their assigned bus stops only. Any changes in the assigned stop, such as an alternate bus stop, must be submitted to the Transitions Center School office and authorized by the Transportation office prior to the day of the change.
- If you move, please submit a change of address form to the Transitions Center School office. The school office

will submit the request form to the Transportation Department.

- Students must be ready for the bus 10 minutes before their scheduled time. If students are not ready when the bus arrives, the driver will only wait two minutes past the scheduled pickup time.

The SISD Bus Rules are as follows:

1. **Follow all directions given by the bus driver and/or bus assistant.**
2. **Treat everyone with respect.**
3. **Sit in your assigned seat and remain seated at all times (Male and female students may not sit together).**
4. **No eating or drinking on the bus.**
5. **Use appropriate language and volume.**
6. **Medications must be given to the driver.**

EMERGENCY CLOSING AND DELAYS

All programs operated in the Transitions Center School follow the Saginaw Intermediate School District and home district emergency closings procedures. If the Transitions Center School is closed, all Transitions Center School Programs are all closed. If the student's local school district is closed, the SISD bus will not pick the student up.

School closings due to weather or other problems will be announced through an automated phone call and on the following TV stations: WNEM-TV5, WJRT-TV 12, and WEYI-TV25.

ATTENDANCE POLICY

INTRODUCTION

The Transitions Center School attendance policy is designed to help students improve their classroom performance, prepare the students to be workers, and meet their obligations. Students are expected to regularly attend the classroom and work training programs and to be on time for school/classes in order to develop necessary work habits.

DEFINITION OF ABSENCES

Any lost time from class is considered an absence from class. No distinction is made between confirmed, unconfirmed, suspension and prearranged absences and all are considered absences. Only school related and work absences will not be counted as an absence.

EXCUSED ABSENCES

Any validated absence will be an excused absence. To validate an absence, call school on the day of an absence or use the Personal/Business Day form to pre-arrange a day off. If a call or a Personal/Business Day form is not received, the school will assume the absence is unexcused. Students are encouraged to be a part of this process to prepare them for the work world.

UNEXCUSED ABSENCES

Students who have not properly notified the school of an absence will receive an unexcused absence. A student with 10 or more consecutive days of unexcused absences will be considered as a drop from school. A drop letter will be sent to the student giving them ample time to respond to the letter. If the student does not respond within the specified time frame indicated in the letter, the

student will be dropped from programming. Students with less than 80% pattern of attendance may not be allowed to participate in special activities such as dinner dances, bowling, etc.

SIGNING IN/OUT OF SCHOOL

Students who arrive late to school must sign in at the front office. Students who leave school early must sign out in the front office before exiting the building. Students who are under the age of 18 or who are not their own guardian must have a legal guardian present to sign out. Once a student signs out or leaves campus, transportation will be canceled. If a student leaves school for an appointment and chooses to return to school after that appointment, a signed verification of the appointment is required to return to school.

STUDENT BEHAVIOR EXPECTATIONS AND GUIDELINES

In addition to the procedures described in the student handbook, all students will be expected to follow the Laws of the State of Michigan and the policies and procedures of the operating district.

BEHAVIOR

One of the most important functions of Transitions Center School is to provide a safe, meaningful educational and vocational program to all students who are enrolled. We expect students to be respectful, responsible, and active participants in their program. Students disrupting the learning process will be required to meet their teacher to discuss their behavior(s). As part of the learning process, students are expected to develop and follow a plan to change inappropriate behavior. Students who fail to follow their

improvement plan may face consequences up to and including suspension or expulsion.

The following are examples of, but not limited to, consequences used at the Transitions Center School:

- Loss of social time (such as break)
- Inability to participate in social/special activities
- Conference with teacher and/or administrator
- Limited community based instruction (CBI)
- Additional staff support
- Use of Recovery or Meditation Room to allow student to regain control
- Schedule change
- Alternate classroom placement

SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS

Searches of lockers, motorized vehicles, and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

SEARCH OF MOTORIZED VEHICLES

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the program Principal or designee, without notice or consent, if the program director or Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to

disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.
Students who drive onto school property must show proof of insurance and have a valid driver's license on file in the school office. Students must park in the designated parking area. Anyone driving in a dangerous manner may lose the privilege of driving to school. Students leaving the program early must have consent from their legal guardian, if one has been appointed, and/or their caseload teacher. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day unless student self-transportation is approved as per SISD. Students may not transport other students without prior consent from both parties.

SEARCH OF LOCKERS

Assignment of lockers is at the teachers' discretion and will be based on individual student or class needs. Students who are assigned a locker must understand that all lockers are the property of the District. At no time does the District relinquish its exclusive control of its lockers. The school will provide students with a lock. Students are prohibited from placing personal locks on any locker. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent. The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are neither illegal nor against school policy and rules, shall be respected. Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms
- Explosives
- Dangerous weapons

- Flammable material
- Illegal controlled substances or controlled substances, analogues or other intoxicants, contraband
- Poisons
- Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items, or of items that must be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each student and parent(s)/guardian(s) of the student assigned a school locker. Lockers and locks are provided for each student by the program. Students should not share their key with others. School locks are the property of the District. If a student loses the lock, the student is responsible for the cost of a replacement lock. Personal locks are not allowed and will be removed.

SEARCH OF STUDENTS

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction, the Principal or designee, is authorized to search students. All searches shall be carried out in the presence of an adult witness.

Strip Searches

No strip searches shall be conducted by school personnel.

Law Enforcement Searches

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request

that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

SEARCH PERSONAL PROPERTY

Students are responsible for any and all personal property they bring to school. Personal property, including but not limited to coats, bags, and purses, may be searched by the Principal or designee upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction. All searches shall be carried out in the presence of an adult witness. Students should maintain and not share their personal property with others as they are responsible for all contents in their property whether it is in their possession or not.

DRESS CODE

Appropriate student dress sets the tone for student behavior and contributes to a safe, orderly, and positive learning environment. The Saginaw ISD recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. School will not interfere with the right of a student and their parent(s) to make decisions regarding their appearance, except when their choices interfere with or disrupt the educational program. All students' clothing should be appropriate for the work setting and community-based instruction. Clothing selection should meet the school expectations:

- Be Safe
- Be Respectful
- Be Responsible

The following are examples of, but not limited to, dress styles **not permitted** during school hours and activities:

1. Revealing clothing that exposes bare shoulders, backs, chest, thighs, and/or stomach. In addition, see through, oversized, ripped, or torn clothing.

2. Clothing with offensive messages, signs about or pertaining to alcohol, profanity, illegal substances, sex, politics, race, religion, weapons, and etc.
3. Very short dresses, skirts, and shorts. Such clothing should be no shorter than 3 inches above the student's knee.
4. Sagging slacks or jeans. This clothing should rest at the waist; no underwear should show. Belts should be worn if needed.
5. Fashion such as chains, dog collars, spiked wristbands, and rings that resemble weapon-like objects.
6. Headgear, such as hoods of a sweatshirt, hats, bandanas, winter caps or any item that may conceal the identity of the student.
7. Lounge clothing such as pajamas and/or house slippers.
8. "In memory of" pictures, buttons, t-shirts, etc.
9. Open-toe shoes at the worksite.
10. Clothing that causes excessive wear or damage to school property.
11. Clothing that prevents the student or fellow students accessing the classroom, visually and/or physically.
12. Clothing that presents a hazard to the health or safety of the student or others.
13. Coats or outdoor clothing in the classroom if you have been assigned a locker. (if you are cold, bring a sweater or sweatshirt)

Specific clothing/uniforms may be required for the worksite(s). Students will be provided with those expectations as well as with the clothing/uniform. School will clean and maintain uniforms daily.

All staff will be monitoring student dress. Students with inappropriate clothing will be referred to their caseload teacher. The Transitions Center School Administrators have final say as to whether a student's clothing is acceptable.

CONSEQUENCES TO VIOLATION OF THE DRESS CODE

- First Violation: Warning and opportunity to change clothing.
- Second Violation: Student/staff conference.
- Third Violation: Consequence given.

STUDENT DRIVING

Students wishing to have driving privileges to and from school must register their cars annually in the office, this includes providing evidence of current registration, insurance, and a valid driver's license. Cars may not be occupied during the school day including lunch hour. Any student who does not drive responsibly may lose the right to drive to school. Students may not transport other students without prior notification.

COMPUTER USAGE

Transitions Center School computers are available to students and staff for the purpose of education and communication consistent with the goals of the District and student's educational program. Access to the network is a privilege, not a right, and may be restricted, suspended or terminated with or without cause at any time. In requesting an account for access to the network, the user agrees to the terms and conditions set forth by the District and detailed in the Acceptable Use Agreement.

PARENT(S)/GUARDIAN(S) VISITATION OF CLASSROOMS

The Board encourages the public and parents/guardians to visit district buildings and departments. The Principal is authorized and directed to establish appropriate rules, regulations and guidelines to govern such visits. The Principal shall ensure that the provisions

of this policy and applicable rules, regulations and guidelines are published in the appropriate handbook.

GENERAL PUBLIC VISITATION PROCEDURE

All visitors must report immediately to the school office and identify themselves. All visitations must be pre-arranged so as to not interfere with the educational process. All visitors to the building will be provided with a nametag and either a student or staff tour guide. All visitors must comply with Transitions Center School policies and procedures during their visit. Visitors will not be permitted into classrooms due to the privacy of our adult-aged students.

PARENT /GUARDIAN/ FAMILY VISITATION PROCEDURE

The Transitions Center School recognizes the central role of parents/guardians/families in the education of their young adult students and we support active involvement in the educational process. Parents/Guardians are encouraged to maintain regular contact with their student's instructors. To familiarize themselves with their student's learning environment, parents/guardians are encouraged to come to designated activities, school open houses, and annual meetings.

Visitation of classrooms, worksites, and community based instruction sites will be limited and are subject to the approval of school administration and in observance of the regulations provided. These regulations are necessary to safeguard the learning environment by reducing the disruption that can be caused by having strangers frequently observe the classroom and place demands on the teacher's time. We also take seriously our obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop an

inappropriate knowledge of the behavior or learning progress of other students.

The following regulations apply to parent/guardian visits:

1. All parent/guardian visitations are subject to the approval of the supervising school principal, who is charged with the responsibility of safeguarding the learning environment and privacy of students.
2. Visitors are required to check in at the school office prior to their scheduled visitation, and wait to be escorted to the appropriate part of the building. All visitors will be provided with a nametag, which must be visible during the visitation.
3. Parents/guardians in classrooms are there as guests and are asked to behave as quiet observers, unless specifically requested otherwise by the classroom teacher. Visitors should arrive and leave at the agreed upon times.
4. To protect the privacy of other students, the parent/guardian agrees to keep any information gained on the behavior or performance of other students strictly confidential. Visitations shall not be allowed during tests or examinations/evaluations.
5. Teachers are expected to use the time before school, after school, and between classes for preparation, meetings, and discussion with colleagues. Visiting parent/guardians are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences. An appointment should be made with the teacher if the parent/guardian wishes to discuss their student's educational progress. Teachers shall and will, at all times, refrain from discussing the behaviors or achievement of other students with visiting parents/guardians.

BUILDING SAFETY AND SECURITY PROCEDURES

A number of procedures and regulations have been developed for student safety and security. All entry doors are locked during the school day. Parents picking up or dropping off students are required to follow the check in/out procedure in the school office window. **Please do not ask staff for entry through other doors.**

Students will only be released to adults listed on the emergency card. Please keep information updated.

The Transitions Center School, through consultation with experts in the field of school security, has developed plans and drills to implement the following levels of security for the protection of students and staff. Participation in these drills is mandatory. These levels of security are:

Secure Mode
When the school has been alerted to a possible external threat, such as an off campus critical incident, all outside doors are locked, and activity level within the building is kept to a minimum.

Lock Down Mode
When the school has an immediate internal threat to the building, students and staff, all areas inside the building are locked, secured, and no movement is allowed in the halls. This is an emergency type mode that is enacted to protect both staff and students from ALL threats. Three lock-down drills are performed each school year. Parents will be notified via an automated phone call of a lock-down situation.

Fire and Tornado Policy and Drills
We are required by law to perform 6 fire drills per school year. In case of an actual fire, students and staff will evacuate the building to a safe distance from the building and out of harm's way. Procedures and site specific exit maps are posted in each classroom and office throughout the building.

We are required by law to perform 2 tornado drills per school year. In case of an actual tornado, students and staff will evacuate classrooms to the designated shelter areas. Procedures and site specific exit maps are posted in each classroom and office throughout the building.

PROBLEM SOLVING GUIDELINES

If a student is experiencing a problem related to the program, the student should follow the Transitions Center School Behavior Plan stated below.

1. Let a staff person know immediately.
2. The student should sign up to see their assigned caseload teacher. If the situation is an emergency, the student should notify any staff member immediately.
3. The caseload teacher will listen to the student's concerns and help the student develop and implement a plan for resolving the situation.
4. If a problem occurs on the bus, tell the bus driver or assistant. Upon arrival at home, the student should talk with a family member or home provider. Report the incident to the caseload teacher the next morning. Do not assume that the teachers will know what happened. Transportation staff may file a report, but it may not be available to the teachers immediately.

While it is important for students to learn to report and handle problems, family members and caregivers that have concerns should contact the student's caseload teacher or Principal. A problem cannot be remedied if the staff is not aware of the situation

GENERAL DISCIPLINE RULES

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

IDEA provides specific procedures for students who violate school behavior rules. In addition, all due process procedures will be followed. Violation of any of the above rules may result in one or more of the following: a conference with the teacher and principal and/or referral to the IEP team for a determination of the appropriateness of the present program, suspension, and/or alternative programming arranged in an alternative setting.

INSUBORDINATION

Transitions Center students are expected to follow staff directions at all times. Inappropriate behavior(s) and/or misconduct will result in immediate action by a school staff member. A discussion and/or meeting will be held with the teacher, school staff member(s) and student(s) involved. A plan will be developed and consequences determined.

DISORDERLY CONDUCT

These are acts of misbehavior that are not serious enough to be labeled gross misdemeanor, but are too serious to ignore.

- Inappropriate language – swearing, foul, insulting, or vulgar language.
- Trespassing – the act of being present in an unauthorized place. All areas not being supervised by a staff member are off limits.
- Personal appearance – Students must be clean and neat at all times, practice good personal hygiene, and be responsible in the selection of clothes.

- Inappropriate display of affection – anything except holding hands is inappropriate in a school setting.

GROSS MISCONDUCT

Any deliberate or willful conduct that severely disrupts or prevents the normal function of a school activity, including but not limited to, failure to respond or act in a reasonable manner. These behaviors may warrant both school disciplinary action as well as police involvement. Examples of a gross misconduct include, but are not limited to:

- Arson
- False alarm
- Possession of or using weapons and incendiary devices
- Alcohol or Illegal drugs
- Physical assault
- Threatening another student or staff member
- Stealing
- Vandalism
- Insubordination
- Bullying or Cyberbullying
- Sexting

BULLYING/HARASSMENT

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse.

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 handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

Bullying or harassment that starts or continues outside of school may also be disciplined if it interferes with the school environment.

No student should accept being harassed or bullied by other student(s). Students should report any type of harassment / bullying by other student(s) immediately to a staff member, such as a Paraprofessional, School Social Worker, Teacher or Principal. Any behavior that makes a student feel uncomfortable or unsafe, even if the person engaging in such behavior does not feel they are harassing / bullying, should be reported. This includes but is not limited to, harassment /bullying of a racial, religious, or a sexual nature.

ASSAULTS AND THREATS

Assaults and threats of any type will not be tolerated. The student making the threat will immediately be removed from the situation. A meeting will be held and consequences will be determined up to and including suspension and permanent expulsion. Anyone making a bomb threat may be permanently expelled. Any of these incidents will be reported to all proper authorities, including the police.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, 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 whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Any student who violates this policy will be referred to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion per State Law, H.B. 4428. Senate Bill No. 966.

TOBACCO USE

State law prohibits smoking and tobacco product use on school property or during a school-sponsored activity. This includes but is not limited:

- Electronic smoking devices - any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah. Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking devices do not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- Tobacco product means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is

likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

- Use of a tobacco product' means any of the following:
    - inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
    - the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
    - the chewing of a tobacco product;

School property includes any location on the physical property including the parking lot, as well as on school buses, no matter the buses' location. School-sponsored events means any event or activity sponsored by the school or School District that is not on school property including, but not limited to, community-based worksites and instructional outings, sporting events, field trips and/or socialization outings, and dances.

Anyone found in violation of this policy will be reported to the office. A conference with the teacher and student will be held and the consequence will be determined at this meeting. The Principal or Assistant Principal may attend the conference.

DRUGS AND ALCOHOL

Alcohol, Inhalants, Steroids, and Drug Abuse

The Board of Education and the School District encourage students who are experiencing problems with alcohol, inhalants, steroids, and/or drug abuse to seek assistance for such problems through treatment, counseling, and/or rehabilitation programs voluntarily. Information regarding these programs is available to students.

The Board of Education and School District will not tolerate students who refuse to say "no" to alcohol, inhalants, steroids, and drugs. Students, who possess, use or distribute alcohol, inhalants, steroids, and/or illicit drugs unlawfully on school premises or at a school-activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with the board policy.

Possession of, consumption of, furnishing others with, or being under the influence of alcohol or drugs on school property or at a school sponsored event is illegal. Reasonable suspicion of use is grounds for an immediate removal from the activity. If the student is under 18, or has a legal guardian, the parent/guardian will be notified. A meeting with the Principal will be arranged and the consequence up to and including suspension will be determined. Possession of or furnishing "Look Alike Drugs" is dangerous because they intend to represent a controlled substance. The same penalties will apply for "Look Alike Drugs" as apply for drugs and alcohol.

PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school and during their lunch break as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. PCDs include personal cell phones, iPads, tablets, hand-held video games, or any device that when connected to the wi-fi or internet allows them to communicate with

others. PCDs are not allowed at the worksite. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be placed into vibrate or silent mode and stored out of sight. Taking pictures using your PCD is not permitted in the Transitions Center School, at worksites, on CBI, or on buses at any time. If the student cannot follow the procedures, the student will be asked to leave the device with the caseload teacher and pick it up at the end of the school day. For frequent violations, the student may not be permitted to bring the device on school property.

STEALING

Stealing is unacceptable and will not be tolerated. Asking, begging, or pressuring another for money or personal items is unacceptable and will be dealt with immediately. Students should not bring large sums of money or valuable items to school. The school cannot be responsible for money or personal possessions brought to school.

INAPPROPRIATE DISPLAYS OF AFFECTION

Inappropriate displays of affection may include, but are not limited to hugging, kissing, or touching on top of or under clothing. These actions are not acceptable at school, school activities, in the school parking lot, or on the bus. For frequent violations, the student may be assigned additional staff support during unstructured times to support good decision making.

PORNOGRAPHY

Pornography is defined as movies, pictures, magazines, photographs, etc. that show or describe naked people or sex in a very open and direct way in order to cause sexual excitement. Pornography includes but is not limited to visual material

containing the explicit description or display of sexual organs or activity. Printed or electronic pornography shall not be possessed or shared during school. This includes during school sponsored transportation, community based instruction, or at any time while students are in school or participating in school activities. S

POSITIVE BEHAVIORAL INTERVENTION PROGRAM

TRANSITIONS CENTER EXPECTATIONS

- Be Safe
- Be Responsible
- Be Respectful

DISCIPLINE PHILOSOPHY

Students are expected to:

- Respect the rights and property of others and of the school.
- Show self-respect by exhibiting appropriate, adult behaviors.
- Accept responsibility for their actions and be willing to develop a plan to fix the problem.
- Participate fully in the program.

The Transitions Center School believes in natural consequences before administering discipline. When expectations are not followed and/or rules are broken, the school will follow behavior procedures. Discipline will only be administered if the student is not actively working to change the inappropriate behavior.

BEHAVIORAL PROCEDURES

All Transitions Center School students will use the 5 Point Scale to identify their emotional state and develop a personalized plan to regulate their emotions in an age-appropriate manner. Students will "check in" daily with their teacher

When expectations are not followed and/or rules are broken, the student will meet with a school staff member to discuss the behavior, attempt to determine the function or the purpose of the behavior, and work collaboratively with the staff person on a plan for an appropriate replacement behavior. The student is expected to take an active role in the process to ensure success.

As part of the student's personalized self-regulation plan, students will have the opportunity to request a break as part of their plan. The Transitions Center School offers students two different spaces where they can take a break, the Quiet Room or the Meditation Room. Students must check into the space with the Wellness Center staff and will be granted 15 minutes to de-escalate. After that time, students will be expected to return to class. If they have not returned to a calm state, they will need to meet with their teacher or a Principal. If a student is unable to meet tension reduction, they can request to go home. The student can return to school when they are able to participate in their educational program.

USDA Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at:
(202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form(opens in a new tab), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:
Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (833) 256-1665 or (202) 690-7442
Email: program.intake@usda.gov
This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:
https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint- Form-0508-0002-508-11-28-17Fax2Mail.pdf(opens in a new tab)