

Non-Permissible Activity

Dangerous Instruments/Deadly Weapons

Any student in possession of a firearm or other weapon on school grounds is subject to an immediate one-year expulsion.

Gang Activity/Secret Societies

Gang activity of any kind is not tolerated at EVIT. This includes the verbal or visual advertising of gang affiliation, even if such advertising is on one's own property or one's body.

Harassment/Bullying/Cyberstalking

EVIT is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students. See Board Policy, Student; Student Violence, Harassment, Intimidation and Bullying. Board Policies are available on EVIT's intranet. Conduct that constitutes bullying or harassment may also violate federal and state anti-discrimination statutes. The District does not tolerate unlawful bullying and harassment of any type. Bullying and harassment, as defined herein, is prohibited during any District program, activity, or provided service, including transportation.

Bullying is typically chronic and systematic. Its perpetrators can be adults or minors. Bullying can involve the physical, psychological, or emotional harm, abasement, dehumanization, or embarrassment of a student or employee. It includes repeated and unwanted written, oral, or physical behavior that threatens, insults, or dehumanizes and is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interference with the individual's school performance or participation. Bullying includes but is not limited to the following behaviors:

Teasing	Cyberstalking	Public humiliation
Treats	Cyberbully	Destruction of property
Intimidation	Physical violence	Sexual, religious, or racial harassment
Stalking	Theft	

Bullying also includes retaliation against a person who has asserted or alleged an act of bullying or harassment. A report of bullying or harassment that is not made in good faith is considered retaliation.

Cyberstalking is the use of the Internet, email, instant messages, phone calls, or other electronic means to stalk, harass, intimidate, or frighten an individual, group, or organization. It may include false accusations, defamation, posting derogatory statements, monitoring someone's online activity or physical location, identity theft, threats, solicitation, or gathering information that may be used to threaten, embarrass, or harass.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or who are found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. See Student Success, page 43.

Procedure for Reporting

Any person who feels they have been the victim of bullying or harassment or has witnessed bullying or harassment should file a grievance with the Program Director. If the Program Director is the respondent, the grievance shall be filed with the next higher administrator. The Superintendent is the compliance officer and ultimate decision maker, unless the Superintendent is the respondent, then the grievance shall be filed with the Board President.

All employees are required to report alleged bullying or harassment to the District as described above. Community members are encouraged to report any act of bullying or harassment. Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The District shall investigate and document grievances as soon as reasonable and maintain confidentiality to the extent reasonably possible. If the investigator has reason to believe that bullying has occurred, the Superintendent shall determine whether to hold an administrative hearing or to recommend bringing the matter before the Board. False reports may be cause for discipline. Students should refer the Board's policy: Student Discipline and employees to the policy: Discipline, Suspension, and Dismissal of Staff Members for disciplinary due-process and potential consequences which may include expulsion or dismissal.

Timelines

The grievance must be filed within thirty calendar days after the grievant knew or should have known that there were grounds for a grievance. Once the written grievance has been filed, the Superintendent, the Program Administrator, or Chief Operations Officer shall investigate and respond in writing to the complainant within five working days. If the Program Administrator or Chief Operations Officer does not respond, the Superintendent will have ten additional working days to respond in writing to the complainant. If the Superintendent does not timely respond, the complainant may submit a written request to bring the issue to the Board. The Board will then review the investigative record and have thirty days to provide a written response to the complainant.

If an investigation reveals no reasonable cause to believe that this regulation has been violated, the investigator shall inform the complaining party in writing. All decisions may be appealed in writing to the next higher administrative level within five days.

Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school administration. The student may also report concerns to faculty and other school staff who will be responsible for notifying the appropriate administrator.

Parent Notification (High School)

Administration shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all minor students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974. The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

Tobacco, E-Cigarettes, and Vape Devices

The use of any tobacco, e-cigarette, or vape device on any campus is prohibited at all times. The prohibition applies to faculty, staff, students, and visitors. Violations are referred directly to Administration.

Tuition, Fees, & Refunds

Tuition Refunds (Adults only)

Students in adult-only programs, and adult students in blended programs, are responsible for making their tuition payments on time, per their unique payment plan. When students withdraw from a program, refunds are issued to the students based on the governing board approved refund schedule. The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

For 2023-2024, the tuition refunds are as follows:

Reason	Refund
Class is canceled	100%
Student withdraws within ten (10) calendar days of the start of class	100%
Student withdraws after the first half of the course	0%
Student is called to active military duty	100%
Student withdraws due to hardship	Prorated

Withdrawals

To withdraw for any reason a student must complete a Withdrawal Request Form and submit it to their Program Director with supporting documentation, if necessary. The Withdrawal Request Form is available from the Executive Assistant to the Directors, and from the Program Director overseeing the student's program.