

## Our Vision - Striving for Excellence - Preparing for Life

### PHILOSOPHY OF TECHNICAL EDUCATION

The Caribou Regional Technology Center provides students with an opportunity to learn job skills that can be used to seek employment, join the military or further their education after high school. A combination of classroom instruction, hands-on learning experiences and on-the-job training enables every student to explore job options and develop work and life skills.

Most programs meet for three periods every day and are operated as close to real work conditions as possible. Attendance on a regular basis is a must if students are to get the most out of their vocational program.

The staff at the Technology Center asks every student to make four commitments:

1. That the decision to enter a program is based on a sincere desire to pursue that trade.
2. That the student is willing to work effectively and cooperatively with their instructor and fellow students.
3. That the student has the support of parents for the decision to learn the trade selected.
4. That the student makes every possible effort to be present every day.

### ADMINISTRATION

<b>Director:</b>	<b>Mr. Lynn McNeal</b>
<b>Student Services:</b>	<b>Mrs. Judy Bougie</b>
<b>Secretary:</b>	<b>Mrs. Monika Baker</b>
<b>Resource Room:</b>	<b>Mrs. Tracey Brown</b>

### PROGRAMS AND INSTRUCTORS

#### 1-YEAR PROGRAMS:

<b>Agriculture &amp; Natural Resources</b>	<b>Mr. Tom Hale</b>
<b>Computer Information Processing</b>	<b>Mrs. Jane Umphrey</b>
<b>Commercial Driving Course</b>	<b>Mr. Tom Huston</b>
<b>Electronics Technology</b>	<b>Ms. Lisa Anderson</b>
<b>Graphic Arts</b>	<b>Mr. Nelson Valiquette</b>

**Health and Medical Sciences**      **Mrs. Carol Buzzell**  
**Large Equip. Maint. & Operation**      **Mr. Tom Huston**  
**2 YEAR PROGRAMS:**

<b>Auto Body Repair</b>	<b>Mr. Ken Westin</b>
<b>Auto Mechanics</b>	<b>Mr. Kevin Keaton</b>
<b>Food Services</b>	<b>Mr. Vincent Laraia</b>
<b>Residential Construction</b>	<b>Mr. Spencer Bragan</b>
<b>Marketing Education</b>	<b>Mrs. Jane Umphrey</b>
<b>Video Productions</b>	<b>Mrs. Brenda Jepson</b>
<b>Welding Technology</b>	<b>Mr. Kevin Quist</b>

Complete course descriptions are available in the curriculum guide, which can be obtained from the student services office or from any sending school guidance office.

### GENERAL INFORMATION

#### CREDITS

Most vocational programs meet for three (3) class periods each day for the full school year. Students who successfully complete the program with a minimum grade of 70 are awarded three (3) credits at the end of the school year.

Agriculture, Graphic Arts and Marketing students meet for one (1) class period each day and are awarded one (1) credit for successful completion. Additional credits for on-the-job training are available and students should see their instructor for more information.

#### DAILY SCHEDULE

<b>Morning session</b>	<b>8:28 - 10:48</b>
<b>Afternoon session</b>	<b>11:28 - 1:54</b>
<b>Make-up</b>	<b>2:01 - 3:30</b>

#### GRADING SYSTEM

There will be four ranking periods in the school year. The following ranking system is used by the Technology Center:

<b>A=93-100</b>	<b>Excellent (above industrial standard)</b>
<b>B=85- 92</b>	<b>Good (industrial standard)</b>
<b>C=77- 84</b>	<b>Average (near industrial standard)</b>
<b>D=70- 76</b>	<b>Fair (limited industrial standard)</b>
<b>E=69</b>	<b>Failure (no credit)</b>

At the end of the school year grades received for each semester are averaged. The end of the year average must be 70 or above in order to receive credit for the program.

Some sending schools have a different ranking system than the one listed above. For students from those schools, the vocational center sends your numerical (number) grade to your home school adjusted to the grading system used by your school.

Your instructor will determine how your grade is earned and it is the student's responsibility to make sure they understand what is required. If any student needs help with understanding their grade or the requirements, they should see the student services coordinator.

### **PRIMARY SENDING SCHOOLS**

The Tech Center is pleased to serve students from:

**Caribou - Easton - Fort Fairfield - Limestone -  
Presque Isle - Washburn - Van Buren.**

Students who travel to the Technology Center from outside Caribou are sometimes referred to as sending students. There are times when your high school is not in session and the Caribou schools are in session. These days are excused days and do not have to be made up. If your high school is in session and Caribou is not, you will also be excused. Harvest, testing days, teacher workshops, and parent conferences usually cause these days.

### **STUDENT ORGANIZATIONS**

**DECA** - Participation in DECA (Distributive Education Clubs of America) provides students with the opportunity to become involved in many exciting activities related to their marketing curriculum. Involvement in DECA offers students leadership training and a chance to compete in state and national events in ten career areas - all designed to stimulate and motivate classroom interest and vocational competence.

**FFA** - The organization of students which is an integral part of the Ag Technology department. FFA strives to develop leadership, cooperation, and citizenship in its members. FFA members travel to Aroostook County schools to compete in district contests, the University of Maine at Orono for State competitions, the Big E Springfield, MA for regional contests, and the National FFA Convention.

**HOSA** - (Health Occupations Students of America) is a national organization for Health and Medical Science students. The activities of HOSA are an integral part of the instructional program. Local HOSA chapters provide programs and activities to help students strengthen their leadership abilities through interaction with professional, business and other student organizations.

**VICA** - (Vocational Industrial Clubs of America) is a national organization for students in Vocational Education. VICA is the largest organization for trade, industrial and technical students. Through its activities and programs, VICA emphasizes respect for dignity of work, good workmanship, leadership and concern for others. Students develop personal skills to last a lifetime while providing service to their school and community. VICA members work hard throughout the year preparing for state and national competitions.

### **STUDENT SERVICES**

The Technology Center has a Student Services Coordinator (Guidance Counselor) to assist all students in getting the most from their Technology training. Students and parents are encouraged to contact the Technology Center at any time to discuss the services listed below.

- **Academic Counseling** - Assisting students with course selection and scheduling, evaluating academic achievement and finalizing post-secondary plans.

- **Personal counseling** - Short-term counseling regarding personal problems or concerns available to students individually or in small groups.
- **Career Counseling** - Helping students explore career options based on their interests, aptitudes and abilities. Job seeking skills such as locating jobs, resume writing, completing job applications, and interviewing skills are also included.

### **WARNING NOTICES**

After the fourth week of each ranking period all students who are in danger of failing will receive a written report from their instructor. Copies of the reports are sent home to parents, to your home school guidance counselor, and to the student services coordinator. Warning notices may also be sent at any time that an instructor feels a student is not working at their full potential. Parents and students are encouraged to talk with the instructor when a warning notice is received so that they may discuss ways to improve the student's grade and performance.

### **RULES AND REGULATIONS**

**The following policies will apply to all students, unless the student has an identified handicapping condition, which requires an individual plan.**

### **ACCIDENTS AND/OR INJURIES**

No matter how minor an accident or injury may seem, students must report all accidents to their instructor immediately. The instructor then fills out an accident report.

### **AFFIRMATIVE ACTION**

The Technology Center ensures equal educational opportunities regardless of race, sex, color, national origin, or handicap. Any student who feels they are being discriminated against (treated differently from other students)

should contact the affirmative action officer (Mrs. Felch) or the Director or Instructor (whichever is most appropriate to talk to) to discuss the situation. Students have the legal right to register formal complaints in order to ensure equal educational opportunities. Students may also contact the Maine Human Rights Commission to file a formal complaint.

### **ATTENDANCE AND MAKE-UP**

Regular attendance is extremely important. In addition to acquiring technical skills it is necessary to develop positive work habits and attitudes to be successful in the world of work. The following attendance policy will be in effect for all Technology courses.

### **ABSENCES**

A. Under Maine State Law the only excusable absences from school are:

1. Personal Illness
2. Appointments with health professionals that must be made during the regular school day.
3. Observance of religious holidays when the observance is required during the school day.
4. Family emergencies
5. Planned absences for personal or educational purposes, which has had prior approval from sending school.

B. Absences not excused

Students who have unexcused absences will be required to make up all assignments and time missed.

C. After school activities

School attendance is expected for participation in after-school activities.

### **EXCESSIVE ABSENCE RULE**

1. A student who accumulates 5 unexcused absences in a semester course or 10 unexcused absences in a full year course will have their course credit withheld, pending an appeal. (For example, if a student misses period one 10 times, then their credit for that course will be withheld, pending an appeal.)

2. A grade of 65 or his/her earned grade for the course, whichever is lower, will be recorded.
3. If a student enrolls in school or in a course after the school year has begun, the number of absences will be adjusted consistent with the amount of time the student is enrolled in the course.
4. When a student accumulates 3 unexcused absences for a semester course, or 7 unexcused absences for a year long course, the student and parent will be notified of the absences and reminded of the school's policy regarding absenteeism.
5. When a student accumulates 5 unexcused absences for a semester course or 10 unexcused absences for a year long course, the student and parent will be notified of the loss of credit and an appeals form will be provided.

#### **ATTENDANCE INCENTIVES**

1. Any student with a passing grade who has 3 or less excused absences and no unexcused absences for the year will have the option of not having to take his/her final exam.

#### **ATTENDANCE PROCEDURE**

1. Students are expected to be present every day. Any student who is absent must bring an excuse slip from their home school and show it to the instructor at the beginning of the class.
2. Make up presented satisfactorily to the instructor within one week (or the length of time given by the instructor) will allow the student to receive credit for excused absences. If make up work is not completed it will be recorded as a zero.
3. All work must be made up for absences not excused but no credit can be awarded.

#### **AUTOMOBILES**

Students are not to bring vehicles to the Technology

Center unless they have been given written permission from their instructor, their home school principal and their parents. Students who have permission to bring their autos must not provide rides for friends unless the person also has the above permissions. Student parking is located North of the Technology building, unless the vehicle is to be worked on in one of the shops. The speed limit is 10 M.P.H. at all times.

#### **DRESS CODE POLICY**

The responsibility of student dress falls within the realm of parents and their children. In order to ensure that all students have the opportunity to learn in an environment safe and free from distractions, the following areas of appropriate dress, attire and grooming are addressed in relation to our school philosophy. Students will not wear clothing that is disruptive, immodest, extreme and unsafe that interrupts the educational atmosphere of our school.

Hats / Hoods will not be worn from the time homeroom starts until school is dismissed for the day. Students will wear clothing that covers shoulders, chest, back, and midriff, and is no less than mid-thigh in length. Undergarments will not show at any time. Any apparel that a student wears or has in their possession that is deemed unsafe will be removed. Footwear will be worn at all times. Heavy outdoor clothing will not be worn in the classroom. Clothing or jewelry that: by word, illustration, symbol or innuendo which promotes drugs, alcohol, tobacco products, sexual themes, or violent acts is prohibited. *If in doubt regarding an article of clothing meeting the dress code, please do not wear it.*

Any student in violation of this code will be notified and requested to change their apparel before reentry into class. A parent conference will be held when deemed necessary. Repeated offences may result in suspension.

This policy will be applied during the school day and at any

school sanctioned activities or events.

Special event may warrant fashionable attire, which conflicts with this dress code. Administration will inform student as to when fashionable attire may be worn.

Application and interpretation of this policy will be determined at the discretion of administration..

## **CLOTHING**

Technology students must dress appropriately for the kind of work they will perform. In most of the trade areas students should have a pair of coveralls to protect their clothing while working in the shops. Work boots and/or steel-toed shoes are also recommended for most programs. Sneakers are not appropriate for most Technology programs. Students should check with their instructor for specific course requirements. The Technology Center will provide each student with one pair of safety glasses for those programs, which require them.

Health and Medical Science students must provide their own uniforms for the clinical experience.

As a general reminder, students should dress in warm clothing throughout the winter months!

## **HATS**

Hats are to be worn only in certain programs and / or situations that would warrant a hat. Your instructor will brief you on the practice and procedures for that program.

## **DISMISSAL**

If you need to be dismissed from school early, bring a written notice from your home school to present to the vocational office upon arrival.

## **DRUGS, ALCOHOL AND TOBACCO**

The Technology Center staff is concerned that the use of tobacco, alcohol and/or drugs constitutes a physical and

mental hazard to students participating in all programs. The use of drugs, alcohol and/or tobacco is prohibited at any time on the school grounds, in the center or high school as well as on the buses. The use of tobacco, drugs and/or alcohol will result in immediate notification of home school, issuance of penalty for the offense will depend upon home school policy and parents will be notified immediately.

## **ELIGIBILITY**

Students who fail two or more subjects at the quarter will be ineligible to participate in clubs, activities and athletics for the next ranking period. A student who fails one subject only will be allowed four weeks to bring the grade up to passing.

## **ELECTRONIC DEVICES**

Cell phones and pagers are restricted unless usage is approved by administration. Other restricted devices that may interrupt the teacher and class are laser pointers, CD Players, electronic games, etc.

## **EMAIL NOTIFICATION PROGRAM**

The Pinnacle Email Notification System provides an automatic notification whenever a student's academic performance dictates. Parents wishing this service must sign a release and provide an email address.

## **GENERAL CONDUCT**

All forms of rowdy activity, practical jokes, physical or verbal harassment of others is not allowed at the Technology Center. Continued disregard of this rule will result in removal from any program.

## **MISCONDUCT OFF SCHOOL GROUNDS**

We reserve the right to discipline students for offenses that take place off school grounds and affect the operations, discipline, or general welfare of the school.

## **COMPUTER USE**

Inappropriate use of the computer technology will result in suspension of Internet privileges. (See details in Internet Acceptable Use Policy).

## **HABITUAL OFFENDER /BLATANT DEFIANT BEHAVIOR**

A student who is an habitual offender or who is blatantly defiant may be suspended from school for up to ten days and may result in School Committee action.

## **FIGHTING**

After parent or guardian notification, students who are involved in a fight will be sent home for the remainder of the day. Students may receive up to 10 days suspension or school board hearing depending on the seriousness of the incident. Exception will be made if one person is clearly the victim and did nothing to provoke the fight. Students will also receive a Saturday detention for the first offense and two Saturday detentions for the second offense.

## **SEXUAL HARASSMENT**

Maine Human Rights Commission definition

Harassment on the basis of sex shall be unlawful educational discrimination within the meaning of Title 5, §4602. This shall include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following situations:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- (2) Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits;
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

## **HARASSMENT**

Every student is entitled to attend school in an environment free of intimidation, hostility, and offensiveness. In order to ensure a safe atmosphere, students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability is not only a violation of this policy but also constitutes illegal discrimination under state and federal laws. Any student who feels that they are being subjected to harassment should contact a teacher, student services coordinator, administrator, or the School System Affirmative Action Officer (Mrs. Felch) to discuss the situation. Students may also contact the Maine Human Rights Commission to file a formal complaint. Examples of prohibited harassment include but are not limited to:

1. Unwelcome sexual advances, gestures, comments, or contacts;
2. Threats;
3. Offensive jokes;
4. Ridicule slurs, derogatory action or remarks;
5. Derogatory or offensive poster, graffiti, drawings.

Students are expected to adhere to the Harassment Policy. Failure to do so will result in one or more of the following disciplinary actions.

1. First offense will result in a warning and review of harassment guidelines and a call to the parent/guardian.
2. Second offense will result in a 45-minute detention and a call to the parent/guardian.
3. Third offense will result in a Saturday detention and a call to the parent/guardian.
4. Fourth offense will result in suspension and a call to the parent/guardian.

Students who violate this policy may be referred to the proper authority and may receive suspension or school board action on the first incident, depending on the seriousness of the infraction.

## **PROFANITY**

The use of profanity by any student in any form, written or verbal is prohibited. Included in the profanity would be the use of obscene gestures, sign, pictures, or publications.

The use of profanity directed at a teacher or staff member will result in a (10) day suspension and two Saturday detentions or comparable sending school penalty.

The use of profanity in the presence of a teacher or staff member will result in a Saturday detention or comparable sending school penalty.

The use of profanity in the presence of a teacher or staff member will have one of the following consequences: 1) Warning; 2) 45 minute detention; 3) Saturday detention.

## **THEFT**

The theft of Technology school property hurts all students. Tools and equipment are expensive and cannot always be replaced if they are stolen. Any student who is caught stealing will be dismissed from the program upon recommendation of the instructor and/or director.

## **HONESTY AND INTEGRITY**

Students are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, copying homework, using another student's network account, using cheat notes (including electronic devices) and plagiarizing (copying from a book, magazine, internet, etc.) to complete a report are examples of dishonest acts. Students who compromise their integrity will be subject to disciplinary action.

## **VANDALISM**

Any student vandalizing school property will be expected to pay for the damages and will be referred to the School Committee for disciplinary action. If an item is damaged by accident, report it to the office personnel.

## **WEAPONS IN THE SCHOOLS**

Any student who brings a weapon onto school grounds or to the building will be referred to home school administration for appropriate discipline and dismissal from program. Caribou students will be referred to school board for expulsion hearing as required by Section 1302 of the Goals 2000: Educate America Act. A comprehensive policy is available upon request.

## **INSURANCE**

To participate in any Technology program, all students must complete a statement showing proof of accident insurance coverage. It is recommended that students enroll in a school insurance program if no other insurance coverage is available.

## **LUNCH**

Each student should remember to make arrangements ahead of time for lunch. The Technology Center does not have a lunch program.

## **MEDICATION**

If it becomes necessary for a student to use any form of medication at school the following policy must be followed. The medication must be in its original container, as received from the pharmacy, and must be accompanied by a specific written request of the parent or guardian and the written directive of the student's personal physician. The policy covers all prescription and other drugs, including aspirin. All medication will be kept in the vocational office for out of town students.

## **PARENTAL PERMISSION**

All students are required to complete and return parental permission forms which their parents or guardians must sign. This authorizes the student to use power equipment, tools and machines with the supervision of the instructor, and also gives students permission to participate in

field trips to various work sites in the immediate area. These forms will be given out during the first day of school and must be returned within 2 school days.

## **SAFETY RULES**

Each Technology program provides student instruction in proper safe working rules and procedures. Students who do not follow these safety guidelines will be dismissed from the Technology Center. The following is a general list of shop guidelines:

1. You must have written parental permission to use all tools and equipment.
2. You will be required to exhibit correct safety procedures when using equipment. Any student failing to do so will not be permitted to work on the equipment.
3. Report all problems with machinery to your instructor at once.
4. Keep your work area clean and well organized.
5. Clothing must be within safety guidelines. Shirttails are to be tucked in, shoes should be hard-toed, and long hair must be tied back.
6. You are not to use shop facilities without the direct supervision of the instructor. This applies to work done in class and outside the regular class schedule.
7. Horseplay will not be tolerated. Students exhibiting irresponsible behavior will be removed from their work area until such time that the administration feels they can return.
8. You are required to wear safety equipment when so instructed.

## **TRANSPORTATION**

Buses are provided for all students from their home school to the Technology Center, however, it is the responsibility of the student to board the bus on time.

When the bus arrives at the center, students should go directly to their class or shop area if the arrival time is after the start of class.

## **Administrative Implementation Procedures**

The superintendent shall be responsible for the development and dissemination of appropriate regulations and procedures to implement relevant law, board policy and good practice that shall include these basic components.

A. Administration shall take appropriate action against any individual violating this policy, including but not limited to student discipline and/or action by law enforcement officials as appropriate. Any student who possesses a weapon on school property shall be referred to the criminal justice system. Pub. L. 103-382 SubSec. 146(a).

Students who violate this policy may be expelled under the Title 20-A MRSA section 1009(9) 1993 which provides that, if found necessary for the peace and usefulness of the school, a school board shall expel any student:

1. Who is deliberately disobedient or deliberately disorderly;
2. For infractions of violence;
3. Who possess on school property a firearm as defined in Title 17-A MRAS Section 2, SubSec. 12-a, without permission of a school official (see 20A MRSA Section 6552-law enforcement officials or supervised educational programs); and
4. Who, with use of any other dangerous weapon as defined in Title 17--A MRSA Sec.2, Subsec 9, Paragraph A, intentionally or knowingly causes injury or accompanies use of a weapon with a threat to cause injury.

B. As required by Section 1302 of the GOALS 2000; EDUCATE AMERICA ACT, any student who is determined to have brought a firearm (as defined in 18 U.S.C. Sec. 921) to school will be expelled from regular school program by the superintendent. Such modification may include placement in alternative education programs.

C. Administrators will confiscate any article described in this

policy and, if appropriate, submit it to a suitable enforcement agency.

D. Principals may authorize inspections of student lockers, automobiles, clothing, purses, bags, backpacks, and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that this policy has been violated.

Such regulations also include appropriate rules, sanctions and procedures regarding violence and/or use of weapons by employees, visitors, or other persons in addition to students.

### **CARIBOU EQUAL EDUCATION OPPORTUNITY**

The Caribou School Department does not discriminate on the basis of race, color, national origin, sex, marital or parental status or handicap in its educational and employment programs and activities and is in compliance with Title VI of the Civil Rights Act of 1964 (45 CFR part 100), Title IX of the education amendments of 1972 (45 CFR part 106), Section 504 of the Rehabilitation Act of 1973 (45 CFR part 104) and the Americans with Disabilities Act of 1990.

Inquiries concerning Title IX, Section 504, Title VI, and Affirmative Action may be directed to the Caribou School Department's Affirmative Action Officer Frank McElwain at (207) 496-6311 or the Maine Human Right Commission, State House Station #51, Augusta, ME 04333 at 207-287-2326, or to the Office of Civil Rights, Department of Health Education and Welfare, Washington, D.C. 20202.

### **ROLE OF SCHOOL STAFF**

School personnel will take appropriate action to ensure the health and safety of students during any altercation involving violence and/or use of a weapon. With the objective of defusing potentially violent situations and student anger, school staff will receive training in recognition, prevention and

responding to violence. Incidents are to be reported immediately to an appropriate administrator.

### **STUDENTS DISCRIMINATION GRIEVANCE PROCEDURE**

In case of a complaint of sex or handicap discrimination, the grievant, at any time may file complaint directly with the office of Civil Rights, Department of Health Education and Welfare, Washington D.C. 20202. The goal of this procedure is to resolve an alleged grievance at the lowest level.

Any complaint of discrimination must be filed within six months of the occurrence.

#### **GRIEVANCE PROCEDURE:**

- A. Informal Procedure:
  - 1. If aggrieved persons believe they may have a grievance, they may first discuss the matter with their teacher in an effort to resolve it informally. \*(The Affirmative Action Coordinator may be contacted at this time step for assistance.)
  - 2. If the person/s are not satisfied with the disposition of the matter, they shall have the right to obtain counsel and/or representation from their fellow peers within the Department relative to proceeding to the next level.
- B. Formal Procedure:
  - 1. Level One - Director
    - a. If aggrieved person/s are not satisfied with the out-come of the informal procedure, or is they have elected not to use it, they may present their claim as a formal grievance in writing to the director. \*(A grievance will be deemed waived unless submitted in writing six months after the aggrieved party knew or should have known of the events or conditions con-stituting the alleged grievance.)
    - b. The director shall within ten days after receipt of the written grievance, render a decision and the reasons therefore in writing to the aggrieved person/s.
  - 2. Level Two - Superintendent of Schools
    - a. If aggrieved person/s are not satisfied with the disposition of the grievance at Level One, they may, within five days after the decision, file a written grievance with the Superintendent of Schools.

- b. The School Superintendent shall within ten working days after receipt of the grievance meet with the aggrieved person/s for the purpose of resolving the grievance.
- c. The Superintendent shall, within ten days after the hearing render a decision and the reason therefore in writing to the aggrieved person/s. \*(The Affirmative Action Coordinator may be contacted for assistance.)

3. Level Three - School Committee

- a. If the aggrieved person/s are not satisfied with the disposition of the grievance at Level Two, they may within five days after the decision appeal to the School Committee.
- b. The School Committee shall, at its next regular monthly meeting, meet with the aggrieved person/s for the purpose of reviewing the grievance.
- c. The School Committee shall, within ten days after such meeting, render its decision and the reasons therefore in writing to the aggrieved person/s.

4. Level Four - State Commission

- a. An unresolved discrimination complaint may be submitted to the Maine Human Rights Commission at anytime within 180 days of the alleged discriminatory incident.

C. ADDITIONAL INFORMATION

The grievant shall have the right to representation and to request the presence of witnesses and evidence in his or her behalf. The grievant shall have the right to request that all hearings be confidential or public.

The grievant shall have the right to take their grievance to other agencies at any time before, during, or after initiation/resolution of the above grievance procedure.

Those other agencies are as follows:

For Students: US Office of Civil Rights  
Education Department  
Washington D.C. 20202