

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

**Innovation Center Conference Room  
Monday, October 23, 2023  
6:00 PM**

Jeanne Frank, President  
Pat Biebuyck, Vice-President  
Todd Distelrath, Secretary  
Karen Cedar, Treasurer

Michael Westrick, Trustee  
Jessica Becker, Trustee  
Ronald Miller, Trustee  
Suzanne Cybulla, Superintendent

**AGENDA**

1. **Call to Order/Moment of Silence/Pledge of Allegiance**
2. **Items of Interest, Recognition and Inquiry**
  - a. Board of Education Members
  - b. Administration
3. **Special Recognition - East China Educational Foundation Grants**  
*Michael Domagalski, Chair*
4. **Academic Spotlight Pine River Elementary, Rachel Card, Principal**  
**Pine River Elementary LINKS Program, Amy Langmesser, Jackie Franklin, Claudia Packan, and Lindsay Kierszykowski**
5. **Consent Agenda**
  - a. Approval of Minutes
    - i. Regular Board of Education Meeting September 25, 2023
    - ii. Special Board of Education Meeting October 16, 2023
  - b. Approval of Payment of Bills, Financial Statement and Schedule of Investments
6. **Department Reports**
7. **Committee Reports**
8. **Information/Discussion Items**
  - a. 2022-23 Audit, *Curtis McBride, McBride-Manley & CO P.C.*
  - b. Bond 2020 Update, *AUCH General Contractors*
  - c. Operating Mills Information, *Angie Gleason, Director of Finance*
9. **Recognition of Persons Wishing to Address the Board**

This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the superintendent for research and response.
10. **Action Items**

- a. Renewal of Edmentum Exact Path Licenses for Grades K-8
- b. Student Handbooks
- c. 2022-23 Audit
- d. Altria Group, Inc. Settlement
- e. Purchase of John Deere Gators

**11. Adjournment**

## Regular Board of Education Meeting

Monday, September 25, 2023 6:00 PM

Innovation Center Conference Room, 1585 Meisner Road, East China, MI 48054

Jessica Becker: Present, Pat Biebuyck: Absent, Karen Cedar: Present, Todd Distelrath: Present, Jeanne Frank: Present, Ronald Miller: Present, Michael Westrick: Absent.

1. Call to Order/Moment of Silence/Pledge of Allegiance
2. Items of Interest, Recognition and Inquiry
  - 2.a. Board of Education Members  
None
  - 2.b. Administration  
None
3. Academic Spotlight Marine City High School, *Sherri Becker, Principal Peer-2-Peer program and Interact Club, Kelli Bracken and Katie VanHamme* Marine City High School Principal, *Sherri Becker* talked about the beginning of the school year. She then introduced *Kelli Bracken and Katie VanHamme* who discussed the new Peer to Peer program in their building. Improved outcomes for students with disabilities as well as the general student body. They also discussed the P2P Summer Camp. *Kelli* shared quotes from mentors in the program.
4. Consent Agenda  
To approve items under the consent agenda as presented:.. This motion, made by Ronald Miller and seconded by Todd Distelrath, Carried.  
Yea: 5, Nay: 0, Absent: 2
  - 4.a. Approval of Minutes
  - 4.b. Approval of Payment of Bills, Financial Statement and Schedule of Investments
  - 4.c. Appointment of Teachers
5. Department Reports  
The following departments gave a report: Personnel, Curriculum, Operations, Business Office, Technology, Food Service, and Safety and Security.
6. Committee Reports
7. Information/Discussion Items
  - 7.a. Bond 2020 Update, *AUCH General Contractors*  
*Auch General Contractors, Gerry McClelland* gave a Bond 2020 update.
  - 7.b. Gearing Dishwasher, *Julie Humphrey*  
*Julie Humphrey* discussed the dishwasher fire at Gearing Elementary on September 5th and the need to replace the dishwasher. This involves the removal of the existing, new dishwasher and installation. Bids were solicited for the replacement of the Gearing dishwasher.
  - 7.c. Curriculum: Edmentum (Exact Path) Renewal, *Michael Walling Curriculum Director, Michael Walling*, discussed the renewal of the Edmentum (Exact Path) program.
  - 7.d. Elementary and Secondary student handbooks, *Dawn Demick Assistant Superintendent of Personnel, Dawn Demick*, shared that the elementary and secondary student handbooks have been updated for the 2023/24 school year based on the model handbooks prepared by

Thrun Law Firm. Following Board approval, the revised handbooks will be placed on the District's website at [www.eastchinaschools.org](http://www.eastchinaschools.org). The handbooks were completely revised and reformatted from last year due to our recent transition from NEOLA to Thrun for our Board policies. The handbooks are now consistent with the Board policies for reference and enforcement purposes.

8. Recognition of Persons Wishing to Address the Board  
This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the superintendent for research and response.

None

9. Action Items

- 9.a. Purchase of Gearing Dishwasher

Per administration recommendation, the Board of Education approves the bid by Stafford Smith Inc. in the amount of \$37,115 for the dishwasher and installation. This motion, made by Jessica Becker and seconded by Todd Distelrath, Carried.

Yea: 5, Nay: 0, Absent: 2

- 9.b. Superintendent Evaluation Cycle

Per administration recommendation, the Board of Education will adopt a Superintendent Evaluation Cycle timeline to begin in January and end in December with the annual evaluation completed and presented in November. This motion, made by Ronald Miller and seconded by Jessica Becker, Carried.

Yea: 5, Nay: 0, Absent: 2

10. Adjournment

There being no further business before the Board, President Frank declared the meeting adjourned at 6:31 p.m.

*The East China School District will work in partnership with parents, students, and the community to ensure every child will learn successfully.*

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Board Secretary

## Special Board of Education Meeting

Monday, October 16, 2023 6:00 PM

Innovation Center Conference Room, 1585 Meisner Road, East China, MI 48054

Jessica Becker: Absent, Pat Biebuyck: Present, Karen Cedar: Absent, Todd Distelrath: Present, Jeanne Frank: Present, Ronald Miller: Present, Michael Westrick: Present.

1. Call to Order/Moment of Silence/Pledge of Allegiance
2. Information/Discussion Items
  - 2.a. SCHS Band Trip  
Superintendent, *Suzanne Cybulla*, presented information regarding the SCHS Band trip to Cleveland, OH. The itinerary was discussed.
  - 2.b. Altria Group, Inc. Settlement  
Superintendent, *Suzanne Cybulla*, discussed the Altria Group, Inc. settlement. The settlement will be voted on at the next regular meeting.
3. Recognition of Persons Wishing to Address the Board  
This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the superintendent for research and response.  
*None*
4. Action Items
  - 4.a. SCHS Band Trip  
Per administration recommendation, the Board of Education approves the St. Clair High School Band Cleveland, Ohio trip as presented at the October 16, 2023, special board meeting. This motion, made by Ronald Miller and seconded by Todd Distelrath, Carried.  
Yea: 5, Nay: 0, Absent: 2
5. Adjournment  
There being no further business before the Board, President Jeanne Frank declared the meeting adjourned at 6:11 p.m.

*The East China School District will work in partnership with parents, students, and the community to ensure every child will learn successfully.*

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Board Secretary

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
October 23, 2023**

**FOR ACTION: Manifest and Payment of Bills**

A manifest of the bills for September, 2023 is enclosed.

**RECOMMENDATION:**

The administration is recommending that the Board approve bills paid in the amounts of:

- General Fund - \$4,030,764.36
- Cafeteria Fund - \$67,001.01
- Latchkey Fund - \$143.04
- Internal Service Fund - \$26,445.41
- Sinking Fund – \$11,160.83
- Capital Projects - \$4,763,499.06
- Student Activity - \$76,382.86

**Bills to be Approved  
East China Sch District  
09/30/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077155	09/25/2023	ACR RESTORATION LLC	3192	SERVICES-CONTRACTED SECURITY	225.00
				Vendor Total:	225.00
00077071	09/05/2023	ADVANCED POOL SERVICES INC	4120	REPAIRS-EQUIPMENT	140.00
00077071	09/05/2023		5955	SUPPLIES-MAINTENANCE	2,395.40
00077156	09/25/2023		4120	REPAIRS-EQUIPMENT	2,910.00
00077156	09/25/2023		5955	SUPPLIES-MAINTENANCE	3,107.60
				Vendor Total:	8,553.00
00004828	09/22/2023	AFLAC	9440	A/P AMERICAN FAMILY CANCER	287.75
				Vendor Total:	287.75
00077157	09/25/2023	ALGONAC HIGH CROSS COUNTRY	7905	TOURNAMENT	235.00
				Vendor Total:	235.00
00077158	09/25/2023	ALLEN, MELANIE	0181	GATE RECEIPTS	20.00
				Vendor Total:	20.00
00004826	09/07/2023	AMAZON CAPITAL SR INC	5190	SUPPLIES	7,678.23
00004826	09/07/2023		5210	TEXTBOOKS	27.99
00004826	09/07/2023		5910	SUPPLIES-OFFICE	395.50
00004826	09/07/2023		5955	SUPPLIES-MAINTENANCE	194.33
00004826	09/07/2023		5990	MISC SUPPLIES & MATERIALS	1,130.38
00004826	09/07/2023		7910	MISC EXPENSES	51.96
00004839	09/21/2023		5101	SUPPLIES- ART	21.98
00004839	09/21/2023		5110	TEACH SUPPLIES/MATERIALS	353.70
00004839	09/21/2023		5190	SUPPLIES	11,878.53
00004839	09/21/2023		5910	SUPPLIES-OFFICE	427.11
00004839	09/21/2023		5950	SUPPLIES-CUSTODIAL	190.26
00004839	09/21/2023		5955	SUPPLIES-MAINTENANCE	1,664.93
00004839	09/21/2023		5958	SUPPLIES - LAMPS & BALLASTS	14.96
00004839	09/21/2023		5960	SUPPLIES-ATHLETICS	1,108.63
00004839	09/21/2023		5980	SUPPLIES-SMALL TOOLS	83.57
00004839	09/21/2023		5990	MISC SUPPLIES & MATERIALS	1,151.84
				Vendor Total:	26,373.90
00077159	09/25/2023	ANCHOR BAY HIGH SCHOOL	7905	TOURNAMENT	80.00
				Vendor Total:	80.00
00077072	09/05/2023	APAC PAPER & PACKAGING CORP	5950	SUPPLIES-CUSTODIAL	9,373.67
00077160	09/25/2023		5950	SUPPLIES-CUSTODIAL	2,071.36
				Vendor Total:	11,445.03
00077161	09/25/2023	AQUARIUM DESIGN INC	3112	CONTRACTED SERVICES	85.00
				Vendor Total:	85.00
00077162	09/25/2023	ARCH ENVIRONMENTAL GROUP	3193	SERVICES - INSPECTIONS	503.75
				Vendor Total:	503.75
00077073	09/05/2023	ASCENSION MICHIGAN	3197	SERVICES-EMPLOYEE HEALTH	68.00
00077163	09/25/2023		3190	OTHER PROFESSIONAL SERVICES	255.00
00077163	09/25/2023		3197	SERVICES-EMPLOYEE HEALTH	2,092.00
				Vendor Total:	2,415.00

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00004840	09/30/2023	AT & T MOBILITY	3410	TELEPHONE/DATA COMMUNICATION	882.47
				Vendor Total:	882.47
00077166	09/25/2023	AUTO VALUE PORT HURON	5730	SUPPLIES-FLEET REPAIR PARTS	143.28
				Vendor Total:	143.28
00077167	09/25/2023	AUTO ZONE LLC	5730	SUPPLIES-FLEET REPAIR PARTS	246.92
00077167	09/25/2023		5955	SUPPLIES-MAINTENANCE	59.94
				Vendor Total:	306.86
00077075	09/05/2023	AVENTRIC TECHNOLOGIES LLC	5942	SUPPLIES-MEDICAL	27,360.04
				Vendor Total:	27,360.04
00077077	09/05/2023	BENZ MICROSCOPE OPTICS	5100	SUPPLIES- GENERAL	51,187.28
00077077	09/05/2023		5190	SUPPLIES	6,398.40
				Vendor Total:	57,585.68
00077171	09/25/2023	BLICK ART MATERIALS	5101	SUPPLIES- ART	2,228.38
				Vendor Total:	2,228.38
00077172	09/25/2023	BLUE WATER FUEL	5710	SUPPLIES-Gas	1,608.84
				Vendor Total:	1,608.84
00004861	09/27/2023	BMO	3112	CONTRACTED SERVICES	19.95
00004861	09/27/2023		3190	OTHER PROFESSIONAL SERVICES	198.75
00004861	09/27/2023		3220	PROF DEVELOPMENT FEES	3,432.27
00004861	09/27/2023		3221	PROF DEVELOPMENT TRAVEL	251.80
00004861	09/27/2023		3410	TELEPHONE/DATA COMMUNICATION	560.22
00004861	09/27/2023		3430	POSTAGE	185.79
00004861	09/27/2023		3450	SOFTWARE LICENSES	2,553.89
00004861	09/27/2023		3510	ADVERTISING	1,270.49
00004861	09/27/2023		3610	PRINTING & BINDING	269.13
00004861	09/27/2023		4190	OTHER REPAIRS/RENOV/MAINT	18.63
00004861	09/27/2023		5107	SUPPLIES- SCIENCE	269.50
00004861	09/27/2023		5110	TEACH SUPPLIES/MATERIALS	1,208.91
00004861	09/27/2023		5121	SUPPLIES-BUS. ED.	10.14
00004861	09/27/2023		5123	SUPPLIES-LIFE SKILLS	141.63
00004861	09/27/2023		5132	TESTING SUPPLIES	1,252.45
00004861	09/27/2023		5190	SUPPLIES	8,566.78
00004861	09/27/2023		5210	TEXTBOOKS	468.47
00004861	09/27/2023		5710	SUPPLIES-Gas	72.21
00004861	09/27/2023		5910	SUPPLIES-OFFICE	124.14
00004861	09/27/2023		5942	SUPPLIES-MEDICAL	49.22
00004861	09/27/2023		5950	SUPPLIES-CUSTODIAL	430.65
00004861	09/27/2023		5955	SUPPLIES-MAINTENANCE	1,988.17
00004861	09/27/2023		5960	SUPPLIES-ATHLETICS	403.52
00004861	09/27/2023		5990	MISC SUPPLIES & MATERIALS	390.24
00004861	09/27/2023		5991	Supplies - PAC	997.89
00004861	09/27/2023		6415	TECH CAPITAL OUTLAY<\$1,000	593.59
00004861	09/27/2023		7411	MEMBERSHIP DUES	2,385.00
00004861	09/27/2023		7412	FEES	347.90
00004861	09/27/2023		9193	PREPAID EXPENSES	419.00

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00004861	09/27/2023		9195	INVENTORY-CENTRAL STORES	96.99
				Vendor Total:	28,977.32
00077080	09/05/2023	BP ENERGY RETAIL CO LLC	5510	NATURAL GAS	867.08
00077174	09/25/2023		5510	NATURAL GAS	897.99
				Vendor Total:	1,765.07
00077175	09/25/2023	BSN/PASSON'S/GSC/CONLIN	5960	SUPPLIES-ATHLETICS	449.44
				Vendor Total:	449.44
00077176	09/25/2023	C AND S MOTORS INC	5730	SUPPLIES-FLEET REPAIR PARTS	219.55
				Vendor Total:	219.55
00077082	09/05/2023	CAPITAL ONE TRADE CENTER	5950	SUPPLIES-CUSTODIAL	378.97
00077082	09/05/2023		5955	SUPPLIES-MAINTENANCE	326.64
00077082	09/05/2023		5980	SUPPLIES-SMALL TOOLS	227.97
00077177	09/25/2023		5950	SUPPLIES-CUSTODIAL	141.29
				Vendor Total:	1,074.87
00077083	09/05/2023	CARE'S WORKLIFE SOLUTIONS	3112	CONTRACTED SERVICES	1,850.00
				Vendor Total:	1,850.00
00077084	09/05/2023	CENTRAL MICHIGAN PAPER	5190	SUPPLIES	11,087.00
00077084	09/05/2023		5910	SUPPLIES-OFFICE	2,760.00
				Vendor Total:	13,847.00
00077150	09/08/2023	CHAPTER 13 TRUSTEE T TERRY	9436	A/P GARNISHMENTS	921.46
00077152	09/22/2023		9436	A/P GARNISHMENTS	921.46
				Vendor Total:	1,842.92
00077085	09/05/2023	CINTAS CORPRATION LOC724	5790	SUPPLIES-TRANSPORTATION	127.50
00077179	09/25/2023		5790	SUPPLIES-TRANSPORTATION	199.59
				Vendor Total:	327.09
00077180	09/25/2023	CITY OF ST CLAIR	3830	WATER & SEWAGE	1,056.50
				Vendor Total:	1,056.50
00077181	09/25/2023	CLOUDM INC	3450	SOFTWARE LICENSES	2,070.00
				Vendor Total:	2,070.00
00077182	09/25/2023	CROSWELL-LEXINGTON HIGH	7905	TOURNAMENT	140.00
				Vendor Total:	140.00
00077087	09/05/2023	CUSTOM GUIDE INC	3450	SOFTWARE LICENSES	9,100.00
				Vendor Total:	9,100.00
00077088	09/05/2023	DEAN TRANSPORTATION	3115	TRANSPORTATION-FIELD TRIPS	278.95
				Vendor Total:	278.95
00077089	09/05/2023	DECKER EQUIPMENT	5955	SUPPLIES-MAINTENANCE	49.10
				Vendor Total:	49.10
00077090	09/05/2023	DELTA NETWORK SERVICES	5955	SUPPLIES-MAINTENANCE	2,077.01
				Vendor Total:	2,077.01
00004818	09/08/2023	DEPT OF TREASURY FICA	9447	A/P FICA/MED	114,468.23

**Bills to be Approved**  
**East China Sch District**  
**09/30/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00004829	09/22/2023		9447	A/P FICA/MED	125,990.01
				Vendor Total:	240,458.24
00004819	09/08/2023	DEPT OF TREASURY FIT	9446	A/P FED INCOME TAX W/H	67,997.77
00004830	09/22/2023		9446	A/P FED INCOME TAX W/H	75,556.60
				Vendor Total:	143,554.37
00004820	09/08/2023	DEPT OF TREASURY MEDICARE	9447	A/P FICA/MED	26,770.80
00004831	09/22/2023		9447	A/P FICA/MED	29,465.40
				Vendor Total:	56,236.20
00004841	09/30/2023	DETROIT EDISON	5520	ELECTRICITY	7,293.12
				Vendor Total:	7,293.12
00004842	09/30/2023	DETROIT EDISON COMPANY	5520	ELECTRICITY	22,552.83
				Vendor Total:	22,552.83
00004843	09/30/2023	DIRECT ENERGY BUSINESS	5520	ELECTRICITY	21,410.46
				Vendor Total:	21,410.46
00077187	09/25/2023	DOWNRIVER REFRIGERATION	5955	SUPPLIES-MAINTENANCE	114.76
				Vendor Total:	114.76
00077188	09/25/2023	DYCK SECURITY SERVICES INC	3192	SERVICES-CONTRACTED SECURITY	1,776.75
				Vendor Total:	1,776.75
00077091	09/05/2023	EAST CHINA CHARTER TOWNSHIP	3830	WATER & SEWAGE	798.36
00077189	09/25/2023		3830	WATER & SEWAGE	844.14
				Vendor Total:	1,642.50
00077092	09/05/2023	ELECTRIC MOTOR SR LLC	5955	SUPPLIES-MAINTENANCE	295.44
00077190	09/25/2023		5955	SUPPLIES-MAINTENANCE	1,532.80
				Vendor Total:	1,828.24
00077093	09/05/2023	EMBI TEC	5100	SUPPLIES- GENERAL	2,661.00
				Vendor Total:	2,661.00
00077191	09/25/2023	EMPIRICAL RESOLUTIONS INC	3450	SOFTWARE LICENSES	1,920.00
				Vendor Total:	1,920.00
00077192	09/25/2023	ENERCO CORP	4116	REPAIRS - PLUMBING	454.00
				Vendor Total:	454.00
00077094	09/05/2023	EXECUTIVE ENERGY SERVICES	3190	OTHER PROFESSIONAL SERVICES	850.00
				Vendor Total:	850.00
00077193	09/25/2023	EXPLORELEARNING	3450	SOFTWARE LICENSES	3,295.00
				Vendor Total:	3,295.00
00077095	09/05/2023	FERGUSON ENTERPRISES INC	5955	SUPPLIES-MAINTENANCE	537.88
00077195	09/25/2023		5955	SUPPLIES-MAINTENANCE	1,268.23
				Vendor Total:	1,806.11
00077096	09/05/2023	FIDELITY SECURITY LIFE INS	9460	A/P VISION UHC/EYEMED	912.25
				Vendor Total:	912.25

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00077097	09/05/2023	FLINN SCIENTIFIC INC	5190	SUPPLIES	98.24
00077196	09/25/2023		5190	SUPPLIES	2,804.90
				Vendor Total:	2,903.14
00077197	09/25/2023	FOLLETT CONTENT SOLUTIONS	5200	TEXTBOOKS & WORKBOOKS	4,906.51
				Vendor Total:	4,906.51
00077098	09/05/2023	FOLLETT EDUCATIONAL	5210	TEXTBOOKS	364.65
				Vendor Total:	364.65
00077100	09/05/2023	GRAINGER	5955	SUPPLIES-MAINTENANCE	238.96
				Vendor Total:	238.96
00004821	09/08/2023	HEALTH EQUITY	9465	HSA	16,536.68
00004832	09/22/2023		9465	HSA	16,811.68
				Vendor Total:	33,348.36
00077199	09/25/2023	HOUGHTON MIFFLIN CO	3110	PUPIL DEVELOPMENT	4,200.00
00077199	09/25/2023		3450	SOFTWARE LICENSES	36,000.00
00077199	09/25/2023		5100	SUPPLIES- GENERAL	1,153.77
00077199	09/25/2023		5200	TEXTBOOKS & WORKBOOKS	10,032.75
				Vendor Total:	51,386.52
00077103	09/05/2023	HOUGHTON MIFFLIN HARCOURT	5210	TEXTBOOKS	78,849.86
				Vendor Total:	78,849.86
00077104	09/05/2023	IMAGINE LEARNING LLC	3450	SOFTWARE LICENSES	175.00
00077201	09/25/2023		3450	SOFTWARE LICENSES	7,200.00
				Vendor Total:	7,375.00
00077105	09/05/2023	IMPERIALDADE	5950	SUPPLIES-CUSTODIAL	8,263.73
00077202	09/25/2023		5950	SUPPLIES-CUSTODIAL	2,783.80
00077202	09/25/2023		5957	SUPPLIES - FILTERS	1,250.40
				Vendor Total:	12,297.93
00077203	09/25/2023	ISOLVED BENEFIT SERVICES	7410	DUES/MEMBERSHIPS	93.75
				Vendor Total:	93.75
00077106	09/05/2023	JOHNSTONE SUPPLY	5955	SUPPLIES-MAINTENANCE	231.85
00077205	09/25/2023		5955	SUPPLIES-MAINTENANCE	156.84
				Vendor Total:	388.69
00077206	09/25/2023	JOSTENS	7910	MISC EXPENSES	63.29
				Vendor Total:	63.29
00077154	09/22/2023	K2 EMBROIDERY	3610	PRINTING & BINDING	570.00
				Vendor Total:	570.00
00077107	09/05/2023	KERR ALBERT OFFICE SUPPLY CO	5190	SUPPLIES	698.08
00077207	09/25/2023		5190	SUPPLIES	1,371.20
00077207	09/25/2023		5910	SUPPLIES-OFFICE	38.81
				Vendor Total:	2,108.09
00077108	09/05/2023	KIMBALL MIDWEST	5730	SUPPLIES-FLEET REPAIR PARTS	1,239.02

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				Vendor Total:	1,239.02
00077208	09/25/2023	LAFORCE INC	5955	SUPPLIES-MAINTENANCE	960.00
				Vendor Total:	960.00
00077209	09/25/2023	LESLIE TIRE	5720	SUPPLIES-FLEET: Tires-Battery	150.00
				Vendor Total:	150.00
00077210	09/25/2023	LOXTON RADIATOR SERVICE	5730	SUPPLIES-FLEET REPAIR PARTS	850.00
				Vendor Total:	850.00
00077109	09/05/2023	MACOMB ISD	7412	FEEES	180.00
				Vendor Total:	180.00
00077211	09/25/2023	MANS	3220	PROF DEVELOPMENT FEES	410.00
				Vendor Total:	410.00
00077112	09/05/2023	MARSHALL E CAMPBELL	5955	SUPPLIES-MAINTENANCE	978.84
00077212	09/25/2023		5955	SUPPLIES-MAINTENANCE	297.84
				Vendor Total:	1,276.68
00077213	09/25/2023	MARYSVILLE HIGH SCHOOL	7905	TOURNAMENT	100.00
				Vendor Total:	100.00
00077214	09/25/2023	MATH LEARNING CENTER	3220	PROF DEVELOPMENT FEES	2,200.00
00077214	09/25/2023		5210	TEXTBOOKS	27,000.00
				Vendor Total:	29,200.00
00077113	09/05/2023	MCGRAW HILL EDUCATION INC	3450	SOFTWARE LICENSES	422.55
00077113	09/05/2023		5190	SUPPLIES	783.74
00077113	09/05/2023		5210	TEXTBOOKS	14,963.00
00077216	09/25/2023		3120	PROFESSIONAL DEVELOPMENT-SPKRS	10,500.00
00077216	09/25/2023		3450	SOFTWARE LICENSES	28,306.08
00077216	09/25/2023		5190	SUPPLIES	2,670.70
00077216	09/25/2023		5210	TEXTBOOKS	59,161.94
				Vendor Total:	116,808.01
00077217	09/25/2023	MCLAREN PORT HURON	3190	OTHER PROFESSIONAL SERVICES	160.00
				Vendor Total:	160.00
00004855	09/30/2023	MESSA	9452	A/P MESSA/VSP	398,943.01
				Vendor Total:	398,943.01
00004856	09/30/2023	METLIFE GROUP BENEFITS	9442	A/P LIFE INSURANCE W/H	4,310.06
00004856	09/30/2023		9449	A/P LONG TERM DISABILITY	5,236.03
				Vendor Total:	9,546.09
00004857	09/30/2023	METS	3150	OTHER CONTRACTED SERVICES	17,524.70
				Vendor Total:	17,524.70
00077115	09/05/2023	MICHIGAN AIR PRODUCTS	5955	SUPPLIES-MAINTENANCE	1,271.00
				Vendor Total:	1,271.00
00077116	09/05/2023	MICHIGAN ASSOC OF	7411	MEMBERSHIP DUES	100.00
00077219	09/25/2023		3220	PROF DEVELOPMENT FEES	950.00

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				Vendor Total:	1,050.00
00004822	09/08/2023	MICHIGAN DEPT OF TREASURY	9445	A/P STATE INCOME TAX W/H	32,448.65
00004833	09/22/2023		9445	A/P STATE INCOME TAX W/H	36,045.62
				Vendor Total:	68,494.27
00077117	09/05/2023	MICHIGAN SCHOOL BUSINESS	3220	PROF DEVELOPMENT FEES	380.00
00077117	09/05/2023		7411	MEMBERSHIP DUES	150.00
00077220	09/25/2023		3220	PROF DEVELOPMENT FEES	380.00
				Vendor Total:	910.00
00077151	09/08/2023	MICHIGAN STATE	9435	A/P FRIEND OF CT W/H	818.00
00077153	09/22/2023		9435	A/P FRIEND OF CT W/H	869.75
				Vendor Total:	1,687.75
00077221	09/25/2023	MICHIGAN STATE UNIVERSITY	5116	SUPPLIES- VOCAL MUSIC	170.00
				Vendor Total:	170.00
00077222	09/25/2023	MICHIGAN TECH UNIVERSITY	3450	SOFTWARE LICENSES	2,450.00
				Vendor Total:	2,450.00
00077118	09/05/2023	MILLS, KARI	0173	PAY TO PARTICIPATE	175.00
				Vendor Total:	175.00
00077119	09/05/2023	MPS	5210	TEXTBOOKS	13.94
				Vendor Total:	13.94
00004823	09/08/2023	MPSERS	9405	A/P RETIREMENT	372,488.91
00004823	09/08/2023		9444	A/P RETIRE TDP W/H	210.00
00004834	09/22/2023		9405	A/P RETIREMENT	397,910.21
00004834	09/22/2023		9444	A/P RETIRE TDP W/H	210.00
				Vendor Total:	770,819.12
00077224	09/25/2023	MUNETRIX LLC	3450	SOFTWARE LICENSES	5,347.00
				Vendor Total:	5,347.00
00077120	09/05/2023	NEIMAN'S FAMILY MARKET	5190	SUPPLIES	42.13
00077225	09/25/2023		5190	SUPPLIES	3.69
				Vendor Total:	45.82
00004824	09/08/2023	NORTH STAR BANK	9450	A/P ACH DIRECT DEPOSIT	629,546.67
00004835	09/22/2023		9450	A/P ACH DIRECT DEPOSIT	696,547.62
				Vendor Total:	1,326,094.29
00004825	09/08/2023	OMNI GROUP, THE	9438	A/P Check 403b, 457, Roth	50,406.37
00004825	09/08/2023		9455	A/P ACH 403b, 457, Roth	2,730.00
00004836	09/22/2023		9438	A/P Check 403b, 457, Roth	50,719.65
00004836	09/22/2023		9455	A/P ACH 403b, 457, Roth	2,730.00
				Vendor Total:	106,586.02
00077122	09/05/2023	PHASD PRINT SHOP	5190	SUPPLIES	78.76
				Vendor Total:	78.76
00077123	09/05/2023	PORT HURON MUSIC CENTER	5940	SUPPLIES-MEDICAL-SPEC ED	453.60
00077228	09/25/2023		5105	SUPPLIES- MUSIC	32.40

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				Vendor Total:	486.00
00077124	09/05/2023	PORT HURON PAINT CO	5950	SUPPLIES-CUSTODIAL	592.92
				Vendor Total:	592.92
00077229	09/25/2023	POSITIVE PROMOTIONS	5190	SUPPLIES	4,302.38
				Vendor Total:	4,302.38
00077230	09/25/2023	PRECISION CARE LLC	3153	CONTRACTED SERVICES-GROUNDS	21,123.00
				Vendor Total:	21,123.00
00077231	09/25/2023	PRESIDIO NETWORKED	3450	SOFTWARE LICENSES	7,575.00
				Vendor Total:	7,575.00
00077126	09/05/2023	PROJECT LEAD THE WAY INC	5190	SUPPLIES	1,834.00
				Vendor Total:	1,834.00
00077127	09/05/2023	QUILL CORPORATION	5910	SUPPLIES-OFFICE	495.56
00077232	09/25/2023		5190	SUPPLIES	800.81
				Vendor Total:	1,296.37
00077233	09/25/2023	RAULAND SOUND.COM	4125	REPAIRS-TECHNOLOGY	840.00
				Vendor Total:	840.00
00077128	09/05/2023	RICHMOND GLASS	4110	REPAIRS-MISC.	555.00
				Vendor Total:	555.00
00077235	09/25/2023	ROMEO HIGH SCHOOL	7905	TOURNAMENT	300.00
				Vendor Total:	300.00
00077236	09/25/2023	ROSE PEST SOLUTIONS	4110	REPAIRS-MISC.	1,013.00
				Vendor Total:	1,013.00
00077129	09/05/2023	RYDIN	3610	PRINTING & BINDING	400.20
				Vendor Total:	400.20
00077237	09/25/2023	SABICH, MELISSA	0173	PAY TO PARTICIPATE	100.00
				Vendor Total:	100.00
00077238	09/25/2023	SAVVAS	5210	TEXTBOOKS	14,774.40
				Vendor Total:	14,774.40
00077239	09/25/2023	SCHIMA, DONALD E	3112	CONTRACTED SERVICES	75.00
				Vendor Total:	75.00
00077130	09/05/2023	SCHOLASTIC	5102	SUPPLIES- ENGLISH	1,011.30
00077130	09/05/2023		5104	SUPPLIES- MATH	298.85
00077130	09/05/2023		5108	SUPPLIES- SOCIAL SCIENCE	298.85
00077240	09/25/2023		5190	SUPPLIES	351.65
				Vendor Total:	1,960.65
00077131	09/05/2023	SCHOOL MATE	5190	SUPPLIES	1,452.00
				Vendor Total:	1,452.00
00077132	09/05/2023	SCHOOL OUTFITTERS	5110	TEACH SUPPLIES/MATERIALS	5,749.06

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				Vendor Total:	5,749.06
00077133	09/05/2023	SCHOOL SPECIALTY LLC	5190	SUPPLIES	1,146.67
00077133	09/05/2023		6420	EQUIP & FURN >\$1,000/<\$5,000	441.14
00077242	09/25/2023		5190	SUPPLIES	7,277.36
				Vendor Total:	8,865.17
00077243	09/25/2023	SCOTTY'S POTTY	3112	CONTRACTED SERVICES	105.00
				Vendor Total:	105.00
00077244	09/25/2023	SECREST WARDLE LYNCH	3170	SERVICES-LEGAL	142.66
				Vendor Total:	142.66
00077245	09/25/2023	SEG WORKER'S COMPENSATION	9448	A/P WORKER'S COMP	5,314.00
				Vendor Total:	5,314.00
00004844	09/30/2023	SEMCO ENERGY INC	5510	NATURAL GAS	2,529.88
				Vendor Total:	2,529.88
00077135	09/05/2023	SHREDCORP	3112	CONTRACTED SERVICES	150.00
00077246	09/25/2023		3112	CONTRACTED SERVICES	405.00
				Vendor Total:	555.00
00077247	09/25/2023	SMARTEST EDU INC	3220	PROF DEVELOPMENT FEES	2,799.49
00077247	09/25/2023		3450	SOFTWARE LICENSES	17,345.89
				Vendor Total:	20,145.38
00077248	09/25/2023	SOLUTION TREE	3220	PROF DEVELOPMENT FEES	50,266.66
				Vendor Total:	50,266.66
00077136	09/05/2023	ST CLAIR COUNTY PARKS	7412	FEES	95.00
				Vendor Total:	95.00
00077250	09/25/2023	ST CLAIR MIDDLE SCHOOL	9006	PETTY CASH FUNDS	150.00
				Vendor Total:	150.00
00077252	09/25/2023	STELPFLUG, RANDY B	3112	CONTRACTED SERVICES	75.00
				Vendor Total:	75.00
00077138	09/05/2023	TEACHER CURRICULUM	3450	SOFTWARE LICENSES	23,200.00
00077254	09/25/2023		5210	TEXTBOOKS	15,288.00
				Vendor Total:	38,488.00
00004845	09/30/2023	TELNET WORLDWIDE	3410	TELEPHONE/DATA COMMUNICATION	877.04
				Vendor Total:	877.04
00077255	09/25/2023	THE POSITIVITY PROJECT	3450	SOFTWARE LICENSES	7,990.00
				Vendor Total:	7,990.00
00077140	09/05/2023	THORPE PRINTING SERVICES	3610	PRINTING & BINDING	161.53
				Vendor Total:	161.53
00077257	09/25/2023	THRUN LAW FIRM PC	3220	PROF DEVELOPMENT FEES	245.00
				Vendor Total:	245.00
00077259	09/25/2023	TK ELEVATOR	4110	REPAIRS-MISC.	5,023.55

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				Vendor Total:	5,023.55
00077261	09/25/2023	TOP CAT SALES LLC	5960	SUPPLIES-ATHLETICS	1,040.00
				Vendor Total:	1,040.00
00077263	09/25/2023	TRACTION DETROIT	5730	SUPPLIES-FLEET REPAIR PARTS	1,232.54
				Vendor Total:	1,232.54
00077143	09/05/2023	TRACY INC	3450	SOFTWARE LICENSES	63.35
00077264	09/25/2023		3450	SOFTWARE LICENSES	86.85
				Vendor Total:	150.20
00077144	09/05/2023	TRI-STAR ROOFING &	4111	REPAIRS - ROOFING	3,615.96
00077265	09/25/2023		4111	REPAIRS - ROOFING	1,480.25
				Vendor Total:	5,096.21
00077266	09/25/2023	TROY LAUNDRY INC	4120	REPAIRS-EQUIPMENT	1,006.75
				Vendor Total:	1,006.75
00077145	09/05/2023	UNITY SCHOOL BUS PARTS	5955	SUPPLIES-MAINTENANCE	255.00
00077267	09/25/2023		5730	SUPPLIES-FLEET REPAIR PARTS	331.06
				Vendor Total:	586.06
00077268	09/25/2023	US GAMES INC	5190	SUPPLIES	2,223.04
				Vendor Total:	2,223.04
00077146	09/05/2023	US SPECIALTY COATINGS	5960	SUPPLIES-ATHLETICS	3,541.66
				Vendor Total:	3,541.66
00077270	09/25/2023	VISTA HIGHER LEARNING	5210	TEXTBOOKS	66.37
				Vendor Total:	66.37
00077147	09/05/2023	VISUAL EDGE IT PREMIER	4123	REPAIRS-COPIERS/DUPLICATORS	1.92
				Vendor Total:	1.92
00077271	09/25/2023	WATSON BROS SR CO INC	4116	REPAIRS - PLUMBING	3,555.00
				Vendor Total:	3,555.00
00004858	09/30/2023	WILL SUB PCMI	1633	SALARY-SPECIAL ED AIDE-PT TIME	251.36
00004858	09/30/2023		3113	Contracted Substitute Teachers	25,143.95
				Vendor Total:	25,395.31
00077274	09/25/2023	YALE PUBLIC SCHOOLS	7905	TOURNAMENT	175.00
				Vendor Total:	175.00
00077148	09/05/2023	YOUNG SUPPLY COMPANY	5955	SUPPLIES-MAINTENANCE	217.28
00077148	09/05/2023		5957	SUPPLIES - FILTERS	319.40
00077275	09/25/2023		5955	SUPPLIES-MAINTENANCE	1,987.32
				Vendor Total:	2,524.00
00077149	09/05/2023	ZOHO CORPORATION	3450	SOFTWARE LICENSES	6,100.00
				Vendor Total:	6,100.00
257382	09/08/2023	DAVIS, MICHELLE L	5190	SUPPLIES	17.99
				Vendor Total:	17.99

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258037	09/22/2023	ELLIS, JAMES LEONARD	3221	PROF DEVELOPMENT TRAVEL	315.71
				Vendor Total:	315.71
257708	09/22/2023	KENNEDY, DAVID L	3210	LOCAL MILEAGE	215.49
				Vendor Total:	215.49
257319	09/08/2023	KLECHA, CHRISTINE J	5190	SUPPLIES	12.50
257319	09/08/2023	KLECHA, CHRISTINE J	5190	SUPPLIES	8.00
257319	09/08/2023	KLECHA, CHRISTINE J	5190	SUPPLIES	6.00
257319	09/08/2023	KLECHA, CHRISTINE J	5190	SUPPLIES	6.50
				Vendor Total:	33.00
257711	09/22/2023	PETTINGER, LISA R	3210	LOCAL MILEAGE	109.00
				Vendor Total:	109.00
257983	09/22/2023	SCHWEIGER, TRICIA M	5190	SUPPLIES	17.98
				Vendor Total:	17.98
257818	09/22/2023	SUTINEN, HILLARY M	3210	LOCAL MILEAGE	212.22
				Vendor Total:	212.22
258115	09/22/2023	VAN HAMME, KATHLEEN L	3210	LOCAL MILEAGE	26.20
				Vendor Total:	26.20
<b>*****Grand Total</b>					<b>4,030,764.36</b>

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00077172	09/25/2023	BLUE WATER FUEL	5710	SUPPLIES-Gas	165.28
				Vendor Total:	165.28
00004837	09/30/2023	CHARTWELLS	3150	OTHER CONTRACTED SERVICES	23,581.48
00004837	09/30/2023		5610	FOOD	17,612.52
				Vendor Total:	41,194.00
00077184	09/25/2023	DAVE'S TOWING	3150	OTHER CONTRACTED SERVICES	145.00
				Vendor Total:	145.00
00077185	09/25/2023	DEPENDABLE REFRIGERATION	4120	REPAIRS-EQUIPMENT	858.75
				Vendor Total:	858.75
00077198	09/25/2023	HOBART SERVICE	4120	REPAIRS-EQUIPMENT	2,873.50
				Vendor Total:	2,873.50
00077200	09/25/2023	HUBERT COMPANY	5959	SUPPLIES-MISCELLANEOUS	514.75
				Vendor Total:	514.75
00077215	09/25/2023	MAYLE, KORENE	0161	FOOD SALES-STUDENT	30.25
				Vendor Total:	30.25
00004838	09/30/2023	RICOH USA INC	4123	REPAIRS-COPIERS/DUPLICATORS	27.33
				Vendor Total:	27.33
00077236	09/25/2023	ROSE PEST SOLUTIONS	4110	REPAIRS-MISC.	584.00
				Vendor Total:	584.00
00077251	09/25/2023	STAFFORD SMITH INC	6410	EQ & FUR > \$5,000	18,558.00
				Vendor Total:	18,558.00
00077137	09/05/2023	STELIO MINANO II	3150	OTHER CONTRACTED SERVICES	2,000.00
				Vendor Total:	2,000.00
00077253	09/25/2023	SYGIT, NICOLE	0161	FOOD SALES-STUDENT	10.50
				Vendor Total:	10.50
00077273	09/25/2023	WOLFE, KIM	0161	FOOD SALES-STUDENT	39.65
				Vendor Total:	39.65

**Total CAFETERIA FUND 67,001.01**

**\*\*\*\*\*Grand Total 67,001.01**

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00004861	09/27/2023	BMO	3112	CONTRACTED SERVICES	79.00
00004861	09/27/2023		5190	SUPPLIES	55.18
				Vendor Total:	134.18
00004845	09/30/2023	TELNET WORLDWIDE	3410	TELEPHONE/DATA COMMUNICATION	8.86
				Vendor Total:	8.86
				<b>Total LATCHKEY FUND</b>	<b>143.04</b>
				<b>*****Grand Total</b>	<b>143.04</b>

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00004854	09/30/2023	HUMANA DENTAL	2133	Dental Claims	22,493.07
00004854	09/30/2023		2134	Dental Admin Fees	3,952.34
				Vendor Total:	26,445.41
				<b>Total INTERNAL SERVICE FUND</b>	<b>26,445.41</b>
				<b>*****Grand Total</b>	<b>26,445.41</b>

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00077271	09/25/2023	WATSON BROS SR CO INC	6310	SITE IMPROVEMENTS-NON-BUILDING	11,160.83
				Vendor Total:	11,160.83
				<b>Total 2006 Sinking Fund</b>	<b>11,160.83</b>
				<b>*****Grand Total</b>	<b>11,160.83</b>

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00004826	09/07/2023	AMAZON CAPITAL SR INC	6415	TECH CAPITAL OUTLAY<\$1,000	3,284.72
00004839	09/21/2023		6415	TECH CAPITAL OUTLAY<\$1,000	1,101.47
				Vendor Total:	4,386.19
00077162	09/25/2023	ARCH ENVIRONMENTAL GROUP	6220	BLDG CONSTR/STRUCT ALTERATIONS	876.00
				Vendor Total:	876.00
00077165	09/25/2023	AUCH CONSTRUCTION	6220	BLDG CONSTR/STRUCT ALTERATIONS	4,510,347.85
				Vendor Total:	4,510,347.85
00077076	09/05/2023	B & H PHOTO-VIDEO	6415	TECH CAPITAL OUTLAY<\$1,000	16,881.34
				Vendor Total:	16,881.34
00077173	09/25/2023	BLUUM	6420	EQUIP & FURN >\$1,000/<\$5,000	5,945.00
				Vendor Total:	5,945.00
00077099	09/05/2023	GLOBAL GREEN SR GROUP	6220	BLDG CONSTR/STRUCT ALTERATIONS	88,420.50
				Vendor Total:	88,420.50
00077102	09/05/2023	HI TECH SYSTEM SERVICE INC	6220	BLDG CONSTR/STRUCT ALTERATIONS	1,020.00
				Vendor Total:	1,020.00
00077114	09/05/2023	MGM DUMPSTERS	6220	BLDG CONSTR/STRUCT ALTERATIONS	515.00
00077218	09/25/2023		6220	BLDG CONSTR/STRUCT ALTERATIONS	1,030.00
				Vendor Total:	1,545.00
00077231	09/25/2023	PRESIDIO NETWORKED	6415	TECH CAPITAL OUTLAY<\$1,000	13,938.00
				Vendor Total:	13,938.00
00077249	09/25/2023	ST CLAIR COUNTY RESA	6220	BLDG CONSTR/STRUCT ALTERATIONS	1,793.52
				Vendor Total:	1,793.52
00077141	09/05/2023	THUNDER VALLEY ENTERPRISE	6410	EQ & FUR > \$5,000	62,169.50
00077141	09/05/2023		6415	TECH CAPITAL OUTLAY<\$1,000	16,095.82
00077258	09/25/2023		6415	TECH CAPITAL OUTLAY<\$1,000	27,200.00
				Vendor Total:	105,465.32
00077260	09/25/2023	TMP ARCHITECTURE	6220	BLDG CONSTR/STRUCT ALTERATIONS	7,716.32
				Vendor Total:	7,716.32
00077272	09/25/2023	WENGER CORPORATION	6410	EQ & FUR > \$5,000	5,164.02
				Vendor Total:	5,164.02

**Total 2020 BOND      4,763,499.06**

**\*\*\*\*\*Grand Total      4,763,499.06**

**Bills to be Approved  
East China Sch District  
09/30/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00077070	09/05/2023	ACHATZ CATERING	7920	OTHER STD/SCH ACTY XP	332.73
				Vendor Total:	332.73
00004826	09/07/2023	AMAZON CAPITAL SR INC	7920	OTHER STD/SCH ACTY XP	115.95
00004839	09/21/2023		7920	OTHER STD/SCH ACTY XP	692.00
				Vendor Total:	807.95
00077074	09/05/2023	ATTACK SPORTS LLC	7920	OTHER STD/SCH ACTY XP	2,188.00
00077164	09/25/2023		7920	OTHER STD/SCH ACTY XP	2,231.49
				Vendor Total:	4,419.49
00077168	09/25/2023	BALDINO, FRANCES MARY	7920	OTHER STD/SCH ACTY XP	157.00
				Vendor Total:	157.00
00077078	09/05/2023	BGS SERVICES INC	7920	OTHER STD/SCH ACTY XP	340.00
				Vendor Total:	340.00
00077169	09/25/2023	BIRDY BOUTIQUE LLC	7920	OTHER STD/SCH ACTY XP	2,000.00
				Vendor Total:	2,000.00
00077079	09/05/2023	BLB ENGRAVING SERVICES	7920	OTHER STD/SCH ACTY XP	35.00
00077170	09/25/2023		7920	OTHER STD/SCH ACTY XP	400.00
				Vendor Total:	435.00
00004861	09/27/2023	BMO	7920	OTHER STD/SCH ACTY XP	23,985.64
				Vendor Total:	23,985.64
00077081	09/05/2023	BSN/PASSON'S/GSC/CONLIN	7920	OTHER STD/SCH ACTY XP	9,640.00
00077175	09/25/2023		7920	OTHER STD/SCH ACTY XP	400.00
				Vendor Total:	10,040.00
00077178	09/25/2023	CENTRAL MICHIGAN UNIVERSITY	7920	OTHER STD/SCH ACTY XP	1,000.00
				Vendor Total:	1,000.00
00077086	09/05/2023	CULLEN, DEE	7920	OTHER STD/SCH ACTY XP	840.00
				Vendor Total:	840.00
00077183	09/25/2023	CULLIGAN	7920	OTHER STD/SCH ACTY XP	35.00
				Vendor Total:	35.00
00077186	09/25/2023	DETROIT RIVER OUTDOORS LLC	7920	OTHER STD/SCH ACTY XP	1,313.00
				Vendor Total:	1,313.00
00077194	09/25/2023	EZ FLEX LLC	7920	OTHER STD/SCH ACTY XP	11,953.50
				Vendor Total:	11,953.50
00077101	09/05/2023	HANDS ON EDUCATION	7920	OTHER STD/SCH ACTY XP	81.00
				Vendor Total:	81.00
00077204	09/25/2023	JAHN, MICHELLE	7920	OTHER STD/SCH ACTY XP	558.26
				Vendor Total:	558.26
00077110	09/05/2023	MAGIERA, DAVID J	7920	OTHER STD/SCH ACTY XP	1,332.00
				Vendor Total:	1,332.00
00077111	09/05/2023	MARION STUDIO OF RICHMOND	7920	OTHER STD/SCH ACTY XP	250.00

**Bills to be Approved  
East China Sch District  
09/30/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
				Vendor Total:	250.00
00077223	09/25/2023	MITCHELL, WILLIE	7920	OTHER STD/SCH ACTY XP	610.00
				Vendor Total:	610.00
00077225	09/25/2023	NEIMAN'S FAMILY MARKET	7920	OTHER STD/SCH ACTY XP	274.62
				Vendor Total:	274.62
00077121	09/05/2023	OAKLAND UNIVERSITY	7920	OTHER STD/SCH ACTY XP	500.00
				Vendor Total:	500.00
00077226	09/25/2023	PARKSIDE PRINTING	7920	OTHER STD/SCH ACTY XP	62.60
				Vendor Total:	62.60
00077227	09/25/2023	PEPSI-COLA COMPANY	7920	OTHER STD/SCH ACTY XP	414.12
				Vendor Total:	414.12
00077228	09/25/2023	PORT HURON MUSIC CENTER	7920	OTHER STD/SCH ACTY XP	1,221.11
				Vendor Total:	1,221.11
00077125	09/05/2023	PREFERRED CHARTER SERVICES	7920	OTHER STD/SCH ACTY XP	150.00
				Vendor Total:	150.00
00077232	09/25/2023	QUILL CORPORATION	7920	OTHER STD/SCH ACTY XP	243.85
				Vendor Total:	243.85
00004838	09/30/2023	RICOH USA INC	7920	OTHER STD/SCH ACTY XP	13.91
				Vendor Total:	13.91
00077234	09/25/2023	ROBBINS, BRADLEY P	7920	OTHER STD/SCH ACTY XP	293.65
				Vendor Total:	293.65
00077241	09/25/2023	SCHOLASTIC	7920	OTHER STD/SCH ACTY XP	1,472.35
				Vendor Total:	1,472.35
00077134	09/05/2023	SEW SUCCESSFUL INC	7920	OTHER STD/SCH ACTY XP	978.00
				Vendor Total:	978.00
00077139	09/05/2023	TER HAAR, CALVIN	7920	OTHER STD/SCH ACTY XP	110.00
				Vendor Total:	110.00
00077256	09/25/2023	THORPE PRINTING SERVICES	7920	OTHER STD/SCH ACTY XP	159.33
				Vendor Total:	159.33
00077142	09/05/2023	TOP CAT SALES LLC	7920	OTHER STD/SCH ACTY XP	4,890.00
00077261	09/25/2023		7920	OTHER STD/SCH ACTY XP	2,150.00
				Vendor Total:	7,040.00
00077262	09/25/2023	TP LOGOS LLC	7920	OTHER STD/SCH ACTY XP	685.00
				Vendor Total:	685.00
00077269	09/25/2023	VARSITY SPIRIT FASHIONS	7920	OTHER STD/SCH ACTY XP	991.75
				Vendor Total:	991.75
257492	09/08/2023	BARKER, MICHELLE N	7920	OTHER STD/SCH ACTY XP	33.76
				Vendor Total:	33.76

**Bills to be Approved  
East China Sch District  
09/30/2023**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
257628	09/08/2023	JONES, JESSICA L	7920	OTHER STD/SCH ACTY XP	353.69
258092	09/22/2023	JONES, JESSICA L	7920	OTHER STD/SCH ACTY XP	150.90
				Vendor Total:	504.59
257632	09/08/2023	LETSON, DARYN M	7920	OTHER STD/SCH ACTY XP	389.01
				Vendor Total:	389.01
258053	09/22/2023	MORETZ, ERIN ELIZABETH	7920	OTHER STD/SCH ACTY XP	92.25
				Vendor Total:	92.25
280309	09/08/2023	TATMAN, BRIAN L	7920	OTHER STD/SCH ACTY XP	209.47
				Vendor Total:	209.47
258073	09/22/2023	WEICHERT, VIRGINIA V	7920	OTHER STD/SCH ACTY XP	52.92
				Vendor Total:	52.92
				<b>Total STUDENT ACTIVITY</b>	<b>76,382.86</b>
				<b>*****Grand Total</b>	<b>76,382.86</b>

**East China School District**  
**General Fund Financial Statement**  
9/30/2023

<b>REVENUES</b>	<b>ORIGINAL BUDGET (OB)</b>	<b>RECEIVED</b>	<b>BALANCE DUE</b>	<b>PERCENT DUE</b>
LOCAL SOURCES	13,206,277	10,042,386	3,163,891	24.0%
STATE SOURCES	29,874,325	-	29,874,325	100.0%
FEDERAL SOURCES	4,578,019	-	4,578,019	100.0%
OTHER TRANSACTIONS	930,574	-	930,574	100.0%
<b>TOTAL REVENUES</b>	<b>48,589,195</b>	<b>10,042,386</b>	<b>38,546,809</b>	<b>79.3%</b>

<b>EXPENDITURES</b>	<b>ORIGINAL BUDGET (OB)</b>	<b>EXPENSED &amp; ENCUMBERED</b>	<b>BALANCE AVAILABLE</b>	<b>PERCENT AVAILABLE</b>
<b>INSTRUCTIONAL SERVICES</b>				
<b>BASIC INSTRUCTION:</b>				
ELEMENTARY	10,305,322	1,492,377	8,812,945	85.5%
MIDDLE SCHOOL	5,724,026	891,384	4,832,642	84.4%
HIGH SCHOOL	8,389,437	1,165,245	7,224,192	86.1%
SPECIAL ED	5,454,812	482,701	4,972,111	91.2%
COMPENSATORY ED	1,565,304	224,185	1,341,119	85.7%
VOCATIONAL ED	6,138	9,301	(3,163)	-51.5%
OTHER INSTRUCTION	308,105	129,184	178,921	58.1%
<b>SUPPORTING SERVICES</b>				
PUPIL SERVICES	4,391,816	433,861	3,957,955	90.1%
INST. STAFF SERVICES	1,311,205	460,139	851,066	64.9%
GENERAL ADMINISTRATION	511,124	158,893	352,231	68.9%
SCHOOL ADMINISTRATION	2,704,882	460,903	2,243,979	83.0%
FISCAL SERVICES	544,490	173,909	370,581	68.1%
INTERNAL SERVICES	16,020	8,403	7,617	47.5%
OPERATIONS/MAINTENANCE	3,873,220	1,610,823	2,262,397	58.4%
SECURITY SERVICES	412,878	73,801	339,077	82.1%
PUPIL TRANSPORTATION	1,893,344	532,028	1,361,316	71.9%
CENTRAL SERVICES (HR/TECH)	1,261,788	323,000	938,788	74.4%
ATHLETIC ACTIVITIES	1,320,125	78,922	1,241,203	94.0%
COMMUNITY SERVICES	40,388	4,827	35,561	88.0%
OTHER TRANSACTIONS	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>50,034,424</b>	<b>8,713,886</b>	<b>41,320,538</b>	<b>82.6%</b>

**EAST CHINA SCHOOL DISTRICT  
SCHEDULE OF INVESTMENTS  
AS OF SEPTEMBER, 2023**

<b>FUND</b>	<b>ACCOUNT</b>	<b>TYPE</b>	<b>ISSUER</b>	<b>MATURITY DATE</b>	<b>INTEREST RATE</b>	<b>INVESTED AMOUNT</b>
DS	DEBT SERVICE	POOL	NORTHSTAR	9/30/2023	3.04 APY	2,796,482
DS	DEBT SERVICE	INVEST	MILAF	9/30/2023		978,437
GF	OPERATING	POOL	NORTHSTAR	9/30/2023	0.60 APY	7,558,242
GF	OPERATING	INVEST	NORTHSTAR	9/30/2023	3.04 APY	551,483
SF	SINKING FUND	POOL	NORTHSTAR	9/30/2023	0.30 APY	50,396
SF	SINKING FUND	INVEST	NORTHSTAR	9/30/2023	3.04 APY	2,942,932
CP	CAPITAL PROJECTS	POOL	NORTHSTAR	9/30/2023	0.40 APY	116,440
CP	CAPITAL PROJECTS	INVEST	NORTHSTAR	9/30/2023	3.04 APY	3,857
CP	CAPITAL PROJECTS	INVEST	MILAF	9/30/2023		35,566,466
APY	ANNUAL % YIELD					

**EAST CHINA SCHOOL DISTRICT  
ST. CLAIR COUNTY, MICHIGAN**

**CALENDAR FOR SPECIAL ELECTION ON  
FEBRUARY 27, 2024<sup>1</sup>**

1. **Monday, November 27, 2023** - Board of Education regular meeting to adopt the resolution calling the election.
2. **On or before 4:00 p.m. on Tuesday, December 5, 2023** - Forward ballot wording and resolution to Election Coordinator. **Failure to timely file a certified copy of ballot language may jeopardize the School District's ability to place the question on the ballot.**
3. **On or before Saturday, January 13, 2024** - Absent voter ballots must be available to be sent to voters serving in the military or living overseas. Absent voter ballots must be available by **Thursday, January 18, 2024** to be sent to members of the general public.
4. **On or before Monday, January 29, 2024** - Registration notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
5. **Monday, February 12, 2024** - Last day for voters to register by mail. Voters may register **in person** through **Tuesday, February 27, 2024** (election day) with the required documentation.
6. **On or before Tuesday, February 20, 2024** - Election notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
7. Election clerk offices must be open for at least 8 hours on the last Saturday (**February 24, 2024**) and/or Sunday (**February 25, 2024**) before the election to issue and receive absent voter ballots. The election clerk must post notice of those date(s) and time(s) at least 30 days before the election.
8. **Tuesday, February 27, 2024** - The polls of election will open at 7:00 a.m. and close at 8:00 p.m.

---

<sup>1</sup> Please note that the Presidential Primary Election date is not yet certain, and will not be until late November 2023. We are presuming the earlier of the two possible dates for that election; however the actual date may shift to March 12, 2024. If shifted, items 2-8 above will change.

*[SCHOOL DISTRICT LETTERHEAD]*

**CERTIFICATION OF BALLOT PROPOSITION**

TO: \_\_\_\_\_

In compliance with Public Act 116, Public Acts of Michigan, 1954, as amended (the “Act”), attached is a certified copy of the ballot proposition language approved by the Board of Education of East China School District to be placed before the voters at the election to be held on Tuesday, February 27, 2024.

Pursuant to the Act, a summary of the ballot proposition and an address where the full text of the proposal may be obtained must be included in the registration and election notices.

**Please provide us with a proof copy of the ballot proposition language prior to printing the ballots.**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Secretary, Board of Education

East China School District, St. Clair County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the \_\_\_\_\_, within the boundaries of the District, on the 27th day of November, 2023, at \_\_\_\_\_ o'clock in the \_\_\_\_m. (the "Meeting").

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. This Board intends to submit a proposition at a special election to be held on the 2024 Michigan presidential primary election date, which will be either Tuesday, February 27, 2024 (the "February Primary Date") or Tuesday, March 12, 2024 (the "March Primary Date"), as designated by law.

2. By 4:00 p.m. on Tuesday, December 5, 2023, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. A special election of the school electors of the District be called and held on either Tuesday, February 27, 2024 or Tuesday, March 12, 2024, whichever date is designated by law as the election date for the 2024 Michigan presidential primary.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

a. Utilize The Times Herald, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, December 5, 2023, or by the filing deadline for the March Primary Date, if applicable.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of East China School District, St. Clair County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

CJI/klg [clb]

## EXHIBIT A

### EAST CHINA SCHOOL DISTRICT OPERATING MILLAGE RENEWAL PROPOSAL

This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and renews millage that will expire with the 2024 tax levy.

Shall the currently authorized millage rate limitation of 19 mills (\$19.00 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in East China School District, St. Clair County, Michigan, be renewed for a period of 9 years, 2025 to 2033, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2025 is approximately \$14,044,311.33 (this is a renewal of millage that will expire with the 2024 tax levy)?

**EXHIBIT B**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

EAST CHINA SCHOOL DISTRICT  
OPERATING MILLAGE RENEWAL PROPOSAL  
EXEMPTING PRINCIPAL RESIDENCE  
AND OTHER PROPERTY EXEMPTED BY LAW  
19 MILLS FOR 9 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of East China School District, 1585 Meisner Road, East China, Michigan 48054-4143, telephone: (810) 676-1000.



Date: 08/25/2023  
 Order Number: Q-557536  
 Revision: 1  
 Order Form Expiration Date: 11/04/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 103388  
 Customer Name: East China School District  
 Billing Address: 1585 Meisner Rd  
 East China, MI 48054-4143

Products and Services

Gearing Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	350	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	350	11/05/2023	11/04/2024	12

Gearing Elementary School Subtotal: \$10,290.00

St Clair Middle School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	650	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	650	11/05/2023	11/04/2024	12

St Clair Middle School Subtotal: \$19,110.00

Marine City Middle School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	330	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	330	11/05/2023	11/04/2024	12

Marine City Middle School Subtotal: \$9,702.00

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Date: 08/25/2023  
 Order Number: Q-557536  
 Revision: 1  
 Order Form Expiration Date: 11/04/2023

ORDER FORM

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 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Pine River Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	365	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	365	11/05/2023	11/04/2024	12

**Pine River Elementary School Subtotal:** \$10,731.00

Palms Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	250	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	250	11/05/2023	11/04/2024	12

**Palms Elementary School Subtotal:** \$7,350.00

Belle River Elementary School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	365	11/05/2023	11/04/2024	12
Exact Path: NWEA API Integration	365	11/05/2023	11/04/2024	12

**Belle River Elementary School Subtotal:** \$10,731.00

**Total US Funds:** \$67,914.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

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Date: 08/25/2023  
 Order Number: Q-557536  
 Revision: 1  
 Order Form Expiration Date: 11/04/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

**Invoicing and Payment Terms**

Payment Due Date	Amount
11/15/2023	USD 67,914.00
Total	USD 67,914.00

**Terms and Conditions**

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

**Purchase Order**

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

**Acceptance**

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

**Invoice Contact Information – Please Provide Your Finance Dept Contact Information**

First Name:

Last Name:

Email Address:

**Customer Signature**

Name (Printed or Typed)





Date: 08/25/2023  
 Order Number: Q-557536  
 Revision: 1  
 Order Form Expiration Date: 11/04/2023

ORDER FORM

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Title \_\_\_\_\_

Date \_\_\_\_\_

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**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

**October 23, 2023**

**DISCUSSION: Elementary and Secondary Student Handbooks**

The elementary and secondary student handbooks have been updated for the 2023/24 school year based on the model handbooks prepared by Thrun Law Firm. Following Board approval, the revised handbooks will be placed on the District's website at [www.eastchinaschools.org](http://www.eastchinaschools.org).

The handbooks were completely revised and reformatted from last year due to our recent transition from NEOLA to Thrun for our Board policies. The handbooks are now consistent with the Board policies for reference and enforcement purposes. The handbooks were initially introduced to the Board during its September meeting and are now being presented for approval.

**MOTION**

Per Administration recommendation, the Board of Education approves the elementary and secondary student handbooks for the 2023/24 school year.



**2023-24**

**High School and Middle School**

**Student Handbook**

## **Welcome to the 2023/24 School Year!**

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **District Mission Statement**

The East China School District, a partnership with parents/guardians, students, and the community, will ensure that every child can and will learn successfully.

## **District Vision Statement**

The East China School District will effectively prepare students for post-secondary education by:

1. Sustaining a culture of excellence and high expectations for all stakeholders
2. Providing rigorous academics through an aligned curriculum and effective instruction
3. Challenging and supporting students to perform to their highest capacity
4. Cultivating partnerships with parents and community members
5. Embracing technology and innovation for instruction, communication and operations
6. Supporting a variety of co-curricular activities

## **East China School District Board of Education**

Jeanne Frank, President  
Pat Biebuyck, Vice-President  
Karen Cedar, Treasurer  
Todd Distelrath, Secretary  
Jessica Becker, Trustee  
Ronald Miller, Trustee  
Michael Westrick, Trustee

## **Superintendent of Schools Suzanne Cybulla**

Parents/guardians are invited to attend meetings of the Board of Education. Board meetings are generally held on the fourth Monday of each month at the East China Administrative Offices, 1585 Meisner Road, East China, MI. District website: [www.eastchinaschools.org](http://www.eastchinaschools.org)

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## IMPORTANT INFORMATION

**District Website:** [www.eastchinaschools.org](http://www.eastchinaschools.org)

**Board Policies:** [East China School District Public View - BoardBook Premier](#)

### **Administration Building**

1585 Meisner Road  
East China, MI 48054  
(810) 676-1000  
Suzanne Cybulla, Superintendent

### **Innovation Center**

1585 Meisner Road  
East China, MI 48054  
(810) 676-1020  
Michael Walling, Administrator

### **Marine City High School**

1085 Ward Street  
Marine City, MI 48039  
(810) 676-1900  
(810) 676-1926 attendance  
Sherri Becker, Principal  
Christopher Rinehart, AP/AD

### **Marine City Middle School**

1085 Ward Street  
Marine City, MI 48039  
(810) 676-1201  
(810) 676-1266 attendance  
Nicole Kirby, Principal

### **St. Clair High School**

2200 Clinton Avenue  
St. Clair, MI 48079  
(810) 676-1700  
(810) 676-1726 attendance  
David Mroue, Principal  
Jim Ellis, AP/AD

### **St. Clair Middle School**

4335 Yankee Road  
St. Clair, MI 48079  
(810) 676-1800  
(810) 676-1826 attendance  
Dennis Borse II, Principal  
Renee Bialke, AP/AD

### **Administration**

Superintendent: Suzanne Cybulla ([scybulla@ecsd.us](mailto:scybulla@ecsd.us))

Assistant Superintendent: Dawn Demick ([ddemick@ecsd.us](mailto:ddemick@ecsd.us))

Curriculum: Michael Walling ([mwalling@ecsd.us](mailto:mwalling@ecsd.us))

Special Education/Homebound Director: Terry Wedge ([twedge@ecsd.us](mailto:twedge@ecsd.us))

Maintenance: Kirk Grzelka ([kgrzelka@ecsd.us](mailto:kgrzelka@ecsd.us))

Technology: Craig Headlee ([cheadlee@ecsd.us](mailto:cheadlee@ecsd.us))

Chartwells/Food Service: Julie Humphrey ([jhumphrey@ecsd.us](mailto:jhumphrey@ecsd.us))

School Security: David Kennedy ([dkennedy@ecsd.us](mailto:dkennedy@ecsd.us))

Business/Finance: Angela Gleason ([agleason@ecsd.us](mailto:agleason@ecsd.us))

## EAST CHINA SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR

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August 30	Wednesday	Professional Development Day (no students)
August 31	Thursday	Professional Development Day (no students)
September 5	Tuesday	First Day of School for Students - Half Day All
September 6	Wednesday	Half Day All Students (Elem PM)
September 13	Wednesday	PLC Early Release (1.5 hours)
September 27	Wednesday	PLC Early Release (1.5 hours)
October 11	Wednesday	PLC Early Release (1.5 hours)
October 18	Wednesday	HS/MS Parent Teacher Conferences <i>(Evening Conferences)</i>
October 19	Thursday	HS/MS Parent Teacher Conf - Half Day HS/MS <i>(Afternoon &amp; Evening Conferences)</i>
October 20	Friday	No School
October 25	Wednesday	PLC Early Release (1.5 hours)
October 31	Tuesday	Half Day Elementary Only (AM)
November 3	Friday	End of 1 <sup>st</sup> Marking Period/Half Day Elementary
November 8	Wednesday	PLC Early Release (1.5 hours)
November 20	Monday	Elem Parent Teacher Conferences <i>(Evening)</i>
November 21	Tuesday	Elem Parent Teacher Conf - Half Day Elementary <i>(Afternoon &amp; Evening Conferences)</i>
November 22 - 24	Wednesday - Friday	Thanksgiving Recess
November 29	Wednesday	PLC Early Release (1.5 hours)
December 13	Wednesday	PLC Early Release (1.5 hours)
December 22	Friday	Last Day before Christmas Recess
December 25 - January 5	Monday - Friday	Christmas Recess
January 8	Monday	Classes Resume
January 10	Wednesday	PLC Early Release (1.5 hours)
January 15	Monday	Professional Development Day (no students)
January 24	Wednesday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 1 &amp; 2)</i>
January 25	Thursday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 3 &amp; 4)</i>
January 26	Friday	Half Day All Students <i>(HS/MS Exams Hrs 5 &amp; 6) (Elem PM)</i>
January 31	Wednesday	PLC Early Release (1.5 hours)
February 7	Wednesday	PLC Early Release (1.5 hours)
February 15	Thursday	Half Day All Students (Elem AM)
February 16 -19	Friday - Monday	Mid-Winter Break (Wellness Weekend)
February 21	Wednesday	PLC Early Release (1.5 hours)
March 6	Wednesday	PLC Early Release (1.5 hours)
March 20	Wednesday	PLC Early Release (1.5 hours)
March 25 - April 1	Monday - Monday	Spring Break
April 5	Friday	Half Day Elementary Only (Elem PM)
April 17	Wednesday	PLC Early Release (1.5 hours)
May 8	Wednesday	PLC Early Release (1.5 hours)
May 22	Wednesday	PLC Early Release (1.5 hours)
May 27	Monday	Memorial Day - No School
June 10	Monday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 1 &amp; 2)</i> <i>(Last Day Elem Itinerant Classes)</i>
June 11	Tuesday	Half Day All Students <i>(HS/MS Exams Hrs 3 &amp; 4) (Elem AM)</i>
June 12	Wednesday	Half Day All Students <i>(HS/MS Exams Hrs 5 &amp; 6) (Elem PM)</i> End of 4 <sup>th</sup> Marking Period Last Day for Students

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: automated phone calls, emails, and/or the school's website. If bad weather or other emergency occurs during the day, please listen to automated phone messages and local media stations for early dismissal information. This information will also be posted on local radio and television stations, and social media sites.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Jessica Brohl, Special Services Administrator  
1585 Meisner Road, East China, MI 48054  
(810) 676-1014 [jbrohl@ecsd.us](mailto:jbrohl@ecsd.us)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the school's attendance line to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated system will call home to notify of the absence. Absences that result in students attending medical appointments, funerals, legal proceedings, and approved college trips can be verified with documentation and will not count against the student's attendance totals.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after four (4) consecutive days of absence for illness);
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students who enter up to ten (10) minutes late are considered tardy. In high school, two tardies is equal to one absence.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

#### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has one (1) day for each day of absence to complete missed assignments.

#### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

**Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

**Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

**Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

**Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

**Cell Phone Use**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.

- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Contact your child's school for specific procedures.

## **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **Food Services**

Breakfast and lunch are served every school day. For school breakfast and lunch prices, refer to the school district website. Free or reduced price meals are available for qualifying students. Applications are available on our district's website or in the school office.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Head Lice**

A student with nits within  $\frac{1}{4}$  inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within  $\frac{1}{4}$  inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

## **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

### **Lost and Found**

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Playground/Recess Rules**

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

### **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or

unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

#### **Directory Information**

The District designates the following information as directory information:

- a. student names and addresses;
- b. grade level;

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.

11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event

unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least one (1) week before the withdrawal.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Skyward, the District's student management system.

### **Academic Awards**

Juniors and Seniors will be recognized for their academic achievements at the Spring Honors Convocation. These awards will include:

- Academic Letters - 3.67 or above cumulative GPA for four consecutive semesters
- Honor Roll - 3.34 or above GPA for the first three marking periods of the current school year.
- Honorable Mention Honor Roll - 3.0 - 3.33 for the first three marking periods of the current school year.
- Department Awards
- Extra Curricular Awards
- Scholarships/Grants

### **Honor Students**

All students will be honored based on the following system:

- Highest Honors: Summa cum laude 3.67 - 4.00 GPA through seven semesters
- High Honors: Magna cum laude 3.34 - 3.66 GPA through seven semesters
- Honors: Cum laude 3.00 - 3.33 GPA through seven semesters

## **Commencement**

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied. NOTE: Participation in both the Honors Convocation and required State testing, as part of MME, are required for participation in the commencement ceremony.

## Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

<b>Subject</b>	<b>Credits</b>
English	4
Social Studies	3
Required Courses:	
U.S. History	1
World History	1
Government	0.5
Economics	0.5
Mathematics	4
Required Courses:	
Algebra I*	1
Geometry	1
Algebra II*	1
Math Elective	1
*8th Grade Algebra counts toward the math requirement but not toward total credits for graduation	
Science	3
Required Courses:	
Biology	1
Chemistry or Physics	1
Science Elective	1
Physical Education/Health	1
World Language	2
Visual/Performing/Applied Arts Elective	1
Required Class Credits	18
Elective Credits	4
Total Credits Required to Graduate	22

### **Class Designation for Students**

- In order to be considered a sophomore, a student must have earned a minimum of four (4) credits.
- In order to be considered a junior, a student must have earned a minimum of ten (10) credits.

- In order to be considered a senior, a student must have earned a minimum of fifteen (15) credits.

### Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

### Grades

Report cards will be issued through Skyward at least once each quarter. Grades are calculated using the following grading scale:

A 4.0 system is used to determine class rank. Cumulative GPA and class rank are compiled through seven semesters and become the final GPA and rank.

	<b>B+</b> 3.334	<b>C+</b> 2.334	<b>D+</b> 1.334	
<b>A</b> 4.0	<b>B</b> 3.0	<b>C</b> 2.0	<b>D</b> 1.0	<b>E</b> 0
<b>A-</b> 3.666	<b>B-</b> 2.666	<b>C-</b> 1.666	<b>D-</b> .666	

### Grading Scale

POINTS	GRADE
93	A
90	A-
87	B+
83	B
80	B-
77	C+
73	C
70	C-
67	D+
63	D
60	D-

### Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact your child's counselor.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

- Special Education: Terry Wedge ([twedge@ecsd.us](mailto:twedge@ecsd.us))
- Section 504: Jessica Brohl ([jbrohl@ecsd.us](mailto:jbrohl@ecsd.us))

### **Summer School**

If summer school is needed for credit recovery, a student's parent or guardian will be contacted by the school counselor.

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

### **Work Permits**

Information about work permits is available at each of the high school's main offices. During school breaks, work permits may be picked up from the Administration Building.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct and any applicable team rules.

For more information, see Policy 5507.

#### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day.

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

## **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

## **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

## Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

A student is subject to discipline for conduct while traveling to and from school, at school sponsored events, and while off-campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

For each problem area there is a description to convey understanding of that area to a student. This description does not necessarily include all of the behaviors in that problem area for which the student may be disciplined. This list is not all inclusive, may be amended, and the designated consequences reflect the minimum discipline as circumstances may warrant additional consequences. The school may vary from the stated disciplinary action as it deems necessary/appropriate.

**Absent from Class/Skipping Class:** Absent from one or more class hours without permission from parent/legal guardian and administration.

- 1st offense                    1-3 detention days
- 2nd offense                    3-5 detention days
- Additional offenses    minimum 1 day suspension

**Absent from/skipping detention: missing an assigned detention**

- 1st offense                    1 day suspension
- 2nd offense                    3 day suspension
- Additional offenses    3-5 day suspension

**Aggressive Behavior:** characterized as behavior that is likely to cause physical or emotional harm to others or personal property.

- 1st offense 1-3 detention days and/or 1-3 day suspension
- 2nd offense 3 to 5 day suspension
- Additional offenses minimum 5 days to indefinite suspension

**Arson:** Use of fire to destroy, or attempt to destroy property.

- Indefinite suspension and recommendation for expulsion per Board policy.

**Assault:** The attempt to commit the unlawful touching of another person which causes physical injury or would reasonably be expected to cause physical injury.

**Assaults (Physical) Committed Against School Personnel:**

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on school bus or other such related vehicle, or at a school-sponsored activity or event. Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines “physical assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**Assaults (Verbal) Committed Against School Personnel:**

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or even against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “verbal assault” shall be defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

**Assaults (Physical) Committed Against Other Students:**

The Board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.13.1310(3) (B)1, against another student on school property, on school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

**Automobile misuse:** Inappropriate use of an automobile on school property includes parking in an unauthorized area, speeding, and unsafe driving. Refer to Student Driver section.

**Parking in areas others than the student's assigned parking space:**

- 1st offense                    3 detentions and loss of parking privilege for 5 days
- 2nd offense                    3-5 day suspension and loss of parking privileges

**Parking without a current tag:**

- 1st offense                    1-3 detention day(s)
- 2nd offense                    loss of parking privilege for 5 days
- Additional offenses        loss of parking privileges for remainder of the year

**Careless Driving/Improper Use of Parking Lot**

- Loss of parking privilege and possible suspension

**Bullying or Harassment:**

Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant, or wireless handheld device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school- sponsored function, or in a school vehicle.

**Racial Harassment:**

Racially offensive speech or conduct that is inappropriate in an educational environment. Racial harassment can include, but is not limited to, racial and ethnic slurs, verbal or physical conduct directed towards a potential racial or ethnic group, and spoken or written communications that are derogatory in nature.

**Sexual Harassment:**

Sexually offensive speech or conduct that is inappropriate in an educational environment. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal or physical conduct or communication of a sexual nature.

- 1st offense                    1-3 detention days and/or 1-3 day suspension
- 2nd offense                    3 to 5 day suspension
- Additional offenses        minimum 5 days to indefinite suspension

**Cell Phones/Personal Electronic Devices:**

A student may possess a cellular telephone or personal electronic device (PED) in school, on school property, at after school activities, and at school-related functions, provided that during school hours (from arrival to dismissal) the phone is off and stored

out of sight, including the battery power source and any peripherals. On school vehicles, cell phones and other PEDs must remain off and stored away out of sight. Students will be permitted to use the above devices during their lunch period only in areas designated by school administration.

The use of cell phones and other PEDs in locker rooms is prohibited. The unauthorized use of cellular phones or other PEDs to record data (pictures, video), to communicate or access information during classes or testing is prohibited.

Possession of a cellular telephone or other PED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Unauthorized use of cellular phones or other PEDs is subject to disciplinary action.

Violations of this policy or other school policies may result in disciplinary action against the student which will result in confiscation of the cellular telephone or PED.

The student who possesses a cellular phone or PED shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or PEDs brought onto its property.

- 1st offense warning with teacher redirection
- 2nd offense teacher desk for the hour, teacher call home-document
- 3rd offense confiscation of phone to the office for the day, phone call home
- Additional offenses confiscation of phone, conference with family, loss of cell phone privileges determined by the administrator

**Closed Campus Violation:** Leaving school grounds without permission and/or failure to sign out

- 1st offense 1 day suspension
- 2nd offense 3 day suspension
- Additional offenses minimum 5 day suspension

**Code of Conduct Violation:** Violation of the co-curricular code of conduct.

**Defiance of Authority/Insubordination:** Refusal to follow the reasonable requests of school personnel.

- Minor offense 1-3 detention day(s)
- Major offense 1 to 5 day suspension
- Additional Major offense 5-10 day suspension

**Disorderly, disrespectful, or disruptive conduct:** (In and out of class) Language, behavior, or dress which is disruptive to the orderly educational procedure of school.

- 1st offense 1 to 3 detention day(s)
- 2nd offense 1 to 3 day suspension
- Additional offenses 3-5 day suspension

**Distribution/Possession or Use of Inappropriate Materials:** pornography, pictures, flyers, posters, laser pointers, clothing, etc.

- Minor offense 1 to 3 detention day(s) and conference
- Major offense 1 to 10 days suspension; possible expulsion
- Additional Major offense Indefinite suspension pending Board hearing

**Dress code:**

Any mode of dress which is conspicuous and brings undue attention is improper - if in doubt, don't wear it. The dress guidelines are listed below so that the student may know what apparel is acceptable for school:

1. Clothing should be appropriate, neat, clean, inoffensive and modest. Clothing with obscene language or symbols that promote violence or the use of alcohol, drugs, or tobacco is prohibited. This list is not all-inclusive and may be amended.
  2. Sunglasses, headbands, loose or dangling chains, and choke chains are not permitted in the building. Hats and hoodies may be permitted if it does not cause disruption.
  3. Footwear shall be worn at all times. Slippers and potentially dangerous footwear are not permitted.
  4. All dress and cleanliness are subject to safety and health standards and governmental statutes.
  5. Sponsors of co-curricular activities may establish appropriate guidelines for participation.
  6. Administrators may alter the dress code due to unusual circumstances.
  7. One piece swimsuits are required for all students using the pool, both during school and for other school sponsored activities.
- 
- 1st offense change clothes
  - 2nd offense change clothes and detention
  - Additional offense parent conference

**Drugs (Over-the-counter), Alcohol, Illegal or Look-Alike Substances, and/or Paraphernalia:** Students may not possess, be under the influence of, use, deliver, distribute, sell or advertise any controlled substance/over the counter medication, or paraphernalia used in the consumption of controlled substances, alcoholic beverage on school property, grounds, athletic fields, busses, or at any home or away school related

activities. Nor may a student represent a non-controlled substance as a controlled substance.

**Non-Alcoholic Malt Beverage:** Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.

Possession and/or under the influence of:

- 1st offense 5 day suspension, report to local law enforcement
- 2nd offense 10 day suspension, report to local law enforcement
- Additional offenses Indefinite suspension pending Board hearing, report to local law enforcement

Distribution of:

- 1st offense Indefinite suspension pending Board hearing and report to local law enforcement

**Explosive devices:** The use or threat of use, possession, or sale of explosive devices, including firecrackers, smoke bombs, look-alike devices, etc.

- 1st offense: Indefinite suspension pending Board hearing and report to local law enforcement

**Extortion:** Forcing someone to do something against their will by force, or the threat of force.

- Minor offense 1 to 3 day suspension
- Major offense 3 to 10 day suspension
- Additional Major offense Indefinite suspension pending Board hearing

**False witnessing/Dishonesty:** Writing or giving false or misleading information to school officials.

- 1st offense 1 to 3 detention day(s)
- 2nd offense 1 to 3 day suspension
- Additional offenses minimum 5 day suspension

**Fighting:** Participating in a physical conflict (mutual combatants) with another person.

- 1st offense 3-5 day suspension
- 2nd offense 5 -10 day suspension
- Additional offenses Indefinite suspension pending Board hearing

**Fire Alarm:**

- 1st offense 10 day suspension, report to local law enforcement
- 2nd offense Indefinite suspension pending Board hearing and report to local law enforcement

**Gambling:** Participating in games of chance for the purpose of exchanging money.

- 1st offense conference/warning
- 2nd offense 1 to 3 day suspension
- Additional offenses 5 day suspension

**Inappropriate Behavior:** Behavior characterized as not being conducive to the learning process

- Minor offense 1-3 days detention
- Major offense 1-3 day suspension
- Additional Major offense 3-5 day suspension

**Loitering/unauthorized areas:**

- Minor offense 1-3 days detention
- Major offense 1-3 day suspension
- Additional Major offense 5 day suspension

**Mischief:** Tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.

- 1st offense 1 to 3 detention day(s)
- 2nd offense 1 to 3 day suspension
- Additional offenses 5 day suspension

**Missed Detention:** missing an assigned detention not due to absence from school

- 1st offense 1 day suspension
- 2nd offense 3 day suspension
- Additional offenses 5 day suspension

**Plagiarism/Cheating:** Steal/copy/share/etc. the work/writings/etc. of someone else.

Use of district technology to commit academic dishonesty is also a violation of the East China School District's Acceptable Use Policy for technology in the district. Students found to be in violation may lose all technology privileges in the building, including the use of their own personal electronic device (PED).

- Minor offense 1-3 detention day(s), loss of credit for work submitted
- Major offense 1-3 day suspension, loss of credit for work submitted
- Additional offenses 5 day suspension, loss of credit in for the class

**Profanity:** Improper use of language, written or spoken

In General

- 1st offense 3 detention days
- 2nd offense 1 day suspension
- Additional offenses 3 day suspension

Directed at Staff

- 1st offense 1 to 3 day suspension
- 2nd offense 3 to 5 day suspension
- Additional offenses 5 day suspension

**Public Display of Affection:** Romantic display of a relationship or affection in school (kissing, excessive hugging, etc).

- 1st offense conference/warning
- 2nd offense 1-3 detention day(s)
- Additional offenses minimum 1 day suspension

**Tobacco:** The use, possession of, or being in attendance where tobacco in any form is present including e-cigarettes and vapor smoking devices.

- 1st offense 1 day suspension and Vape Education
- 2nd offense 3 day suspension
- Additional offenses 5 day suspension

**Theft:** Taking, giving, receiving, or being in possession of property not belonging to you.

- 1st offense Restitution and 3-5 day suspension
- 2nd offense Restitution and 5-10 day suspension
- Additional offenses Indefinite suspension pending Board hearing

**Threats:** The expression of intention to inflict injury or damage.

- Minor offense 1-3 day detentions
- Major offense 3-10 day suspension, possible expulsion
- Additional Major offenses Indefinite suspension pending Board hearing

**Unacceptable Interference with School Programs:** Interfering with administration, teachers, or other school personnel by force, violence, intimidation, boycott, riot, noncompliance, falsified information, etc.

- Minor offense 1-3 day suspension
- Major offense 3-10 day suspension, possible expulsion
- Additional Major offenses Indefinite suspension pending Board hearing

**Vandalism:** Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.

- 1st offense                      Restitution and 3-5 day suspension
- 2nd offense                     Restitution and 5-10 day suspension
- Additional offenses         Indefinite suspension pending Board hearing

**Weapons:** The possession, use of, or the threat to use, a dangerous weapon (or look alike), or any object which can inflict bodily injury to another person.

- Indefinite suspension and recommendation for expulsion consistent with Michigan Public Law 103.382 and School Board policy 5772

## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### **A. Definitions**

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution

process on a specific matter.

4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. “Grievance Process” is the process by which the District handles Formal Complaints.

11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Dawn Demick, Assistant Superintendent of Personnel  
1585 Meisner Rd., East China, MI 48054  
810-676-1030  
[ddemick@ecsd.us](mailto:ddemick@ecsd.us)

#### D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

#### E. General Response to Sexual Harassment

##### 1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

##### 2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

##### 3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

#### 4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

#### 5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

#### 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## 7. Respondent Removal

### a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## 8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701. The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay. If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described

below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process. Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

## 2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process. When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

##### a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator.

The party's response must be considered by the Investigator before completing the final investigation report.

#### b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision- Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision- Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. Reserved.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually. The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with the Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

## H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

## I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

#### J. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

#### K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

#### L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

## M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

#### N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

#### O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

## **APPENDIX B: ANTI-BULLYING**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the 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; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### **B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

## H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

## **APPENDIX C: ATHLETIC CODE OF CONDUCT**

Participation in East China School District's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

MCHS Athletic Director: Christopher Rinehart, AP/AD  
(810) 676-1906  
[crinehart@ecsd.us](mailto:crinehart@ecsd.us)

MCMS Athletic Director: Nicole Kirby, Principal  
(810) 676-1205  
[nkirby@ecsd.us](mailto:nkirby@ecsd.us)

SCHS Athletic Director: JIm Ellis, AP/AD  
(810) 676-1716  
[jellis@ecsd.us](mailto:jellis@ecsd.us)

SCMS Athletic Director: Renee Bialke, AP/AD  
(810) 676-1806  
[rbialke@ecsd.us](mailto:rbialke@ecsd.us)

### **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

### **Concussion Protocol**

The District will comply with the concussion protocol in Policy 5712.

## **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association. Academic checks are run weekly and students must be passing all classes. If a grade falls below passing, students will have one week to bring the grade up to passing.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

## **APPENDIX C - REQUIRED NOTIFICATIONS**

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the ECSD receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s rights of privacy. Parents or eligible students should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or a violation of their privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the law authorizes disclosure without consent. The District will disclose personally identifiable information contained in education records without consent as permitted by law, including under the following circumstances:
  - a. To school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
  - b. Upon request by the parent or eligible student to officials of another educational agency or institution in which a student seeks or intends to enroll.

- c. Directory information will be disclosed unless a parent or eligible student notifies the District in writing within 10 days from the date of this notice that he/she wishes to exercise his/her right to refuse to let the District designate any or all information about the student as directory information. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, awards or honors received, the most recent previous educational agency or institution attended and other information that is generally found in directories, yearbooks and athletic programs.

## STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or the student's parent/guardian;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom the students have close family relationships;
  - f. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  - h. Income, other than that required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  - c. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **INSTRUCTIONAL MATERIALS**

A student's parent/guardian may review the curriculum, textbooks, and teaching materials at a reasonable time and place and in a reasonable manner.

### **TEACHER QUALIFICATIONS**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades K-5 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **HOMELESS CHILD'S RIGHT TO AN EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## **PARENT INVOLVEMENT (TITLE I)**

The school annually has a meeting for all parents/guardians, check with your school for details. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the director of special education.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the director of special education.

## **PESTICIDE APPLICATION NOTICE**

As a part of East China School District's pest management program, pesticides are occasionally applied.

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the director of operations.

Notification will be given before application of the pesticide. Prior notice is not required if there is not an imminent threat to health or property.

## **SUMMER LAWN "WATERSHED" CARE**

To maintain rivers, streams, lakes, and the Great Lakes healthy, all are requested to:

1. When you fertilize your lawn or gardens use only phosphorus free fertilizers in accordance with Michigan's phosphorus law.
2. When applying fertilizers, keep a minimum 10 foot buffer zone from ditches or curbs. This prevents the fertilizer from getting into storm drainage systems.
3. Fertilize only in the fall for a healthy lawn in the spring.
4. When mowing your grass do not blow grass clippings into the street or ditch. Do not dump grass or leaves into storm drainage systems or county drains. When these materials decompose they take the oxygen out of the water that goes into our rivers. These materials also add nutrients that cause algae growth.
5. Do not dump materials or liquids down the catch basins in our streets. All of these storm drains go directly to our rivers, streams, lakes, and ultimately to our Great Lakes. What you dump in the drains is what you will be swimming or fishing in the summer. The Drains are only for the Rains!

## **ASBESTOS MANAGEMENT**

The School District's management plan for asbestos is available for your review in the East China Administrative Offices at 1585 Meisner Road during regular office hours. At the present time, all asbestos is in good condition. Our policy is to continue surveillance and maintenance.

## **PUBLIC ACT 80**

In an attempt to continue to provide a safer environment for children and others within the school, all hazardous substances will be labeled and material safety data sheets for these substances will be on file in each school office. Material Safety Data Sheets (MSDS) will be available for review to all persons potentially exposed to said materials upon request. The MSDS shall contain the name of the substance, the manufacturer's name, a list of hazardous ingredients, physical health hazards, primary route of entry, control measures, emergency and first aid procedures and the date the MSDS was prepared.

## **STUDENT ACCIDENTS**

The district does not provide health or accident insurance for students. The district does not pay medical bills for students involved in accidents while participating in athletic activities. Parents may wish to contact their own insurance carrier to determine if an accident rider is available.

## **MANDATED REPORTERS**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Department of Health and Human Services (MDHHS).

## **INTERNET ACCEPTABLE USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Acceptable Use**

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

## **Privileges**

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

## **Unacceptable Use**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

## **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

### **Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

### **Use of Email**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.



**2023-24**

**Elementary School**

**Student Handbook**

## **Welcome to the 2023/24 School Year!**

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **District Mission Statement**

The East China School District, a partnership with parents/guardians, students, and the community, will ensure that every child can and will learn successfully.

## **District Vision Statement**

The East China School District will effectively prepare students for post-secondary education by:

1. Sustaining a culture of excellence and high expectations for all stakeholders
2. Providing rigorous academics through an aligned curriculum and effective instruction
3. Challenging and supporting students to perform to their highest capacity
4. Cultivating partnerships with parents and community members
5. Embracing technology and innovation for instruction, communication and operations
6. Supporting a variety of co-curricular activities

## **East China School District Board of Education**

Jeanne Frank, President  
Pat Biebuyck, Vice-President  
Karen Cedar, Treasurer  
Todd Distelrath, Secretary  
Jessica Becker, Trustee  
Ronald Miller, Trustee  
Michael Westrick, Trustee

## **Superintendent of Schools Suzanne Cybulla**

Parents/guardians are invited to attend meetings of the Board of Education. Board meetings are generally held on the fourth Monday of each month at the East China Administrative Offices, 1585 Meisner Road, East China, MI. District website: [www.eastchinaschools.org](http://www.eastchinaschools.org)

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## IMPORTANT INFORMATION

**District Website:** [www.eastchinaschools.org](http://www.eastchinaschools.org)

**Board Policies:** [East China School District Public View - BoardBook Premier](#)

### **Administration Building**

1585 Meisner Road  
East China, MI 48054  
(810) 676-1000  
Suzanne Cybulla, Superintendent

### **Transportation**

1585 Meisner Road  
East China, MI 48054  
(810) 676-1041

### **Belle River Elementary School**

1601 Chartier Road  
Marine City, MI 48039  
(810) 676-1150  
(810) 676-1166 attendance  
Robyn Smith-Herr, Principal

### **Gearing Elementary School**

200 N. Carney Drive  
St. Clair, MI 48079  
(810) 676-1650  
(810) 676-1666 attendance  
Mike Zimmer, Principal

### **Palms Elementary School**

6101 Palms Road  
Fair Haven, MI 48023  
(810) 676-1350  
(810) 676-1366 attendance  
Michael Domagalski, Principal

### **Pine River Elementary School**

3575 King Road  
China, MI 48054  
(810) 676-1050  
(810) 676-1066 attendance  
Rachel Card, Principal

### **St. Clair Middle School - 5th Grade**

4335 Yankee Road  
St. Clair, MI 48079  
(810) 676-1800  
(810) 676-1826 attendance  
Dennis Borse II, Principal  
Renee Bialke, AP/AD

### **Administration**

Superintendent: Suzanne Cybulla ([scybulla@ecsd.us](mailto:scybulla@ecsd.us))  
Assistant Superintendent: Dawn Demick ([ddemick@ecsd.us](mailto:ddemick@ecsd.us))  
Curriculum: Michael Walling ([mwalling@ecsd.us](mailto:mwalling@ecsd.us)), Laci Fisher ([lfisher@ecsd.us](mailto:lfisher@ecsd.us))  
Special Education/Homebound Director: Terry Wedge ([twedge@ecsd.us](mailto:twedge@ecsd.us))  
Special Services Administrator: Jessica Brohl ([jbrohl@ecsd.us](mailto:jbrohl@ecsd.us))  
Maintenance: Kirk Grzelka ([kgrzelka@ecsd.us](mailto:kgrzelka@ecsd.us))  
Technology: Craig Headlee ([cheadlee@ecsd.us](mailto:cheadlee@ecsd.us))  
Chartwells Food Service: Julie Humphrey ([jhumphrey@ecsd.us](mailto:jhumphrey@ecsd.us))  
School Security: David Kennedy ([dkennedy@ecsd.us](mailto:dkennedy@ecsd.us))  
Business/Finance: Angela Gleason ([agleason@ecsd.us](mailto:agleason@ecsd.us))

## EAST CHINA SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR

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August 30	Wednesday	Professional Development Day (no students)
August 31	Thursday	Professional Development Day (no students)
September 5	Tuesday	First Day of School for Students - Half Day All
September 6	Wednesday	Half Day All Students (Elem PM)
September 13	Wednesday	PLC Early Release (1.5 hours)
September 27	Wednesday	PLC Early Release (1.5 hours)
October 11	Wednesday	PLC Early Release (1.5 hours)
October 18	Wednesday	HS/MS Parent Teacher Conferences <i>(Evening Conferences)</i>
October 19	Thursday	HS/MS Parent Teacher Conf - Half Day HS/MS <i>(Afternoon &amp; Evening Conferences)</i>
October 20	Friday	No School
October 25	Wednesday	PLC Early Release (1.5 hours)
October 31	Tuesday	Half Day Elementary Only (AM)
November 3	Friday	End of 1 <sup>st</sup> Marking Period/Half Day Elementary
November 8	Wednesday	PLC Early Release (1.5 hours)
November 20	Monday	Elem Parent Teacher Conferences <i>(Evening)</i>
November 21	Tuesday	Elem Parent Teacher Conf - Half Day Elementary <i>(Afternoon &amp; Evening Conferences)</i>
November 22 - 24	Wednesday - Friday	Thanksgiving Recess
November 29	Wednesday	PLC Early Release (1.5 hours)
December 13	Wednesday	PLC Early Release (1.5 hours)
December 22	Friday	Last Day before Christmas Recess
December 25 - January 5	Monday - Friday	Christmas Recess
January 8	Monday	Classes Resume
January 10	Wednesday	PLC Early Release (1.5 hours)
January 15	Monday	Professional Development Day (no students)
January 24	Wednesday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 1 &amp; 2)</i>
January 25	Thursday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 3 &amp; 4)</i>
January 26	Friday	Half Day All Students <i>(HS/MS Exams Hrs 5 &amp; 6) (Elem PM)</i>
January 31	Wednesday	PLC Early Release (1.5 hours)
February 7	Wednesday	PLC Early Release (1.5 hours)
February 15	Thursday	Half Day All Students (Elem AM)
February 16 -19	Friday - Monday	Mid-Winter Break (Wellness Weekend)
February 21	Wednesday	PLC Early Release (1.5 hours)
March 6	Wednesday	PLC Early Release (1.5 hours)
March 20	Wednesday	PLC Early Release (1.5 hours)
March 25 - April 1	Monday - Monday	Spring Break
April 5	Friday	Half Day Elementary Only (Elem PM)
April 17	Wednesday	PLC Early Release (1.5 hours)
May 8	Wednesday	PLC Early Release (1.5 hours)
May 22	Wednesday	PLC Early Release (1.5 hours)
May 27	Monday	Memorial Day - No School
June 10	Monday	Half Day HS/MS Students Only <i>(HS/MS Exams Hrs 1 &amp; 2)</i> <i>(Last Day Elem Itinerant Classes)</i>
June 11	Tuesday	Half Day All Students <i>(HS/MS Exams Hrs 3 &amp; 4) (Elem AM)</i>
June 12	Wednesday	Half Day All Students <i>(HS/MS Exams Hrs 5 &amp; 6) (Elem PM)</i> End of 4 <sup>th</sup> Marking Period Last Day for Students

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: automated phone calls, emails, and/or the school's website. If bad weather or other emergency occurs during the day, please listen to automated phone messages and local media stations for early dismissal information. This information will also be posted on local radio and television stations, and social media sites.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Scouts and designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Jessica Brohl, Special Services Administrator  
1585 Meisner Road, East China, MI 48054  
(810) 676-1014 [jbrohl@ecsd.us](mailto:jbrohl@ecsd.us)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the school's attendance line to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated system will call home to notify of the absence. Absences that result in students attending medical appointments, funerals, legal proceedings, and approved college trips can be verified with documentation and will not count against the student's attendance totals.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after four (4) consecutive days of absence for illness);
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students who are more than 15 minutes late are considered tardy. Any student who is tardy is expected to report directly to the office to obtain a tardy slip for admission to class. Any student who arrives between 16 and 90 minutes after the school's start time is considered a "late arrival" for that day. Any student who arrives one hour and 45 minutes after the school's start time or leaves prior to one hour and 45 minutes before dismissal is considered in attendance for only half a day. Any student who leaves after one hour and 45 minutes prior to dismissal is considered an "early dismissal" for that day.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

#### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

## **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

## **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

## **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

## **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

## **Cell Phone Use**

Students may possess cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. A student may possess a cellular phone or electronic device in school, on school property, at after school activities, and at school-related functions, provided that during school hours (from arrival to dismissal), and while riding on a school vehicle, the phone is off and stored out of sight.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

## **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.

- Taking or receiving copies of a test.
- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Childcare Services**

Various childcare services are available for a fee through the East China School District:

The Latchkey Program provides before and after-school sessions for elementary school students. Registration is required and is handled at each Latchkey site or at the Latchkey.

Additional information is available by contacting the program office at (810) 676-1115.

### **Children’s Protective Services Investigations**

The District will cooperate with Children’s Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

## **Classroom Placement**

A student's classroom placement is determined through a collaborative process that considers each child's unique educational needs. Parents/guardians may have thoughts or suggestions on how those needs might be met. In the spring of each year, a placement consideration form is available to parents for input as one aspect of the decision making process. Observation for classroom placement purposes is not allowed.

## **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

## **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Hats/hoods may not be worn in school unless a student is participating in a school-sponsored event. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non-curricular activities to cover the District's reasonable costs. The District may require students to

furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

Breakfast and lunch are served every school day. For school breakfast and lunch prices, refer to the school district website. Free or reduced price meals are available for qualifying students. Applications are available on our district's website or in the school office.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

## **Head Lice**

A student with nits within  $\frac{1}{4}$  inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within  $\frac{1}{4}$  inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after six weeks or three separate cases within one school year, the District will form a team that may include the student's parents, teacher, school nurse, social workers, or administrators to determine the best approach to resolve the issue.

## **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Dawn L. Demick, Assistant Superintendent  
1585 Meisner Road, East China, MI 48054  
(810) 676-1030; [ddemick@ecsd.us](mailto:ddemick@ecsd.us)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an

updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

### **Lost and Found**

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Media Center**

Students may check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Students must also pay for any damage they cause to materials.

## **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

## **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled in the fall to provide an opportunity to discuss your child's progress. Conferences encourage a good working relationship between the home and school.

Additionally, parents/guardians may contact the school at any time during the school year to arrange an individual conference with their child's teacher.

## **Parent-Teacher Organization (PTO)**

Parents/guardians are encouraged to become actively involved in the support of their child's school. The Parent-Teacher Organization is the major service organization for each elementary school. It spearheads family events and fund-raising activities.

Parents/guardians who serve as part of the PTO Board meet regularly to help plan school activities. Meetings are scheduled throughout the year and parents/guardians are notified in advance.

## **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Students may be excused from parties for religious reasons provided that the parent/guardian notifies the school in advance of the scheduled date.

## **Playground/Recess Rules**

Outdoor lunch recess is scheduled daily. Students should come to school appropriately dressed for the weather including a hat, mittens, snow pants and boots. **During inclement weather or when the temperature/wind chill falls below 13 degrees,** children remain indoors.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas. A doctor's note is required for a child to be excused from outdoor recess.

### **Pets and Animals in School**

Animals may be brought into the classroom for educational purposes with prior permission from the classroom teacher and building principal. An adult must transport the pet/animal to and from school and remain with it during the visit. For safety and health purposes, animals may not be brought onto school grounds during the school day including arrival and dismissal.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

### **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any

illegal, unauthorized, or contraband materials discovered in the search. As noted in “Locker Use,” student lockers and desks are school property and remain at all times under the District’s control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student’s failure to permit a search and seizure may be grounds for disciplinary action. A student’s person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District’s collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child’s education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student’s education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student’s education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights as explained in Policy 5309.

#### **Directory Information**

The District designates the following information as directory information:

- a. student names and addresses;
- b. grade level;

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student’s participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the

District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

## **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

## **Volunteers**

Volunteers are a very valuable resource. Not only are their services helpful but involving parents/guardians and other family and community members in the work of the school helps to build a closer relationship between the school and the community. We are grateful to the many volunteers who take an active role in our schools each year.

School staff will inform parents when volunteer opportunities arise. Volunteers report to the office, sign in upon arrival, put on a visitor's badge, state the purpose of visit, and sign out when they leave. Volunteers need to complete the East China School District Volunteer Application form and it must be updated every two (2) years. Failure to abide by the volunteer guidelines may result in the inability to volunteer and/or chaperone at future events.

### **Guidelines for Volunteers – School Setting:**

The role of a volunteer is an important one and requires accepting certain responsibilities. These guidelines help ensure that the safety, security, and privacy of our students is maintained and that there are minimal disruptions to teaching, learning, and an orderly school environment.

- Volunteering must be scheduled and approved by the teacher or administration.
- Volunteers must respect and maintain the confidentiality of matters that occur within the school. Please do not discuss a student with others. Confidentiality is of the utmost importance. If you have a concern about any issue, contact the teacher privately to protect students' privacy rights.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.

- Volunteers should not communicate with the parents of other students to inform them of students' statuses or performance at school.
- Volunteers must remain in the area for which they are volunteering. Volunteers are not permitted to attend recess, lunch, or special classes.
- Volunteers must attend strictly to the duties for which they have volunteered.
- Volunteers should not use this time in the building to monitor their own children's classrooms or inquire about their students' progress with the teacher.
- Volunteers' dress and grooming should be suitable for the public school setting.
- Other children are not permitted to accompany volunteers on campus.
- Volunteers' personal electronic devices must be set to silent or vibrate while on campus. If an electronic personal device needs to be used, volunteers should step out of the classroom.
- Volunteers are not allowed beyond the office area, in the staff lounge, or in the teacher workroom. This is where staff members meet to informally discuss confidential matters.
- Instruction in classrooms should not be interrupted by volunteers.
- Volunteers should not initiate social activities with students.
- Volunteers must not take pictures and/or video while in the building to protect the privacy of students unless prior approval is given by the principal.

### **Guidelines for Volunteers – Field Trip Chaperones:**

The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

- Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
- Familiarize yourself with the instructions given to you by the classroom teachers prior to the field trip and enforce these instructions throughout the trip.
- Teachers reserve the right to assign and/or reassign students to groups.

- The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
- Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- Be on time for designated meeting places and departure.
- School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
  - May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes, etc.
  - May not be under the influence or consume alcohol or illegal substances.
  - May not possess articles that can be used as weapons.
  - May not administer medication to students.
- Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group.
- You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
- For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use for emergencies only.
- Please be aware that some students have photo restrictions; this means their parents have formally requested that they not be photographed at school or in school activities. Do not post photos/videos of students on your personal social media.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least one week before the withdrawal. Please return all school materials

including textbooks, pay any outstanding fees, and provide the school office with a forwarding address at time of withdrawal.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Skyward, the District's student management system.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

- Special Education: Terry Wedge ([twedge@ecsd.us](mailto:twedge@ecsd.us))
- Section 504: Jessica Brohl ([jbrohl@ecsd.us](mailto:jbrohl@ecsd.us))

### **Summer School**

If summer school is recommended for your child, you will be contacted by your child's teacher.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **Removal for 10 or Fewer School Days**

Before a student is suspended for ten or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

#### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary

action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

## **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe

disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>

<p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others’ work.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>

<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### **A. Definitions**

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. "Grievance Process" is the process by which the District handles Formal Complaints.

11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Dawn Demick, Assistant Superintendent of Personnel  
1585 Meisner Rd., East China, MI 48054  
810-676-1030  
[ddemick@ecsd.us](mailto:ddemick@ecsd.us)

#### D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

#### E. General Response to Sexual Harassment

##### 1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

##### 2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

##### 3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

#### 4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

#### 5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

#### 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## 7. Respondent Removal

### a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## 8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701. The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay. If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described

below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process. Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

## 2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process. When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

##### a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator.

The party's response must be considered by the Investigator before completing the final investigation report.

#### b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision- Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision- Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the

Complainant.

f. Appeal rights

## 6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. Reserved.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually. The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

## 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with the Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

## H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

## I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary

action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

#### J. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

#### K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

#### L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

#### M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

#### N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

#### O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

## **APPENDIX B: ANTI-BULLYING**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the 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; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### **B. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

## H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

## **APPENDIX C - REQUIRED NOTIFICATIONS**

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the ECSD receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s rights of privacy. Parents or eligible students should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or a violation of their privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the law authorizes disclosure without consent. The District will disclose personally identifiable information contained in education records without consent as permitted by law, including under the following circumstances:
  - a. To school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
  - b. Upon request by the parent or eligible student to officials of another educational agency or institution in which a student seeks or intends to enroll.

- c. Directory information will be disclosed unless a parent or eligible student notifies the District in writing within 10 days from the date of this notice that he/she wishes to exercise his/her right to refuse to let the District designate any or all information about the student as directory information. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, awards or honors received, the most recent previous educational agency or institution attended and other information that is generally found in directories, yearbooks and athletic programs.

## STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or the student's parent/guardian;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom the students have close family relationships;
  - f. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  - h. Income, other than that required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  - c. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **INSTRUCTIONAL MATERIALS**

A student's parent/guardian may review the curriculum, textbooks, and teaching materials at a reasonable time and place and in a reasonable manner.

### **TEACHER QUALIFICATIONS**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades K-5 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **HOMELESS CHILD'S RIGHT TO AN EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## **PARENT INVOLVEMENT (TITLE I)**

The school annually has a meeting for all parents/guardians, check with your school for details. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the director of special education.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the director of special education.

## **PESTICIDE APPLICATION NOTICE**

As a part of East China School District's pest management program, pesticides are occasionally applied.

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the director of operations.

Notification will be given before application of the pesticide. Prior notice is not required if there is not an imminent threat to health or property.

## **SUMMER LAWN "WATERSHED" CARE**

To maintain rivers, streams, lakes, and the Great Lakes healthy, all are requested to:

1. When you fertilize your lawn or gardens use only phosphorus free fertilizers in accordance with Michigan's phosphorus law.
2. When applying fertilizers, keep a minimum 10 foot buffer zone from ditches or curbs. This prevents the fertilizer from getting into storm drainage systems.
3. Fertilize only in the fall for a healthy lawn in the spring.
4. When mowing your grass do not blow grass clippings into the street or ditch. Do not dump grass or leaves into storm drainage systems or county drains. When these materials decompose they take the oxygen out of the water that goes into our rivers. These materials also add nutrients that cause algae growth.
5. Do not dump materials or liquids down the catch basins in our streets. All of these storm drains go directly to our rivers, streams, lakes, and ultimately to our Great Lakes. What you dump in the drains is what you will be swimming or fishing in the summer. The Drains are only for the Rains!

## **ASBESTOS MANAGEMENT**

The School District's management plan for asbestos is available for your review in the East China Administrative Offices at 1585 Meisner Road during regular office hours. At the present time, all asbestos is in good condition. Our policy is to continue surveillance and maintenance.

## **PUBLIC ACT 80**

In an attempt to continue to provide a safer environment for children and others within the school, all hazardous substances will be labeled and material safety data sheets for these substances will be on file in each school office. Material Safety Data Sheets (MSDS) will be available for review to all persons potentially exposed to said materials upon request. The MSDS shall contain the name of the substance, the manufacturer's name, a list of hazardous ingredients, physical health hazards, primary route of entry, control measures, emergency and first aid procedures and the date the MSDS was prepared.

## **STUDENT ACCIDENTS**

The district does not provide health or accident insurance for students. The district does not pay medical bills for students involved in accidents while participating in athletic activities. Parents may wish to contact their own insurance carrier to determine if an accident rider is available.

## **MANDATED REPORTERS**

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Department of Health and Human Services (MDHHS).

## **INTERNET ACCEPTABLE USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Acceptable Use**

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

## **Privileges**

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

## **Unacceptable Use**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

## **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

### **Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

### **Use of Email**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

**EAST CHINA SCHOOL DISTRICT  
BOARD OF EDUCATION RESOLUTION**

A regular meeting of the East China School District (“District”) Board of Education (the “Board”) was held on the 23 day of October, 2023 at the following time: 6 p.m. (the “Meeting”).

The meeting was called to order by Jeanne Frank, President

Present:

Absent:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS:**

1. The District is a plaintiff in a lawsuit against Altria Group, Inc. (“Altria”) and other vaping product defendants, specifically Case No. 3:19-md-2913-WHO in the United States District Court for the Northern District of California (“Lawsuit”).

2. Certain Lawsuit defendants established a court-supervised settlement program to resolve the Lawsuit against them (“Settlement Program”), specifically Altria and Altria-related parties, as identified in the Settlement Program.

3. The District previously accepted a settlement in the Lawsuit pertaining to JUUL Labs, Inc. (“Juul”) and Juul-related parties.

4. Pursuant to the Settlement Program, the District may accept the gross settlement amount reflected in settlement documents received by the District (“Settlement Amount”), including in exchange for the District releasing its claims against Altria and Altria-related parties (the “Altria Defendants”).

5. The Altria Defendants are the last defendants remaining in the Lawsuit.

6. If the District fails to accept the Settlement Amount and to sign settlement documents, its claims against the Altria Defendants will continue, which may result in the District expending significant time and costs pursuing its claims, and which may result in no recovery from the Altria Defendants.

7. The Board believes that it is in the District’s best interests to accept the Settlement Amount and to authorize and direct the District Superintendent or designee to sign settlement documents pertaining to the Altria Defendants on behalf of the District and to take such other action as necessary to obtain the Settlement Amount and to settle the Lawsuit against the Altria Defendants, subject to review and approval by the District’s legal counsel.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board accepts the Settlement Amount.

2. The Board authorizes and directs the District Superintendent or designee to sign Lawsuit settlement documents pertaining to the Altria Defendants on behalf of the District and to take such other action as necessary to obtain the Settlement Amount and to settle the Lawsuit against the Altria Defendants, subject to review and approval by the District's legal counsel.

3. The Board waives any applicable Board Policies and Bylaws for purposes of this settlement.

4. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Motion Passed:

\_\_\_\_\_  
Board Secretary

The undersigned duly qualified and acting District Board Secretary hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
October 23, 2023**

**FOR ACTION: Purchase of JOHN DEERE GATORS**

In order to prepare for the upcoming snow removal season, the District contacted two different purchasing co-operatives to obtain quotes for snow removal equipment. MIDEAL and OMNIA Partners put us in contact with multiple pre-approved providers. After receiving quotes from Toro, Club Car , Bobcat and John Deere we are recommending the purchase of the John Deere Gators.

In addition, for informational purposes, we also used the same purchasing co-operatives for obtaining quotes for the walk behind snow blowers that are also needed. We have selected Home Depot for the purchase of those pieces of equipment. That price quote is \$13,153.75. This amount for the snowblowers is below the threshold for Board approval. But we wanted the Board to be aware of the purchase.

**RECOMMENDATION:**

Per administration recommendation, the Board of Education approves the purchase of three John Deere Gators for the amount of \$94,899.60