



Adult Education Student Handbook



**Bullock Creek School
District**

Serving the City of Saginaw,
Midland and Gladwin Counties

EDUCATION AND TRAINING CONNECTION

ETC ADULT EDUCATION PROGRAM

Mission Statement

We, the staff of the Education and Training Connection Adult Education Program, accept the responsibility to ensure that all citizens within the Adult Education Program service areas will have equal access to quality Adult Education programs. The Adult Education programs will have the following characteristics:

- ◆ The programs for individuals will begin at the participant's ability and knowledge level and help the participant reach his/her goals in terms of knowledge and employment.
- ◆ The programs will be consistent with the State's strategies for full employment and will meet the needs of the local Michigan businesses and industries.

Goals

1. All adult education programs/services will provide adults with opportunities for learning that will lead to the attainment of basic skills necessary for further education, training, employment, and an improved quality of life.
2. Adults of varying race, color, creed, sex, age, economic status, English proficiency, physical/mental capabilities, or geographic locations will have access to adult education programs.
3. The Adult Education Program will work cooperatively with the Michigan Workforce Development Agency Growth and will assist applicants to work cooperatively with the Department of Human Services, Community Health Agencies, Michigan Works, Vocational-Technical Education, Senior Services, and other human service agencies as appropriate, community colleges, business and industry to provide opportunities for quality adult education training programs.
4. The Adult Education programs and teachers will be assessed, monitored, and evaluated by: administrators and professionals as appropriate for placement and program needs.
5. Professional development opportunities will be provided to Adult Education teachers, administrators, and support personnel.

GENERAL INFORMATION

ADMINISTRATION 989-631-5202 EXT. 204

MIDLAND SITES

Adult Ed Classroom 989-631-5202 ext. 228
884 E. Isabella Rd, Midland

SAGINAW SITES

Main Campus 989-755-7347
2415 N. Charles St., Saginaw

Michigan Works 989-752-3145 ext. 145
312 E. Genessee St., Saginaw

Delta College 989-755-7347
319 E. Genessee, Saginaw

GED Testing Information

Midland 989-631-5202 ext. 204 Saginaw 989-755-7347

English Language Learners (ELL) Sites

Midland / Saginaw 989-755-7347
315 W. Larkin, Midland and 2415 N. Charles St., Saginaw

GLADWIN SITES

Gladwin Adult Education Classroom 989-426-4442
3982 W. M-61, Gladwin

Beaverton Adult Education Classroom 989-600-4992
TBD, Beaverton

CLASS CANCELLATIONS

Watch/listen for ETC-Midland, ETC-Saginaw.

Every attempt to hold classes will be made. Occasionally, however, it will be necessary to cancel due to inclement weather. The follow stations will carry cancellation notices:

WMPX 1490 AM
WUGN 99.7 FM
WNEM-TV 5

WKQZ 93.5 FM
WHNN 96 FM
WEYI-TV 25

PARTICIPANT SERVICES

HIGH SCHOOL EQUIVALENCY (HSE) TESTING

- HSE Preparation classes and testing is an alternative for students who have little or no accumulated high school credits. This certificate fulfills the high school diploma requirements for most jobs and for entry into community college. The HiSET or GED exams are high school equivalency tests that measure skills required by high schools and requested by colleges and employers. Four/five subject area exams are used to test high school equivalency skills in Science, Social Studies, Mathematical Reasoning, and Reasoning through Language Arts/Writing. The test is offered on computer at a testing center of your choice. Participating in our HSE preparation classes may entitle you to a discount on the testing fees, a savings of \$144 – 150 dollars.
- **You will need a valid driver's license or a valid government issued photo ID and your social security card to register for the test.**
- **SPECIAL ACCOMMODATIONS**
 - Not all individuals can be fairly tested under standard administrations of the GED Tests. In such cases, accommodated administrations may be arranged

FOR MORE INFORMATION ABOUT OFFICIAL HSE TESTS

Sarah Klemish- Midland Office 989-631-5202 ext. 204
www.GED.com

EMPLOYABILITY/LIFE SKILLS

Participants will have guidance in career exploration and use of tools necessary for lifelong-learning.

ENGLISH AS A SECOND LANGUAGE (ELL)

ELL instruction is designed for adults who have limited or no proficiency in the English language. Instructional emphasis is on listening and speaking.

For those who wish to become a United States Citizen, there is also a course designed to prepare an adult for the Standardized Test for Citizenship.

COUNSELING

Counseling is available to participants throughout the year. Services include: academic advising; testing and evaluation (career interest, reading, math, etc.); preparation for graduation and entering college or trade school (including financial aid and college application); and employment preparation (resumes, applications, interview techniques).

WorkKeys® assessments in Reading for Information, Applied Math, and Locating Information are available.

Personal or career counseling is provided either by our staff or through referral to the appropriate agency. Home and family relations, health and emotional adjustment topics may also be discussed.

TRANSPORTATION

Midland County Sites:

Driving and Parking: Driving to school is a privilege. While on school property, participants will follow all Michigan driving laws and the following school rules:

1. All vehicles are to be driven in a safe, conscientious manner upon entering or leaving ETC premises and while driving in the parking lot. Drivers must exercise great care when coming or leaving ETC. Speeding, squealing tires, or excessive vehicle noises are forbidden on, or near, the vicinity of ETC.
2. Upon arriving at school, participants must lock and leave their vehicles. Participants will not be allowed to be in their cars unless they are leaving school for the day. This includes breaks and lunch.

ETC and the school system accepts no liability for the conduct or actions of the participants while driving to or from school. ETC is not responsible for vehicles that are lost, stolen, or damaged on ETC property.

Participants needing transportation can use ETC transportation with prior arrangements made. As this is a program of "choice," transportation is not required by the State. ETC is providing this service as a courtesy and insists that the following be observed:

Midland Site: Transportation to Midland site may be provided by an ETC bus or by County Connection

While participants are on the ETC buses, the driver is in charge. The driver will have the same authority, as does the teacher in the classroom. Please remember that the bus is on a schedule and will only wait three (3) minutes for participants to board. If possible, participants must call at least 2 hours in advance to ETC at 989-631-5202 ext 241 to cancel their ride if necessary. The following rules will be in effect whenever participants are transported on ETC buses:

1. All participants will be seated immediately upon entering the bus.
2. No participants shall stand or move from place to place while the bus is in motion.
3. No window will be open beyond halfway down. Participants will also refrain from putting their hands or head out of the window.
4. The back door will be used only in an emergency.
5. No participants will enter or leave the bus until it has come to a full stop and the driver opens the door. (Participants cannot enter the bus during the day without a driver being present.)

6. If participants must cross the road after exiting the bus, they must cross in front of the bus. They shall not run across the road and must wait for the driver to signal them to cross.
7. Participants will not be let off the bus at any place other than their regular stop unless they have prior approval.
8. Fighting, throwing of objects, profane language, indecent conduct, vandalism, smoking, and other misbehavior is strictly forbidden.
9. Participants must contact ETC at least 2 hours in advance if they do not need transportation. If a participant has more than two no shows, transportation may be denied.

Participants using County Connection must call 989-837-9540 to schedule their own ride, both to and from school. Participants will receive a voucher to pay for their ride daily when they attend class. If a participant schedules a ride and fails to show, they will be responsible for paying the no show fee of \$3 per ride

Participants, who engage in activities which threaten the safety of others, or who repeatedly disobey the above rules, may be denied transportation privileges. The driver of the bus will report any such misconduct to the Adult Ed Director and the transportation supervisor.

Saginaw County Sites:

Assistance for those using STARS busses may be available to participants during the program year. Participants will receive a voucher from staff to pay for their ride daily when they attend class for 2 hours or more. If a participant schedules a ride and fails to show, they will be responsible for paying the no show fee.

Gladwin County Sites:

Assistance for those using City-County Transit busses may be available to participants during the program year. Participants must call 989-426-6514 to schedule their own ride, both to and from school. Participants will pick up a program ride card from the classroom and use it to pay for their ride once they arrive on site. If a participant schedules a ride and fails to show, they will be responsible for paying the no show fee.

HIGH SCHOOL COMPLETION CURRICULUM GUIDE

GENERAL ELIGIBILITY (Midland and Gladwin Sites Only)

The Adult High School Completion Program may be available to all adults 20 years and older who meet the eligibility requirements. The Director or an Academic Advisor will evaluate the candidate's record and help him/her set up a completion program that complies with the requirements of the Bullock Creek School District or the Gladwin Community Schools District.

PROVISIONS FOR GRANTING HIGH SCHOOL CREDIT

- **Credit from prior schools attended:**
 - Credits granted shall be evaluated from transcripts submitted by your previous school(s). Participants must sign a *transcript request form* during orientation if they have not attended ETC prior to the current year. Credit may be also be granted for some or all of the following:
 - **Credit through military experience**
 - One elective unit will be awarded upon proof of an Honorable Discharge.
 - **Credit for academic work on a college campus**
 - Occasionally credit may be given for college level work taken at or through an accredited two-year or four-year college. Credit to be evaluated on class hours and proof of successful completion by Director.
 - **Credit for approved Vocational Training Courses**
 - Credit may be given for various non-military courses. The amount of credit given will depend upon the nature of the course and the classroom hours attended. The Director will evaluate all programs.
 - **Credit for Life/Work Experience**
 - A maximum of two (2) unit's elective credit only may be given for life/work experience.
 - Credit can be granted for work experience if a resume is on file from the employer indicating the degree of success.
 - Work experience credit will not be granted for the first four years of military experience.
 - Up to one-half unit of credit can be granted for each five (5) years of successful work experience.

OPTIONS FOR EARNING HIGH SCHOOL COMPLETION CREDITS

- **Learning Center Program**
 - Participants must successfully complete coursework, demonstrate proficiency through testing or alternate assessment for each independent study course, and meet the adult education program participation criteria to be eligible to earn credit.

- **External Learning Program**
 - Participants must meet all minimum course and attendance requirements as determined by each individual course to receive a grade and credit issuance.
 - A maximum of three (3) unit's elective credit may be given for participants who are employed.

- **Distance Learning Program**
 - Virtual Learning is a non-traditional method of receiving participant instruction for courses that are taken via the Internet, or otherwise on a computer.
 - Participants must meet participant eligibility requirements and must be concurrently enrolled and attending at least one course offered by the district in which credit is earned and regular attendance is required.

ETC HSC Studies Award

In order to encourage participants to make the most of the study opportunities available at ETC, the program offers an award based upon attendance and academic progress. The award consists of ¼ credit toward a high school diploma.

Steps to Earning the Award:

1. Enroll in the ETC Adult Education GED Preparation program for the current year.
2. Complete at least 40 hours of attendance/study.
3. Complete CASAS post-tests as required and achieve an EFL gain in the appropriate subject area.
4. Show progress in the courses assigned.

When you meet these requirements you will have ¼ credit in study skills added to your transcript.

LEARNING CENTER POLICIES

NON-DISCRIMINATION POLICY

ETC complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U. S. Department of Education. It is the policy of Education and Training Connection that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Inquiries concerning the application of, or grievances of, (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, should be directed to:

ETC Human Resources Dep't
884 E. Isabella Rd.
Midland, Mi. 48640
(989) 631-5202 ext. 219

SMOKING

ETC is a SMOKE FREE AND VAPE FREE campus.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

- Cellphones and other electronic devices must not pose a distraction to other learners.

PHONE USAGE

Telephone usage in the office is the rare exception available to participants for emergencies only. Transportation should be taken care of before coming to class.

OFF-SITE LOCATIONS

Participants attending class held at locations other than the ETC Midland Campus must abide by the off-site location rules. Participants will receive these rules in class. Remember you are a guest at the off-site facility.

ACCEPTABLE COMPUTER USE POLICY

Use of computer technology provides great educational benefits to participants. Unfortunately, some material accessible through the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet and the use of the computer network is a privilege to participants who agree to act in a considerate and responsible manner. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The staff of ETC reserves the right to request the technology coordinator to deny, revoke, or suspend specific user accounts. The following rules apply to all participants:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems, or computer networks.
5. Violating copyright laws.
6. Using another person's password.
7. Trespassing in another person's folders, work, or files.
8. Wasting limited resources, including the use of "chain letters," messages or broadcast to mailing lists or individuals and violating print quotas.
9. Employing the network for commercial purposes.
10. Revealing the personal address or phone number of yourself or any other person without permission from the instructor.
11. Altering the software/hardware content of the computers or any other technology. This includes files, downloading programs, and copying commercial programs.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS TO TECHNOLOGY, LOSS OF CREDIT FOR THE CLASS, SUSPENSION FROM SCHOOL, AND OTHER DISCIPLINARY OR LEGAL ACTION.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Parents and eligible participants* have the following rights under the Family Educational Rights and Privacy Act of 1974 (FERPA).

- The right to inspect and review the participant's education record.
- The right to exercise a limited control of other people's access to participant records.
- The right to seek to correct the participant's education record if believed to be in error.

- The right to report violations of FERPA to the appropriate federal agency.
- The right to be informed about FERPA rights.

**All rights and protections given parents under the FERPA and this procedure transfer to the participant when he or she reaches the age of 18 or enrolls in a post-secondary school. The participant then becomes an "eligible participant."*

The following information is designated as participant "Directory Information":

- Participant's name
- Address
- Date of birth
- Grade level
- Photograph
- Previous school attended
- Parents' names

ETC will disclose any of these items of Directory Information without prior notice or written consent, unless the participant (if 18 or older) or the participant's parent or legal guardian notifies the Adult Education office in writing that such information may not be disclosed.

Parents or eligible participants shall advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year. Forms are available in the office.

EMERGENCY SITUATIONS

ETC Centers have written emergency action plans that are implemented in the event of an emergency situation. Periodically, emergency drills will be conducted to test the effectiveness of the plan. Participants and visitors to the center are expected to follow the directions of designated staff members in the event of an emergency.

1. **FIRE ALARM:** Evacuate through nearest exit according to posted plan. Move well away from the building.
2. **TORNADO ALARM:** Safe areas will be posted in the building. Participants are to remain inside building. Sit on the floor with back to the wall, head between your legs.
3. **LOCKDOWN/SHELTER IN PLACE:**
 - Notification will be made over a P.A. system or alternate method. Situation will be given at this time.
 - You are to lock your door and not let any participant(s) in or out of the classroom.
 - The halls and bathrooms will be swept by ETC staff.
 - Outside doors will be locked by office staff.
 - Teachers and participants are not to use school phones or cell phones.
 - Teachers and participants are to remain in classrooms until the all clear is given.

Participants must remain with the designated staff person during emergency procedures so that attendance can be taken.

ATTENDANCE POLICY

In order to be considered enrolled and attending regularly, participants must attend a minimum of 6 hours per week for 4 weeks. Participants not maintaining regular attendance may be exited from the program as required by state guidelines. If a participant does not attend for two weeks or more they may be dropped from the program until the next enrollment date.

Success in adult education studies is the result of consistent attendance and focused effort. Absences are always a concern. It is the participant's responsibility to call the office if they will be absent. Please leave a message if it is before or after school hours.

Midland and Gladwin Programs: (989) 631-5202 x 204
Saginaw Programs: (989) 755-7347

OPEN ENTRY POLICY

- The Adult Education programs generally have an Open Entry Policy in which participants may enroll throughout the year.
- Career Education classes may require enrollment deadlines due to attendance and course requirements.

DROP POLICY

Participants may be exited from the program and/or denied enrollment for the following year for failing to follow the learning center participant expectations.

PARTICIPANT RULES AND EXPECTATIONS

The rules and expectations for participant conduct outlined in this handbook are consistent with those included in the participant handbooks of the Bullock Creek School District, the School District of the City of Saginaw and Gladwin Community Schools. The official handbook for each school district contains additional detail concerning participant behaviors and responsibilities. The appropriate handbook is available upon request of any program participant.

ADULT EDUCATION PARTICIPANT EXPECTATIONS

Participation in the ETC Learning Center Programs means that you agree to meet certain behavioral expectations including:

- Adhering to the rules of the program and facility
- Attending the required minimum number of hours, attending class regularly

- Attending class regularly as stated in the attendance policy
- Studying all subjects assigned
- Demonstrating progress toward your learning goals
- Meeting requirements for computer-based learning
- Completing Post-Tests as required

These behaviors have proven effective in achieving career/educational goals; therefore, meeting these expectations will have a positive effect on a participant's ability to re-enroll the following program year if necessary. Failure to meet expectations may result in being exited from the program and/or denied enrollment the following program year.

DRESS

Participants at ETC are expected to be groomed and dressed appropriately. Appearance should be neat/clean and should not disrupt the educational process. Clothes with sexual, alcohol, tobacco, gang, or drug-related sayings or symbols are inappropriate. Dress that is indecent or has lettering/symbols that are derogatory or disrespectful is not appropriate. Coats, hats, beachwear, shorts, skirts, and shirts that do not cover the shoulders or mid-section are not proper attire and are not to be worn. Fashion accessories, which may double as weapons or drug paraphernalia, are inappropriate. Such items should not be worn to school. Participants wearing such items that are legal will have them confiscated or the participant may be asked to leave. Those that are illegal will be turned over to the authorities. Any property (including book bags, purses, jackets, etc.) is subject to search at any time.

THE FINAL DECISION AS TO WHAT IS APPROPRIATE DRESS FOR SCHOOL WILL BE MADE BY THE SCHOOL ADMINISTRATOR. PARTICIPANTS WEARING INAPPROPRIATE ATTIRE WILL BE REQUIRED TO CHANGE THEIR CLOTHING IN ORDER TO CONTINUE HIS/HER REGULAR CLASS SCHEDULE. PARTICIPANTS REFUSING TO CHANGE WILL BE SENT HOME.

BEHAVIOR/RESPONSIBILITIES

Each participant has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.
2. Be informed of and adhere to reasonable rules and regulations established.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be honest in academic work.
5. Be punctual and present in the school program to the best of one's ability.
6. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
7. Abstain from using or possessing alcohol or drugs on or near class sites, and from attending class under the influence of drugs or alcohol.
8. Abstain from gang related activities.

9. Not inflict bodily harm on another individual.

Not adhering to these behaviors/responsibilities may result in the participant being exited or suspended from a class.

MISCONDUCT

The ETC staff makes every effort to avoid suspension or expulsion of participants. All offenses are handled on an individual basis with the goal of preserving a positive learning environment. **Grounds for dismissal include (but are not limited to):**

- **Drugs/Alcohol:**
Involvement in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, or alcohol on school properties or while attending school activities while under the influence of such substances will be subject to disciplinary action up to and including suspension or dismissal. First offense may result in suspension from school up to three (3) days, second offense may result in suspension of up to ten days and require enrollment and active participation in a recognized drug rehabilitation program before returning to school. Additional offenses may result in suspension from school for the remainder of the school year. Each case will be dealt with on an individual basis. Parents and guardians will be notified where appropriate.
- **Arson:**
The willful or malicious burning of, or attempt to burn, any buildings or part of any building, structure, or property of the school district will result in expulsion.
- **Weapons:**
No weapons (guns, knives, improper use of tools, scissors, etc.) will be allowed. Possessing or using a gun or other weapon as outlined in the federal Gun-Free Schools Act of 1994 will result in immediate suspension. Further, if a participant brings a gun to school, he/she will be referred to the criminal justice system. (In compliance with both PL 103.382 and MCL 380-1311)
- **Inappropriate Displays of Affection:**
Participants will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
- **Physical or Verbal Violence:**
Physical or verbal violence or threat of violence will not be tolerated. The act of deliberate or willful misconduct, intimidation by verbal, physical, or gang related activities, detrimental or disruptive to normal functions of the classroom or other school functions, or the act of threats or physical violence to staff members, or to other participants may result in expulsion.
- **Vandalism:**
Vandalism, including theft, defacing, and misuse of school, building, or personal property will result in the responsible individuals paying for damages.

PARTICIPANT SUSPENSION AND APPEAL PROCESS

- A participant may be suspended or expelled from an adult class when a discipline referral statement from a classroom teacher is deemed severe enough by the program coordinator.
- A teacher may not suspend or expel a participant but may ask a participant to leave class if that participant is creating a disturbing classroom climate or is posing a threat to a person's property.
- The teacher must give oral notification to the participant as to why he/she is being dismissed from class at that time.
- The teacher must verbally notify the office immediately of the infraction. A written statement of specific charges with grounds must be submitted along with evidence noted within 24 hours of the infraction.
- The participant should make an appointment with the program coordinator within 72 hours of the incident.
- A participant wishing to appeal the decision may, within 24 hours of dismissal, submit in writing reasons for disagreement to the Executive Director of ETC.
- The participant will be notified in writing of procedures, charges, hearings, and any other such information as required by law.
- The Executive Director will reach a decision, after reviewing the participant and program coordinator comments to retain or dismiss the participant.
- In some cases, the participant will remain in class until this decision is reached unless the participant poses a continuing danger to persons, property, or an on-going threat of disrupting the academic process.

SEARCH AND SEIZURE BY SCHOOL OFFICIALS AND POLICE

It is our priority to provide a safe learning environment for our participants and staff. There may be times when that safety is questioned by some action or information that could present a potential danger or harm. This may require an administrator to search a participant or his/her vehicle if on school property.

ETC endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview participants in school. School officials will grant law enforcement interviews with a participant after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the participant; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence. When practical, school personnel will be present during the police interview.

SEXUAL HARASSMENT AND INTIMIDATION POLICY

Education and Training Connection is committed to providing an educational environment, which is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior, which will not be tolerated.

Sexual harassment is a violation of both federal and state law. It is also contrary to board policy for any participant or employee, male or female, to sexually harass a participant or employee by:

- making unwelcome sexual advances or requests for sexual favors;
- making verbal or physical contact of sexual nature; or
- creating a sexually intimidating or hostile environment, which would adversely affect either, the academic performance, work performance or psychological well-being of a reasonable person.

Due to the serious nature of a charge of sexual harassment, Education and Training Connection believes it is also important for participants and employees to understand what does not constitute this offense. Sexual harassment does not refer to behavior or compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others and which, therefore, interferes with the goals and achievements of ETC's employees and participants. Sexual harassment may take different forms, including the following:

- verbal: sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, threats, etc.
- non-verbal: sexually suggestive objects or pictures, graphic commentate, suggestive or insulting physical contact including touching, pinching, brushing the body, coerced sexual acts, etc.

Sexual harassment by any employee, participant, and/or person associated with ETC will not be tolerated. Swift and appropriately firm disciplinary action will be taken against any individual found to have violated this policy against sexual harassment. Based upon the seriousness of the offense, disciplinary action may include suspension or expulsion of a participant and suspension or termination of employment of an employee.

Education and Training Connection recognizes that the question of whether a particular action or incident is sexual harassment or a purely personal, social relationship without discriminatory or deleterious effects requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, ETC recognizes also that false accusations of sexual harassment can have serious effects on innocent individuals. It is trusted that all participants and staff will continue to act responsibly to establish and maintain a pleasant educational environment free of discrimination for all.

ADDRESSING SEXUAL HARASSMENT AND INTIMIDATION

Any employee or participant who believes that he or she is being sexually harassed by any employee, fellow participant, or person associated with Education and Training Connection, should promptly take the following steps:

- Politely request that the person cease harassing you because you feel intimidated, offended, or uncomfortable. Write a statement about the incident of harassment indicating the date, a synopsis of your conversation with the person you believe is harassing you, and what the person's reaction was when you confronted him/her. Keep this statement for possible use at a later date.
- If you are a participant, promptly contact your teacher or the personnel administrator of Education and Training Connection at the Training Center. Employees should contact the personnel administrator. When such contact is made, please state the specific details of the sexually harassing incident. Teachers who have sexual harassment reported to them should in turn report it to the personnel administrator.
- All complaints will be handled in a timely and confidential manner. Except as required by law in the context of any legal or administrative agency proceeding, information concerning a complaint will not be released by ETC to anyone who is not involved with the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of anyone wrongfully charged with sexual harassment.
- Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All participants and staff shall be protected from any coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
- If the investigation supports the complaint, appropriate, prompt, and effective correct action based on the results of the investigation will take place. For example:
 - Reiterate the policy against sexual harassment and warn the offender against further violations of the policy;
 - Discipline the offender to the extent merited by the offense, up to and including discharge;
 - Provide compensation to the complaining employee (i.e., award some benefit which may have been denied because of a refusal to submit to the demands of the accused);
 - Reassign work locations;
 - Remove the factors creating a hostile work environment. Corrective action should be designed to make the victim whole and to prevent the misconduct from recurring.
- The personnel administrator will keep the executive director informed about complaints and the progress made in resolving those complaints.